



**Dawson Landing Homeowners Association, Inc.
a Virginia Corporation
Post Office Box 4401, Woodbridge, VA 22194**

Biannual Dawson Landing HOA Meeting Minutes

28 November 2012

The biannual meeting convened Wednesday, November 28th, at 7:35 PM. The following board members were present for the meeting:

Board Members Present	Absent
Vern McHargue (President)	Carl Rice (Vice President)
Reed Grabowski (Secretary)	
Carole Somerville (Treasurer)	
Mike Kuzara (Architectural Review Board (ARB) Chairperson)	
Amy Chaffman (Landscape Coordinator)	
Lamarr Johnson (Member)	

Home Owners: 19 Class A members present in addition to the six Board members.

1.0 Biannual Meeting Called to Order and Welcome

- 1.1 The President called the meeting to order at 7:35 PM. Extended a welcome to all homeowners in attendance and noted that they provided a good cross-representation of the neighborhood. The President introduced the current board members as well as the volunteers who serve on the Architectural Review Board. Thanked all for coming to the biannual meeting and election.
- 1.2 The President queried the Secretary to ascertain if the required 10% of the 265 “Lot Owners,” hereinafter called Class A Members, were present or accounted for by proxy to establish a quorum. Secretary declared a quorum at 21.5% of Class A Members based on the following being present: six Class A board members and 19 Class A members; and 32 Class A executed proxies in hand as follows – three for quorum purpose only, ten uninstructed proxies, and 19 instructed proxies.

2.0 Annual Election

- 2.1 The President noted that the principal purpose of the November Biannual Meeting is to elect members to the Board of Directors. As all of the current Board members were seeking reelection, except the Secretary, (six in total) the intent was to first seek additional nominations to the slate of Directors from the floor.
- 2.2 Initially, no floor nominations were made. A question was raised from the floor about the nomination and election to the board being only for the Secretary position.
 - 2.2.1 Clarification was provided that the quorum was not voting only to elect a Secretary. All votes would elect seven members to make up a new board.
 - 2.2.2 Clarification was provided, that at the first meeting of the new Board of Directors held after the elections, the four “officer” positions (President, Vice President, Secretary, and Treasurer) would be decided by the board members.

Dawson Landing Homeowners Association, Inc.
a Virginia Corporation
Post Office Box 4401, Woodbridge, VA 22194

2.3 With the Board of Directors election process clarified, Ms. Maureen Parlette of 15405 Marsh Overlook Drive was the only nominee seconded from the floor for addition to the election ballot.

2.4 The President requested election ballots be completed at the leisure of those present.

3.0 Officer Reports

3.1 The President noted that the Board of Directors for the past six months has been running like a business. Initiated a survey at the beginning of 2012 that garnered 112 responses. The Landscape Coordinator has been working with Valley Crest (the grounds maintenance team) to address improvements to the common areas. In June, supported by MJF Associates, conducted an ARB inspection of all properties in the subdivision. Expanded the ARB membership to improve the process. Conducted a neighborhood car show event in September called “Bring Your Best Ride” to build camaraderie. Requested Dominion Virginia Power to fix street lights and also proposed locations for new lights to the County Supervisors. Implemented the neighborhood website to increase social awareness within the neighborhood. Discussed a Solicitation policy. In closing, the Board meets monthly on every second Thursday, and any homeowner is welcome to attend.

3.2 As the Vice President had notified the Board of his expected absence from the meeting, he had made the President aware he had no items to report.

3.3 The Secretary noted this would be his last meeting as a Board member. He expressed his thanks to the team and noted to all that the current Board of Directors have set a strong vision for making Dawson Landing a great place to live.

3.4 The Treasurer outlined the financial documents that are typically provided at a monthly Board of Directors’ meeting by providing all a current copy for review. Noted the top sheet is the balance sheet. MJF generates the balance sheet. MJF Associates writes any checks for HOA payment, and the Treasurer signs them. MJF also tracks revenues, deals with the bank the HOA has accounts with, etc.

3.4.1 The Treasurer answered a question on “distressed properties.” Distressed properties are those in arrears with respect to their annual dues. Liens can be placed on these properties, with a legal requirement established by the State of Virginia that the lien be paid.

3.4.2 The Treasurer was also asked “who liens a property?” In response, the HOA attorney generates the lien documents. The Treasurer also noted some properties with liens are under payment plans and going in the correct direction to resolve the lien.

