



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

Minutes of the meeting of November 7, 2016

Board Members Present

Maureen Parlette (President)	Bud Parlette (Architectural Review Board Chair)
Lamarr Johnson (Vice President)	Kate Loving (Secretary)

Architectural Review Board (ARB) Members Present

Lamarr Johnson	Bud Parlette
Erik Graves	Kate Loving

Homeowners Present

No Class A members were present in addition to the 4 Board members and 1 ARB member.

1. Call to Order and Welcome

The President called the meeting to order shortly after 7:00 PM.

- a. The Secretary asked the Board of Directors (BoD) members if they had all had a chance to review October's meeting minutes and if there were any final comments. A motion was made, seconded and the BoD unanimously voted (4 in favor and 0 against) to approve the October 2016 meeting minutes.
- b. The President asked if the BoD members had all reviewed September's meeting minutes, which had been sent to the BoD earlier that day. The September minutes required more time to be approved.

2. Homeowners Forum

Erik Graves (1633 Whistling Swan Way) stated that he had nothing official to speak about but Patriot Disposal had not picked up his recycling during their trash removal service and wondered if others had had similar experiences. Erik was informed that Patriot pickup time ranged from 6 AM to 6 PM. No one else present had any issues. The President suggested he call Patriot's customer service number when he feels there has been an error in service

3. Officer Reports

- a. President's Report:

The President reported that the BoD was still on track to accomplish the 2016 goals before the end of the year:

 - Complete Deed of Easement with Prince William County Service Authority. The Deed has been signed and accepted and Prince William County Service Authority has promised reimbursement for the HOA legal fees of \$1856. The President expects a check to be sent directly to MJF within 5 to 8 business days. Property improvements will be implemented by July 2017.
 - Implement a centralized trash program. A contract was signed with Patriot Disposal on June 24, 2016. Trash service started September 2nd and recycling service began September 6, 2016.

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- Resolve Home-based Business legal issue. Compton Duling, attorneys representing Dawson Landing HOA, sent a letter dated Oct 28th to the attorney for the homeowners running the home-based business with a settlement agreement. The BoD is awaiting a response.
- Update policy resolution for Trash and Exterior Maintenance of homeowner properties. The BoD discussed how to distribute the updated resolution to homeowners. Since the BoD only has about 140 homeowner email addresses, it was agreed to refer to it in the letter being sent to homeowners to announce the December biannual meeting, post it on the website and announce it in the biannual meeting in order to reach the maximum number of members. Mr. Johnson agreed to provide wording in the letter to request homeowner email information for future communications.
- Community events (yard sale and potluck party). About 50 people attended the potluck party held in August 2016. One homeowner, Daryl King (15429 Marsh Overlook Drive), volunteered to help with the next one.

b. Treasurer's Report:

The President reported that the office of Treasurer was still open and asked Mr. Graves if he would be interested in becoming the Treasurer. Mr. Graves expressed interest but asked that he be given some time to think about it. He was provided information from the Dawson Landing HOA Bylaws on the duties of the Treasurer.

The President confirmed that the Vice President has a box of financial records he received from the previous Treasurer. Mrs. Parlette and Mr. Johnson agreed to go through box.

The President reported on the budget, reading from the monthly balance sheet and income statement which she had received from MJF. Total income is currently negative \$5,834 to date. Possible causes were delinquent homeowners and possible solutions were to turn those accounts over to collections or call homeowners to ask them to pay their late fees.

The President reported on the work being performed on behalf of the HOA by two law firms, Compton and Duling and Chadwick Washington, which she had retained to handle various legal issues. Mrs. Parlette also reported the various charges the HOA had received related to the two firms.

Mrs. Parlette discussed having the BoD members attend Board of Director training offered by Chadwick Washington. She also informed the BoD that neither firm would work with any Board member other than the President unless that Board member was attending a meeting with the President. Mr. Johnson expressed concern over this policy and Ms. Parlette agreed to ask the law firms if they would be willing to work with another Board member if that Board member is assigned a particular legal project.

c. Secretary's Report:

The Secretary restated that the biannual meeting was scheduled for December 6th. Ms. Loving asked if the BoD felt another meeting in December was necessary. A motion was made, seconded and the BoD unanimously voted (4 in favor and 0 against) that the biannual meeting would replace the December monthly meeting. It was agreed to schedule the next meeting for January 10th.

