



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

Minutes of the meeting of October 11, 2016

Board Members Present

Maureen Parlette (President)	Bud Parlette (Architectural Review Board Chair)
Lamarr Johnson (Vice President)	Amy Chaffman (Landscape Coordinator)
Kate Loving (Secretary)	Vern McHargue (Member)

Architectural Review Board (ARB) Members Present

Lamarr Johnson	Kate Loving
Bud Parlette	Winnie Miller

Homeowners Present

4 Class A members present in addition to the 5 Board members and 2 ARB members

1. Call to Order and Welcome

The President called the meeting to order when a quorum of 3 Board members was reached shortly before 7:30 PM.

- a. The September 2016 meeting minutes were not available for approval so the President will provided them to the Board for discussion and approval at a later time.

- b. Scheduling of the next Biannual Meeting was discussed. Maureen Parlette reported that no meeting rooms large enough to accommodate Dawson Landing homeowners were available for the month of November. The Board agreed to push the meeting to early December. Mrs. Parlette agreed to submit a request with the county for a meeting room in early December.

2. Homeowners Forum

- a. Homeowners Daryl King (15429 Marsh Overlook Drive) and Jonathan Cebik (15425 Marsh Overlook Drive) attended the meeting to learn more about the HOA's current activities.

- b. Homeowners Carole and Paul Somerville (1617 Whistling Swan Way) also attended the meeting. Mrs. Somerville expressed concerns over the absence of the Treasurer, the monthly balance sheet, and the annual budget which had not been approved yet by the Board. Mrs. Somerville reminded the Board that the budget should have been approved at the beginning of 2016. The President explained the increased expenses due to unpaid bills from 2015, the new trash service and legal matters. Mrs. Parlette also reported the Community Potluck Party expense of \$131, and the reduced cost of the Yard Sale this year to be \$150.

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

Both Mr. and Mrs. Somerville also expressed concerns over two board members from the same household serving on the Board of Directors at the same time. Mrs. Somerville stated that the Dawson Landing Declaration and Bylaws state that only one vote is allowed per household.

The President and Mr. Parlette disagreed stating that the one vote per house pertained to HOA membership meeting votes, not BoD votes. Mr. Parlette offered to go over the Declaration and Bylaws with Mrs. Somerville, who declined stating, she was already familiar with them.

After the Somervilles left, discussion ensued regarding the wording of the Declaration and Bylaws and how they can be interpreted by homeowners regardless of the fact that they do not specify board members serving from the same household at the same time.

Mrs. Chaffman suggested that Mr. Parlette graciously step down as a board member but continue to serve as chair of the ARB. Mr. Parlette declined.

3. Officer Reports

- a. The President discussed two open officer positions, the Treasurer and the Secretary, on the Board of Directors (BoD) and inquired if any of the present homeowners were interested in joining the BoD. A motion was made, seconded and the BoD unanimously voted (5 in favor and 0 against) to elect Kate Loving, currently serving on the ARB, to the Board.
- b. The President presented the duties and responsibilities of the Secretary and asked Ms. Loving if she would be willing to serve as Secretary for the Board. Ms. Loving agreed to serve, a motion was made and seconded to elect her. The BoD unanimously voted (6 in favor and 0 against) to elect Ms. Loving to the office of Secretary.
- c. Due to the open Treasurer position, the President presented current financials.
- d. The Vice President reported that due to the open Treasurer and Secretary positions, he and Mrs. Parlette visited Bank of America to add Mr. Johnson to the Dawson Landing HOA account which currently lists Mrs. Parlette as the sole account holder. They were not successful in adding Mr. Johnson to the account during that visit so a second meeting has been scheduled for October 12th with the bank. Mrs. Parlette stated that according to the bank, the state commission documents were found to be out of date and list incorrect officers for Dawson Landing's HOA Board. Mr. McHargue offered to provide scans of the most recent forms (from 2014) which he submitted when he was President of the Board.

4. Architectural Review Board Report

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

- a. The ARB Chair reported that the ARB approved 3 new ARB packets in the past month. These packets included requests to remove a rotting tree; add a shed; and paint shutters/trim, replace outside lighting and add a lattice privacy screen to the deck.

- b. Mr. Parlette reported that 15 violations are still outstanding and hearings have been scheduled for November 4, 2016 at 6:30pm in the Leesylvania Room in the Prince William County Ferlazzo Building. Mark Fischer of MJF is planning to attend.

5. Old Business

The President reported on the following topics:

- a. Deed of Easement:

Week of October 3rd, 2016, the Dawson Landing HOA Board of Directors signed a legal agreement with Prince William County Service Authority for the pump station's deed of easement at 1599 Heron Way. The agreement included pavement of the driveway on Whistling Swan Way as well as updates to the fencing around the pump station and a sign to be placed at the front of the property. Mrs. Parlette stated that as part of the agreement, Dawson Landing HOA's legal expenses are to be reimbursed by Prince William County. She submitted an invoice in the amount of \$1845 to the PWCSA.

Winnie Miller (1613 Whistling Swan Way) and Kate Loving (1616 Whistling Swan Way) voiced concerns regarding the agreed upon sign that is to be placed at the edge of the easement area. Ms. Miller also voiced concerns over activity she has recently witnessed at the pump station – possible installation of a new antennae. Mrs. Parlette stated that her understanding is the sign meets the county regulations for who to call in case of an emergency and it will be placed on Heron Way possibly in the Common Area. She was not aware of any antennas being installed at the pump station.

- b. Policy Resolution for Trash and Exterior Maintenance:

The BoD developed a “Trash and Exterior Maintenance Resolution” with guidance from the Dawson Landing HOA's attorney, Compton and Duling. The final version was submitted to the Board by the President for the Board's review before the October meeting. Mrs. Parlette reviewed the updated policy aloud and a discussion on the use of the term 'equipment' and the ARB guidelines ensued. A motion was made, seconded and then the BoD unanimously voted (6 in favor and 0 against) to approve and sign the Trash and Exterior Maintenance Resolution.

- c. Fallen Tree on Old Marsh Road:

Mr. Parlette reported his research results and provided a documented summary pertaining to services and costs to remove a large oak tree that fell during a storm in July on 1511 Old Marsh Road, 1528 Old Marsh Road, and HOA Common Area property. Mr. Parlette stated that a portion of the tree removal bids he gathered included removal of 4 dead trees on the Heron Way HOA Common Area as well. Mr. Parlette reported that the trees could be removed on October 17th if agreed upon by the BoD.

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

Mrs. Chaffman stated concerns over the list of effected trees included in the bid. She reported that there were additional trees requiring removal that had not been included in the bid. Mrs. Chaffman agreed to mark all of the dead trees that require removal.

The BoD agreed to use the company with the lowest bid with the condition that the budget for tree removal, including the additional trees Mrs. Chaffman noted, would not exceed \$1600. Mr. Parlette agreed to discuss the BoD's concerns and cost cap with the tree removal company. A motion was made, seconded and the BoD unanimously voted (6 in favor and 0 against) to hire the tree removal company with the lowest bid if the BoD's conditions are met.

6. New Business

- a. The President reported that one homeowner has engaged counsel over concerns with the new Patriot trash service implemented by Dawson Landing HOA. Dawson Landing HOA's attorney, Compton and Duling, is now handling all communications and has responded in writing to a letter received from the homeowner's attorney.

7. Adjourn

There being no further business, at 9:10pm the President adjourned the meeting and requested that all Board members remain in order to hold an Executive Session. The Executive Session concluded just before 9:30pm.