

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

Date of Meeting: October 8, 2019

Location of Meeting: Ferlazzo Bldg Cafeteria

1. Call To Order. The meeting was called to order by the president, Keith Manry, at 7:06 PM.
2. Quorum. A quorum was present with the following directors in attendance: Keith Manry, Afsar Qureshi, Bud Parlette, and Paul McCann. Director Darryl King later joined. The following director(s) were absent: Germaine Roseboro.
3. Approval of the Minutes. A motion was made by director Manry to approve the minutes of the September 10, 2019 Board meeting; 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.
 - i. Director McCann reviewed the budget and reports the plan is tracking, we are breaking even.
 - ii. The Reserve Study shows the HOA behind due to an error in calculating reserves. An increase of \$14 per homeowner will align reserves in 30 years.
 - iii. Trash expense has increased \$3 per month per household due to PWC now charging for recycling and the expense have been carried this year.
 - iv. A motion was made to increase assessments by \$50 annually to cover these expensed, was seconded, and unanimously approved.
 - v. Audit Report. States we have no DNO or Crime Insurance. Director McCann to look into the cost.
 - b. ARB. A fence violation was sent to the ARB Chairman. Two above ground pools have been removed.
 - c. Landscape.
 - i. Need to speak with Professional Landscaping regarding long grass in common areas.
 - ii. Signs have been refurbished.
 - iii. Watershed. Ready to start the final property on 1638 Teal. Contractor requesting an additional \$200 to clear brush/debris he was unable to identify during the initial inspecting. A motion was made, seconded, and unanimously approved to pay the additional amount.
 - d. Old Marsh Road tree. Director Manry revisited the tree on Old Marsh Road indicating that the HOA could be at fault if the tree were to fall and cause damage. Need to inspect the tree which recently lost a limb to determine if there is any chance of property damage if it were to completely fall.
 - e. Events.
 - Christmas Open House will be December 13, 7-9 pm.
 - f. Frequently Asked Questions (FAQ). Director Manry to forward FAQ questions to BOD for review and drafting of responses.
 - g. Contracts. Landscaping contract needs adjustment to include common area maintenance.
 - h. Bi-Annual – November 12.
 - i. Setup at 6 pm.
 - ii. Pizza at 6:30 pm.
 - iii. Meeting from 7-9 pm.
6. New Business.
 - a. Tri Tran announced his resignation from the BOD via email due to circumstances which has taken his family out of the area and he is unable to participate and attend meetings.

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7. Action Items:

- a. Director Parlette to provide director McCann with the Insurance Contract.
- b. Director's Parlette, Qureshi, and King to inspect the tree on Old Marsh Road.
- c. Director Manry to send selected FAQ questions to BOD members for review and response.
- d. Director Parlette to send previously prepared landscaping company comparison spreadsheet to director King.
- e. Bi-Annual:
 - i. Director Qureshi to get the pizza and plates.
 - ii. Director King to bring water/soda, cups, & ice.
 - iii. Director Parlette to prepare tally spreadsheet and prepare for voting: current homeowner listing, ballots, sign-in.

Carry Over Items:

- f. Director McCann to prepare budget for November bi-annual meeting.
 - g. Director Manry to sign and provide audit to homeowners.
 - h. ARB Chairman to reach out to MJF for fee reversal regarding military member.
 - i. Director Parlette to update the Criteria and Standards to reflect the change in fence height.
 - j. All directors will become familiar with the Reserve Study for BOD meeting discussion. 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.
 - k. Director Qureshi to file the military fee reversal decision.
 - l. Director King to follow up on grounds contractor mowing into homeowners property.
8. Meeting Adjourned. A motion was made by director Manry, seconded, and unanimously approved to adjourn the meeting. Meeting adjourned at 8:59 PM.

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

R. Parlette
Secretary
Dawson Landing Homeowners Association