

**Dawson Landing Homeowners Association
Board of Directors Meeting Minutes**

Date of Meeting: December 11, 2018

Location of Meeting: Ferlazzo Bldg Cafeteria

1. Call To Order. The meeting was called to order by the treasurer, Germaine Roseboro, at 7:05 PM, who chaired the meeting as an existing BOD officer in the absence of a president or vice president.
2. Quorum. A quorum was present with the following directors in attendance: Candace Bruns, Darryl King, Keith Manry, Bud Parlette, Afsar Qureshi, and Germaine Roseboro. The following director was absent: Tri Tran. Three homeowners were also present.
3. Open Forum. Comments were heard from the membership regarding the following topic(s):
 - a. November BOD Elections. Opinions were presented by Jack & Sharron Samar, and Lamarr Johnson.
 - The BOD didn't divulge a list of candidates. It was explained that since no one responded to the president's request for candidates as instructed in the HOA newsletter, the proxy was blank. Mr. Samar's charge that candidate nominations should not be restricted was not contested.
 - The opinion of homeowners in attendance was that the use of proxy's in the election could be handled differently.
4. Financial Report. Director Roseboro, distributed and discussed the financial report, and responded to questions.
5. Elections. All positions were filled by unanimous vote.
 - a. Officers:
 - President Keith Manry
 - Vice President Afsar Qureshi
 - Secretary Bud Parlette
 - Treasurer Tri Tran
 - b. Architecture Review Board:
 - Appointment Candace Bruns
 - c. Common Grounds:
 - Landscape Coordinator Darryl King
6. Communications. The HOA attorney advised the BOD not use personal email accounts. This will ensure personal information is not divulged if accounts were seized during a legal matter. Accounts were created in 2016 to provide a historical record and ease transition of new BOD members. Not all previously used accounts were turned over to this BOD. New standardized email accounts have been established and will be distributed.
7. Approval of the Minutes. Director King, distributed BOD minutes for September and October. The BOD will have an opportunity to review prior to approval on-line.
8. Unfinished Business.
 - a. Contractor Mowing of Homeowner Property and Dead Tree Replacement.
 - b. Duck Blind – Home Use as a Business.
 - c. AirB&B - Home Use as a Business.
 - d. Reserve Study and the Retaining Wall.
9. New Business.
 - a. Fine Reversal Request. A request was introduced by director Roseboro at the meeting for a homeowner fine reversal. MJF is still processing. The request will be reviewed and decision made at a later date.

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- b. Fine Reversal Request. A request was submitted by Account #6662 for fine reversal. The package had been distributed to the BOD for review by director Parlette prior to the meeting. A motion was made by director Parlette and seconded to deny the request. The motion was approved by a 4 to 2 vote, with directors Manry and Qureshi voting against. A reassessment of the fine process was suggested for a later date.
- c. HOA Board Training. Discussion on annual BOD training, an opportunity for clarification of declaration and Virginia Statutes with the attorney, and a baseline for new Board members.
- d. PWC Letter dated November 20, 2018, Re: County Inspection of Storm Water Management Facility No. 338 on 1623 Wildlife Way outlining deficiencies in maintenance of the property and required maintenance within 60 days.

10. Action Items:

- a. Bank signatures and document updates will need to be coordinated with directors Manry, Tran, and Roseboro, all meeting together simultaneously at the bank.
- b. A 2019 budget will need to be created by director Tran.
- c. Distribution of new email accounts by director Parlette.
- d. Review of September and October BOD minutes by all BOD members and approve or provide comments on-line.
- e. Directors Manry and King, will visit the homeowner regarding the complaint of “contractor mowing of homeowner property and dead tree replacement”.
- f. Director Parlette will obtain POCs and any specific information from the previous Board regarding home use as a business (Duck Blind).
- g. Director Parlette will provide information obtained from the prior BOD to director Bruns, for evaluation and presentation of a plan of action regarding to home use as a business on Wigeon Way (AirB&B).
- h. Director Parlette to draft query for the president to present to the attorney regarding conveyance of the retaining wall to property owners.
- i. Director Manry to coordinate HOA Board Training for March/April timeframe.
- j. Director King to coordinate clean-up with the grounds contractor and respond to Prince William County regarding neglected maintenance of common property.

11. Meeting Adjourned. A motion was made by director Manry, seconded, and unanimously approved to adjourn the meeting. Meeting adjourned at 9:04 PM. The president noted that the next monthly Board meeting is scheduled for January 8, 2019.

The foregoing minutes were approved by the Board of Directors on January 8, 2019.

R. Parlette
Secretary
Dawson Landing Homeowners Association