

Date of Meeting: HOA Bi-Annual Meeting June 09, 2020

Location: Held Virtually via ZOOM

1. Call to Order. Dir. Parlette, the President called the meeting to order at 7:10PM via a 100% virtual online ZOOM Conference call due to the COVID-19 pandemic.
2. Quorum: A quorum is 27 members for our 265 home community. As many as 20 individuals were signed in at any given time.
3. Introduction: Dir Parlette opened explaining the May biannual had to be postponed to June due to restrictions on congregating in groups and retraction of the PWC meeting hall because of the pandemic. He explained the conditions of lawfully conducting a 100% virtual meeting and conditions for the expiration of the VA Emergency Legislation authorization.
4. Guest Speaker:
 - a. Dir Parlette introduced the District Supervisor Margaret Franklin
 - b. Discussed some new initiatives to help small businesses
 - c. Developing the first child advocacy center
 - d. Widening roads
 - e. Discussed the protests and how the district is handling them. Ms. Franklin has asked the county to create a commission on race relations.
 - f. Rippon & Blackburn road light. Full traffic light in August
 - g. Town hall event June 24th virtual townhall 7-9pm and June 25th townhall for small businesses 7pm-9pm
5. Board Member Reports
 - a. Financial.
 - i. Review 2020 approved budget to homeowners. The budget sent out to homeowners via email.
 - ii. Our budget is tracking as expected. We are a month ahead on getting in our income and have about half our income in for the year.
 - iii. Ponds/Other maintenance not yet underway
 - iv. Additional recycling fee not yet billed
 - b. Communications/Events
 - i. Consolidating two facebook sites
 - ii. Looking into events with COVID-19. Some ideas for events include: yard of the year, virtual happy hour and a scavenger hunt
 - iii. If anyone has any ideas please e-mail the secretary
 - c. ARB.
 - i. As of June 1st ARB processed 5 change requests since the beginning of 2020
 - ii. Community annual inspected by MJF was conducted on May 28, 2020. Currently there are 4 violations thus far.
 - iii. Majority of the violations were written by MJF. To report any violations anonymously you can e-mail Dawson Landing ARB or call MJF directly
 - iv. ARB is looking for volunteers to serve on the ARB as vice chair and ARB Members. If you are interested in serving, please email dawsonlandingARB@gmail.com.

d. Grounds.

- i. Landscaping contract will be due January 2021. In November HoA is planning on putting on bids for a new grounds contractor
- ii. Watershed maintenance were worked on this year. July 1 2020, Prince William County will be back to inspect the watersheds. The board will incorporate the watershed maintenance into the next grounds contract.
- iii. Rippon Blvd has several dead trees. *Save A Tree* inspection showed about 50 trees that are dead or dying and can't be saved. Prince William County did an assessment and gave the HOA a county mapper (<https://gisweb.pwccgov.org/webapps/countyMapper/>). The board will need to look to see who owns that stretch of the property.

e. Dir. Parlette's message

- i. Went over the purpose of the board. The purpose of the board is to execute the business of the homeowner's association. Upon election to the board directors become fiduciaries with powers to act on the behalf of the association. As fiduciaries directors are held to a higher standard of conduct and have two primary duties 1) duty of care 2) duty of loyalty. Duty of care is the exercise of due diligence and duty to investigate. Directors must attend and participate in meetings so they can be informed about the associations business. Perform reasonable inquiry regarding maintenance issues, rules violations etc, make decisions, keep records and enforce the governing documents. Duty of loyalty dictates that actions taken by the directors are in the best interest of the association even if at the expense of their own interests. This is more than the embezzlement of funds. It includes steering contracts to family members or taking actions that result in personal benefit of the director at the expense of the association. Monitoring and maintaining contracts , paying bills and up holding governing documents takes the majority of the boards time. Interpretation of the declaration, articles of incorporation, bi-laws, ARB criteria & standards and Virginia statues can vary from one person to the next. The BOD has become familiar with these documents over time. But when a topic is controversial, we seek expert advice from subject matter experts and legal counsel. Board also stays informed by participating in annual board trainings and legal seminars.
- ii. Based on everything on our plate our vision has been to do more by encouraging community involvement. We have created a few informal committees. The welcome wagon committee is forming. The deer control committee which is seeking humane ways to discourage deer, and a neighbor has offered to lead a Spring garage sale. There will be a poll to see how many homeowners will be interested during the continued COVID-19 pandemic. We have also promoted Prince William county virtual offerings to include how to take care of invasive plants and how to deter deer
- iii. The board is also reviewing association contracts. The contracts are set up to roll over annually so we aren't without service. The contracts under review are the grounds maintenance contract and the management company contract.
- iv. Next bi-annual will be held in November 2020. We will be holding elections and there will be 4 seats to fill. If anyone is interested in running we recommend you attend the monthly meetings and volunteer to lead an event or committee.

6. Open Forum

- a. Question was raised regarding whether zoom can continue to be used for board meetings. The board will discuss this at the next BOD meeting and report back through minutes what we will do with Zoom in the future.
- b. Question was raised regarding holding a Fall yard sale. An informal polling during the meeting there were few people interested in a yard sale. A community poll will take place to determine interest.
- c. Homeowner asked about board meeting notes. They are in the process of being approved.
- d. Question regarding what happened to the last years survey. Specifically, the board is looking into pet waste and using it for continued reference.

7. Meeting Adjourned. The meeting adjourned at 8:00 PM

S.Patterson

Secretary

Dawson Landing Homeowners Association