

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

Date of Meeting: December 10, 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, Paul McCann, Minh Phan and Sarita Patterson. The following director(s) were absent: Darryl King.
3. Approval of the Minutes. A motion was made by director Manry to approve the minutes of the October 8, 2019 Board meeting; the motion was seconded and unanimously approved. A second motion was made to approve the November 12, 2019 bi-annual meeting minutes; the motion was seconded and unanimously approved.
4. Open Forum. No items were brought to the attention of the board.
5. Old Business.
  - a. Treasurer. Director McCann reported:
    - i. The budget broke even this year as planned.
    - ii. A CD is coming due. The recommendation to let it roll over was brought to a motion, seconded, and unanimously approved.
    - iii. An outstanding action to move all but \$30K from the checking account into a CD or other vehicle was raised to director McCann, who will analyze and provide a recommendation to the BOD.
    - iv. A motion was made to approve the proposed 2020 budget, was seconded and unanimously approved.
  - b. ARB.
    - i. Violation Hearing. 16 cases were brought to the hearing. Two homeowners attended and resolved their violations. 14 letters were issued to begin the fine process.
    - ii. A request was received to include construction of a 6 ft vinyl fence. The ARB will discuss options to present to the homeowner to mitigate the many items that would need attention prior to approval.
    - iii. Basement Rental. No response from homeowner renting out their basement. A motion was made, seconded, and unanimously approved to send a letter to the homeowner to begin legal proceedings.
  - c. Landscape.
    - i. Need status on the watershed property on 1638 Teal.
    - ii. Need status on contract adjustment to include maintenance of watershed properties.
    - iii. A query was made regarding further enhancement to the entry signs with the inclusion of raised stone flower beds. Quotes are needed.
  - d. Events.
    - i. Christmas Open House will be December 13, 7-9 pm. A motion was made, seconded, and unanimously approved to spend up to \$150 on the event.
  - e. Frequently Asked Questions (FAQ). Director Manry would like to pick up efforts again in 2020.
  - f. Communications. Director Patterson offered to look into reviving the Dawson Landing Facebook site. She will reach out to existing site owners.

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6. New Business.

a. Annual election of BOD officers:

President	Robert (Bud) Parlette
Vice President	Keith Manry
Secretary	Sarita Patterson
Treasurer	Paul McCann
Grounds	Darryl King
Director	Afsar Qureshi
Director	Minh Phan (ARB Chairman)

7. Action Items:

- a. An outstanding action to move all but \$30K from the checking account into a CD or other vehicle was raised to director McCann, who will analyze and provide a recommendation to the BOD.
- b. Director Parlette to provide director Patterson with existing Dawson Landing Facebook sites. Two currently exist.
- c. Director Qureshi to obtain quotes for raised stone flower beds for each of the entry way signs.

Carry Over Items:

- d. Director Manry to sign and provide audit to BOD members.
  - e. Director Parlette to update the Criteria and Standards to reflect the change in fence height.
  - f. Director Phan (ARB Chairman) to reach out to MJF for fee reversal regarding military member.
  - g. Director Qureshi to file the military fee reversal decision.
  - h. Director King to follow up on grounds contractor mowing into homeowners property.
  - i. Director King to speak with Professional Landscaping regarding long grass in common areas.
  - j. Director King to check cleanup status of watershed on 1638 Teal Way.
  - k. Director's Parlette, Qureshi, and King to inspect the tree on Old Marsh Road.
  - l. Director Manry to send selected FAQ questions to BOD members for review and response.
  - m. Director Parlette to send previously prepared landscaping company comparison spreadsheet to director King.
  - n. Director McCann to look into the cost of DNO or Crime Insurance based on audit report.
8. Meeting Adjourned. A motion was made by director Manry, seconded, and unanimously approved to adjourn the meeting. Meeting adjourned at 8:20 PM.

The foregoing minutes were approved by the Board of Directors on January 14, 2020.

R. Parlette  
Secretary  
Dawson Landing Homeowners Association