

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

Date of Meeting: April 9, 2019

Location of Meeting: Ferlazzo Bldg Cafeteria

1. Call To Order. The meeting was called to order by the president, Keith Manry, at 7:00 PM.
2. Quorum. A quorum was present with the following directors in attendance: Keith Manry, Afsar Qureshi, Bud Parlette, Tri Tran, Candace Bruns, and Darryl King. The following director(s) were absent: Germaine Roseboro. One homeowner was also present.
3. Approval of the Minutes. A motion was made by director Manry to approve the minutes of the March 2019 Board meeting; the motion was seconded and unanimously approved.
4. Open Forum. No homeowners addressed the BOD.
5. Old Business.
 - a. A Special Meeting was held on Mar 19 at the Wegman's, second floor, to review proposals for common area maintenance as required by PWC. A motion was made, seconded, and unanimously approved to award the maintenance contract to Ramirez Landscaping for \$12,000. Payment strategy was discussed, and motion made to ask the Attorney to draw up a contract. The motion was seconded and unanimously approved.
 - b. ARB Criteria and Standards Change. A recommendation was presented to increase fence maximum to 72". A county document was shared outlining county guidelines. The recommendation will be reconsidered employing county guidelines.
 - c. Single Family Dwelling Violation. A reported violation of a property which was reported as renting a basement was determined to be a family member. The violation was closed.
 - d. Replacement of Trees/Mowing on Homeowner Property. As follow-up to the December BOD meeting, advice was sought regarding a claim other homeowners had trees planted on their property which were replaced when they died, is the HOA bound to do the same. The response was that the BOD should not repeat a bad decision made of a previous BOD. A motion was made and seconded to not replace the trees, which was unanimously approved. Director King will reach out to the grounds maintenance company to advise against mowing into homeowner yards.
6. New Business.
 - a. Trash Fee Increase. The increase is due to PWC now charging for recycling. PWC recycling is mandatory. The Dawson Landing trash contract allows for government charge pass through. The contract requires written 30 day notice of fee increase and formula supporting the increase amount. The BOD will canvas other providers to determine if there is any benefit to changing providers. Need to research Declaration to determine how to address the change in assessment.
 - b. Budget Discussion. Review of budget and adjustment due to shortfall based on common area maintenance requirement. Remove 2019 Reserve Study (\$2,000) pending review of the Declaration. A motion was made and carried unanimously to remove each of the following: Repairs & Maintenance (\$1,000); Meeting/Social (\$200).
 - c. Dog Waste. ARB is looking into cost for a waste station contract.
 - d. ARB Membership. A motion was made to remove ARB members who have not attended any board meetings this year. The motion was seconded and unanimously approved.
 - e. Fee Reversal. A deployed service member requested a fee reversal. It was stated the Service Member Relief Act protects deployed service members from fines. A motion was made to seek legal counsel and was seconded. The motion failed with a 2 to 4 vote, with directors Manry,

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

Bruns, Tran, and King voting against. It was requested a reference be provided in order for the board to make an informed vote.

- f. **Fallen Tree.** A homeowner reported a downed tree on common area to director Manry. Director Manry requested a quote from Ramirez Landscaping to remove the tree. A motion was made and seconded for Ramirez Landscaping to remove the tree for \$150, which was unanimously approved.
 - g. **Homeowner Survey.** Results were discussed which are to be posted on the website by April 15. Free form responses will be converted to a Frequently Asked Questions (FAQ) to be updated periodically to the website. Working groups will be assembled to address many services requested. The survey will be discussed at the bi-annual meeting on May 14.
 - h. **Bi-Annual.** Discuss survey results, election process, common area maintenance & development, budget report. Preparation: Director King to bring ice and cups; director Bruns to get pizza; director Qureshi to bring plates, director Tran to bring sodas & water.
7. Action Items.
- a. Director Manry to send out notification of Bi-Annual Meeting, May 14.
 - b. Director King to send out request for proposal to local trash companies.
 - c. Director King to obtain a key(s) for the fenced common areas to allow entry for maintenance, and provide a copy(s) to the President.
 - d. Director Manry to provide the reference on protections for deployed service members.
 - e. Director Parlette to post survey results by April 15.

Carry Over Items:

- a. Director Parlette to recommend on how to automate calendar reminders based on the “living” transition document.
 - b. Director Tran to analyze the reserve study to determine if and make recommendations on what corrections may need to take place.
 - c. Director Tran will prepare for the annual audit and make necessary corrections.
8. Meeting Adjourned. A motion was made by director Manry, seconded, and unanimously approved to adjourn the meeting. Meeting adjourned at 9:40 PM. The president noted that the next monthly Board meeting is scheduled for June 11, 2019. May 14 is the bi-annual meeting.

The foregoing minutes were approved by the Board of Directors on May 7, 2019.

R. Parlette
Secretary
Dawson Landing Homeowners Association