4.0 Architectural Review Board (ARB) Update

4.1 At 8:03 PM, the ARB Chairperson outlined the status and purpose of the ARB. The ARB is currently made up of three Board members and three volunteers. As a team, the ARB oversees two critical areas for the HOA. First, the ARB approves requests

Dawson Landing Homeowners Association, Inc.
a Virginia Corporation
Post Office Box 4401, Woodbridge, VA 22194

for changes to a property. Over the past year, processed 15 to 16 requests and rarely are things denied. However, one shed request was denied because it did not comply with the criteria and standards. The second oversight function of the ARB is to uphold property compliance with the ARB criteria and standards. The ARB Chairperson noted that a principal result from the spring survey called for the need to enforce the HOA standards. In June, the ARB worked with MJF to walk around the neighborhood and assess each and every property. As of this meeting, there are only 46 homes that are still not in compliance from the June assessment. All should be congratulated for taking action on their notices against the ARB criteria and standards, because the appearance of the neighborhood has vastly improved and looks awesome.

- 4.2 Recently the ARB team initiated an award system for the best looking landscaping and home improvement. 12 to 15 property nominations were recommended to the ARB for consideration. The inaugural awardees are: Best Landscaping – 15432 Bald Eagle; Best Home Improvement – 15449 Marsh Overlook; and Best Overall Appearance – 15393 Bald Eagle.
- 4.3 The ARB Chairperson responded to several questions from the floor:
 - 4.3.1 Comment from a homeowner that the MJF violation notice for mailbox covers appears overbearing;
 - 4.3.2 What is the current state of violations? Response – at the third notice stage. These notices were just sent out last week as hearing notices.
 - 4.3.3 How does the HOA’s standard for lawn care compare to the county? Response – the county standard is over 12 inches in height and then the county can come to cut the lawn that is in violation.
 - 4.3.4 Any plan to raise annual dues? Response – No.
 - 4.3.5 Any plans to lower dues? Response – not yet. Currently the HOA is adequately capitalized;
 - 4.3.6 Comment made that it would be nice to have MJF notify when a property is cleared of a violation. Response – contract with MJF calls for MJF to send an e-mail only when a property is cleared.
 - 4.3.7 Who is responsible for snow removal? Response – the county is responsible, and the HOA is at their mercy.

5.0 Landscape Coordinator Update

- 5.1 Have taken on a couple of initiatives to keep the neighborhood common areas looking nice and also attempting to increase social interaction within the neighborhood. The state of the HOA’s common areas is horrendous. There is cleanup required. First and foremost, contracted Valley Crest to install new plantings at the neighborhood entrance signs. With all the recent work on Rippon Boulevard, this common area will have to be resolved through a long-term approach. This will begin with amending the lawn area in the spring to prepare it for new grass seed. With the soil being so compacted, it is impossible for anything to grow. As the President stated earlier, we have established a Dawson Landing site on neighborgator.com. This website affords all the opportunity to join and keep apprised of what is happening in the subdivision.

Dawson Landing Homeowners Association, Inc.
a Virginia Corporation
Post Office Box 4401, Woodbridge, VA 22194

6.0 Home Owners' Open Forum

6.1 A number of issues were raised by HOA members from the floor for the Board of Directors to consider.

6.2 The issues voiced were as follows:

6.2.1 Pet issues, in particular use of leashes and control.

6.2.2 Residents that fail to pick-up newspapers that have blown onto the streets.

6.2.3 Curb appeal regarding properties for sale. When the Realty sign is on the ground, would like it quickly taken care of.

6.2.4 Several tractor trailers are driving to Farm Creek Road from Rippon. In addition, drivers of automobiles are running stop signs. Best way to solve is to call the County Police and request enforcement. Speed bumps and stoplights are a no go.

6.2.5 Drainage on whistling swan. Hillside has settled. County has right of way to pump house. Hesitate to do landscaping. County has been provided pictures. President stated he will discuss with the Woodbridge District Supervisor.

6.2.6 Street light replacement. Canvasback has been out for about 18 months. It was on the list of needed repair.

7.0 Voting Results

7.1 At 8:45 PM the results of the voting to elect a new Board of Directors was announced. As there were only seven nominees, all nominees were elected. The new Board of Directors, in alphabetical order, is as follows: Amy Chaffman; Lamarr Johnson; Mike Kuzara; Vern McHargue; Maureen Parlette; Carl Rice; and Carole Somerville.

8.0 Meeting Adjourn

8.1 Motion to adjourn meeting initiated at 8:50 PM and seconded. Biannual meeting of the Dawson Landing HOA Class A Membership adjourned.

Attachments:

(a) Agenda for 28 November 2012 Biannual Members Meeting

(b) Treasurer's report

AAA
Secretary
Dawson Landing HOA