The Secretary also inquired about some Secretarial duties listed in the Declaration and Bylaws such as acquiring the corporate seal; being added to the bank account as a backup signer for checks; and

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posting the minutes on the website run by MJF – how often should it be done and what are the expenses involved.

4. Architectural Review Board Chairman Report

- a. The ARB Chair reported that there were no new packets to approve in the past month but there was one homeowner inquiry via email.
- b. Mr. Parlette reported that out of 142 violations, 8 were still outstanding and hearings were scheduled for November 4, 2016 at 7:00pm. Since no homeowners attended the hearings, the signature process began at 7:30pm.
- c. Mr. Parlette also reported that tree removal agreed upon in October's monthly meeting, commenced on October 17th. Mrs. Chaffman provided information on extra trees that also needed to be removed but Mr. Parlette was not able to have them removed in the timeframe allotted. Mr. Parlette will be submitting another set of bids to the BoD on the additional tree removal costs.

5. Old Business

The President reported on the following topics:

- a. Home Based Business:
This item was already addressed in the President's report.
- b. Policy Resolution for Trash and Exterior Maintenance - Release:
This item was already addressed in the President's report.
- c. Street Light Request:
Two years ago, the BoD had requested an additional street light on Rippon Blvd across from the water reservoir. The county resurrected the request and Dominion Power investigated the spot and found there were no underground power lines on that side of the street but the light could be installed across the street. The installation assessment totaled over \$20,000 and would require two easements over homeowner property.

The BoD discussed ways to pay for the light through funding or grants but it was determined that due to the high cost of the light and the easements required on homeowner property, it was not feasible to install that light at this time. The BoD discussed pushing back on paying for the light due to the fact the location of the proposed light is on a county trail. The County should pay for it instead. A position for them to reconsider would be that the trail is dark and has potential for criminal activity.

6. New Business

The President reported on the following topics:

- a. Biannual Meeting Agenda:
The meeting was scheduled for Dec 6th in the Locust Shade Room, pizza at 6pm, meeting at 7pm. The Vice President agreed to order the pizza and the beverages for the meeting. Mrs. Parlette invited a crime prevention speaker to talk about a neighborhood watch. Mrs. Parlette will also invite Mr. Principi or his assistant Tanya to speak as well.

The President stated there would have to be a vote to fill the open director's position on the board if it was not filled before the biannual meeting. Ms. Loving inquired why there would not be a

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membership vote to elect Mr. Parlette and herself to the positions they are currently holding. Mrs. Parlette pointed out that according to the HOA's declaration, Mr. Parlette and Ms. Loving are serving out terms formerly held by other Board Members who had resigned and therefore an election would not be appropriate until their terms expire in another two years. Mr. Parlette read from the bylaws to confirm: "In the event of death, resignation or removal of a Director, his successor shall be selected by the remaining Members of the Board and shall serve for the unexpired term of his predecessor." (Article IV, Section 3)

The BoD discussed holding a vote for the one currently open position on the Board and the fact that there is no current Treasurer. Mrs. Parlette stated that for the biannual meeting, if there are candidates for Treasurer then a ballot with their name on it would be sent with the letter to homeowners announcing the meeting. Since the letter will be sent by MJF within the next week, the BoD would have to know by Friday, November 11th, if there is a candidate to include on the ballot.

The BoD discussed the possibility of not having a candidate by that date, and it was agreed that if a candidate came forward at a later time, the BoD would then vote them in to fill that position in a later meeting. The BoD also discussed including a write-in ballot with the letter in order to gather candidates for the required biannual meeting vote.

Mrs. Parlette also stated that in the next year she would like to address the fact that the Board's terms are not staggered.

b. Broken Fence on Rippon Blvd:

The county contacted the contractor that had damaged the fence on Rippon Blvd. Ms. Parlette is waiting to hear if they will accept responsibility and when they will fix the fence.

7. Adjourn

There being no further business, the Present called the meeting to an end at 8:40pm.