



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

Minutes of the meeting

March 13, 2018

Board Members Present

Vern McHargue (Vice President)
Michael Newman (Architectural Review Board Member)
Maureen Parlette (Member)
Darryl King (Secretary)
Germaine Roseboro (Treasurer)
Amy Chaffman

Architectural Review Board (ARB) Members Present

Michael Newman

Homeowners Present

Yvonne Moxness

1. Call to Order and Welcome

- a) The Vice President called the meeting to order at 7:00 PM.
- b) Meeting minutes for January and February 2018 discussed, board made motion to approve with revision noted (via email). Revision made and sent to MJF for posting.

2. Homeowners Forum

- a) Homeowner conveyed to the HOA board a follow up concerning overcrowding at 15318 Egret Court. County has summoned homeowner to appear in court May 11th for build violations and overcrowding. Meagan Landis has done an outstanding job on staying on top of this; she works in the District Supervisor's office.
- b) Homeowner sent email on February 23rd to board for them to address her concerns. Would like answers posted in the minutes. Finally, as a homeowner they would like to be aware of activities of the board and the posting of minutes are slow. Homeowners need to be able to address concerns in the minutes in a timely fashion.
- c) Homeowner received letter from board on late payment charge and will appeal to the state office. Also, homeowner has not received information they requested from board (hard copy was given) and will appeal. Homeowner would like to see the following addressed as stated in their email, 1. Answers to questions in email, 2. Audit letter, 3. Financials for 2016, and 4. Financials for 2017.
- d) Home owner recommends board needs to post minutes within 14 days for homeowners to review. Board should not have to wait for approval at next meeting. Homeowners need to stay abreast on what is happening within the neighborhood.

3. Officer Reports

- a. Vice President- President informed Vice President he will not be in attendance at today's meeting, however he has nothing to report.

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- b. Secretary –Next steps send Jan and Feb minutes to MJF for website posting and send out March meeting minutes to board.
- c. Treasurer – motion made to approve budget. financials for Feb 8, 2018 year end. All seems normal, while income statement budget not approved yet. Financial sheet given out to members to show budget set aside for 2018.
- d. MJF sends out any letters from the board to homeowners and bill the HOA. Board recommends having a line item for subsidiary items for example managing an HOA and line item of discretionary items from the board. MJF will be required to break this out for the HOA.
- e. Discussed the board bringing the newsletter back to inform homeowners of upcoming events and limit mailings.

4. Architectural Review Board Report

- a) ARB meeting held March 8th, previous secretary stepped down and new secretary appointed to ARB. The ARB approved one shed, retaining wall, and requested information from homeowner on a fence.
- b) ARB would like to improve documentation on website. Discussed mailboxes in neighborhood with one being disapproved. Most mailboxes in neighborhood are aesthetically pleasing to the environment and are in line with the community. However most were unapproved. ARB are also working on verbiage for tree removal for homeowners.

5. Landscape Coordinator Report

- a. Landscape coordinator will walk the grounds with Professional Grounds (new contractor). Maintenance budget for landscape contract is 22k (recorded time @ 32.09) which includes any activities outside the maintenance contract (example down trees, reseeding) and watering of common areas.
- b. Landscape budget line item moved from \$900 to \$2500 for signage into Dawson Landing. Motion made and second.
- c. Review with professional grounds where tree or branches are coming down near the Dawson Landing signage and homeowners property. Amy will get a quote and sending to everyone. White fence across from water plant has been broken since Nov 2016 and needs repair.

6. Old Business

- a. Air B and B, President was responsible for calling Air B and B about homeowner (their client) in violation of posting on their website. Next step is to reach out to attorney.

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7. New Business

- a. Send email out for volunteer to oversee the yard sale for 2018. We should plan for a date in May between Mother's day and Memorial Day. Great places to advertise your yard sale are these websites: Date City Community, Prince William, Nick Nak and Antiques. Yvonne has volunteered to help out with the communication portion of the yard sale.
- b. In planning for yard sale we need to coordinate with the trash removal company, donation truck, commitment from homeowners participation.
- c. A message should be put on Nextdoor for Dawson Landing homeowners yard sale volunteers. Yvonne will forward a yard sale email from previous years 2015 to the board, attachment with yard sale tips.
- d. Goals for 2018, what are we planning to accomplish (brainstorm session below):
 - i. Yard sale
 - ii. Improve common area grounds
 - iii. Improve communication to homeowners
 - iv. Improve website

8. Adjourn

There being no further business, motion was made, seconded and unanimously approved to adjourn the meeting at 8:15pm, Next meeting will be scheduled for April 10, 2018.