

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

Date of Meeting: August 6, 2019

Location of Meeting: Ferlazzo Bldg Cafeteria

1. Call To Order. The meeting was called to order by the president, Keith Manry, at 7:15 PM.
2. Quorum. A quorum was present with the following directors in attendance: Keith Manry, Bud Parlette, Afsar Qureshi, Darryl King, and Paul McCann. The following directors were absent: Tri Tran, and Germaine Roseboro. 5 homeowners were present.
3. Approval of the Minutes. A motion was made by director Manry to approve the minutes of the July 9, 2019 Board meeting and July 11, 2019 Special Meeting on Trash; the motion was seconded and unanimously approved.
4. Open Forum. Homeowners brought the following concerns to the BOD:
 - a. Trash not being picked up. Interested in contract status. MJF unable to respond to questions. Transparency of service.
 - b. Lack of yard maintenance.
 - c. Violations due to forces of nature and nuisance offenses. Notification versus violation?
5. Old Business.
 - a. Trash contract status. Director Manry explained the Patriot cure letter provided no cure and the BOD was now considering alternative service providers.

Executive Session: A motion was made by director Manry and seconded to convene into executive session for the purpose of discussing information obtained from 22 alternative service providers. The motion was unanimously approved and the Board convened into executive session at 7:25 pm. At 7:55 pm the Board reconvened into open session.

Director Manry will coordinate the correct response with the Attorney to ensure service until an alternate provider contract is in place. A motion was made to request formal bids/contracts from the top four providers whose services were equal to or similar to that of the existing contract. The motion was seconded and carried unanimously. Director Parlette will request the bids from the service providers. The final contract will be coordinated with the Attorney.

- b. Appointment of Vacant BOD Seat. A motion was made via email to appoint Mr. Paul McCann to fill the seat vacated by Candace Bruns. The motion was seconded and carried unanimously.
- c. Election of BOD Treasurer. A motion was made to elect Director McCann as Treasurer, was seconded, and carried unanimously. The treasurer position was previously held by Director Tran, who is unable to meet the physical obligations of the position due to an extended work assignment. Director Tran retains his seat on the BOD.
- d. Grounds. Director King provided 3 keys to Director Manry used for access to the common area water shed properties. Director King retained a key for continued water shed clean-up work with Ramirez Landscaping Services, for a total of 4 keys. One key will be provided to the Secretary to be maintained with local records. Director Manry to follow up with Ramirez, settle up the account, and provide an update.
- e. Reserve Study. Need to determine if an assessment adjustment is needed based on the study in order to include with the increase required due to PWC recycling fees.
- f. Air B&B. Letter was sent by the Attorney. No update/response.
- g. Entrance Signs. No update.
- h. Events. Need to reach out to the homeowner who entertained the idea to host a community Halloween Party. Need to reach out to homeowners to stimulate ideas and lead other events.

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- i. Frequently Asked Questions (FAQ). Prepare to review submitted FAQ derived from the community survey at the September BOD meeting for posting on the website.
 - j. Amenities. Reach out to homeowners to form committees to address special interests as relayed in the neighborhood survey.
 - k. Elections. Two BOD positions will be open for elections at the bi-annual homeowners meeting in November. Need to advertise the election and how to get on the ballot using a combination of Nextdoor, Email, flyers, and the Dawson Landing website.
 - l. ARB. A motion was made via email to appoint Mr. Minh Phan to the ARB. The motion was seconded and carried unanimously. Mr. Phan was elected ARB Chairman at the ARB meeting. Director Parlette remains ARB Vice Chairman and will mentor the new Chairman. The ARB is reviewing specifications for vinyl fencing to determine if a standard will be added to the approved fencing materials listing of pressure treated natural wood, simulated wood, and black anodized aluminum.
 - m. Election of BOD Treasurer. A motion was made to elect Director McCann as Treasurer, was seconded, and carried unanimously.
 - n. Contract Renewals. Both the Landscaping and Management Company contracts are nearing renewal. No work has been done to solicit bids for either. Due to energy expended on the trash contract, a motion was made and seconded to renew the existing contracts. A vote was taken and passed 4 to 1, Director Parlette opposing.
6. New Business.
- a. None.
7. Action Items:
- a. Director Parlette to provide a bullet listing of trash services for distribution and the Notifications section of the website once terms are settled.
 - b. Director Manry to provide a trash contract update to MJF.
 - c. Director Manry will coordinate the correct response to the Patriot cure letter with the Attorney to ensure service until an alternate provider contract is in place.
 - d. Director Parlette will request bids from the four top trash service providers.
 - e. Director Parlette will coordinate account changes for Directors McCann and Tran.
 - f. All directors will become familiar with the Reserve Study for the September BOD meeting discussion.
 - g. Director Qureshi to file the military fee reversal decision.
 - h. Director Manry to follow up with Ramirez on the water shed maintenance, settle up the account, and provide an update to the BOD.
 - i. Director Parlette to reach out to the homeowner who entertained the idea of hosting a community Halloween Party to offer assistance and get planning details.
- Carry Over Items:
- a. Director Manry to reach out to the community for volunteers to host/organize a community cookout.
 - b. Director King to pull together existing sign bids to present to the BOD.
 - c. Director King to follow up on grounds contractor mowing into homeowners property.
 - j. Director Parlette to update recommendation to increase fence maximum to 72" based on PWC guidelines presented.

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8. Meeting Adjourned. A motion was made by director Manry, seconded, and unanimously approved to adjourn the meeting. Meeting adjourned at 9:10 PM. The president noted that the next monthly Board meeting is scheduled for September 10, 2019, at the Ferlazzo building, in the cafeteria.

The foregoing minutes were approved by the Board of Directors on September 10, 2019.

R. Parlette
Secretary
Dawson Landing Homeowners Association