

Dawson Landing Homeowners Association

Board of Directors Meeting Minutes

Date of Meeting: October 12, 2021

Location: Held Virtually via ZOOM

1. Call to Order. The president called the meeting to order at 7:00 pm.
2. Quorum: A quorum was present. The following directors attended: Dir Parlette, Dir Roseboro, Dir Rogers, Dir Phan, Dir McCann and . Dir Melendez. Dir Nussio recently resigned from the board. One homeowner was present.
3. Approval of the Minutes.
  - a. Discussion regarding recording of motions made during the September meeting executive session. Suggested motions be annotated outside of the session. There were no homeowners at the meeting. The discussion ended with members stating since the motions were made during the session, they should be recorded within the session. A motion was made to approve the September 14th Regular BOD minutes by Dir Roseboro was seconded by Dir Melendez and was approved by a vote of 4 to 2 with Dir Phan and Dir Parlette voting against.
  - b. A motion was made to approve the July 13<sup>th</sup> Biannual minutes by Dir Roseboro was seconded by Dir Parlette and was approved unanimously.
  - c. A motion was made by Dir Parlette to record those motions voted on during the Sept BOD executive session in the Oct minutes to reflect motions being performed during a regular meeting. The motion was seconded by Dir Melendez and approved unanimously. Those motions are:
    1. A motion was made to deny the request for reversal and approved unanimously.
    2. A motion was made to send out violations for dead trees which was approved unanimously.
    3. A motion was made to get clarity on zone violations which was approved unanimously.
4. Open Forum. The floor was opened for homeowner participation. No homeowners came forward.
5. Old Business.
  1. Financial.
    - i. Dir McCann presented the 2022 Proposed Budget.
    - ii. Dir McCann made a motion to increase the annual assessment for 2022 from \$197 every 6 months to \$224 every six months, seconded by Dir Parlette and approved unanimously.
    - iii. Dir McCann made a motion to approve the 2022 proposed budget, seconded by Dir Parlette and approved unanimously.
  2. ARB
    - i. ARB approved three change requests last month: a deck/patio, awning, change of shutter and door color.
    - ii. Violation hearing scheduled for October 28, 2021.

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- iii. Dir Melendez to reach out to out to MJF to send a notice alerting a new homeowner of violations.
- iv. Dir Melendez reported on quotes to remove fence on Rippon Blvd.
- v. Discussion around shed maximum height in the Criteria and Standards.
- vi. Dir Melendez made a motion to change to Criteria and Standards for Mail boxes from:

*12.26: Mailboxes – Approval may be required*

*Replacing the standard builder mailbox does not need approval. The standard builder mailbox is a brown wooded post, black metal mail receiver over an open wooden newspaper receiver. The house number is displayed on the side of the box as approached by the postal carrier, but numbers may be displayed on both sides.*

*Replacing a previously approved mailbox with one that is similar in color, design, and scale does not need approval.*

*Any other permanent changes to or replacement of mailboxes require approval from the Architectural Review Board and will be based on postal regulations and ARB Criteria and Standards section 11 & 12. Upgrades which are visually appealing and enhance value are encouraged. Those which are whimsical in nature, abstract or otherwise distracting will not be approved.*

To:

*12.26: Mailboxes – Require ARB approval*

*The standard builder mailbox is a brown wooded post, black metal receiver over an open wooden newspaper receiver. The house number is displayed on the side of the box as approached by the postal carrier, but numbers may be displayed on both sides.*

*Upgrades which are visually appealing and enhance value are encouraged. Mailbox posts can be constructed of wood, metal, PVC or brick. Mailbox receivers must be constructed of metal. Acceptable colors for mailbox posts are black, white, natural wood or brick colored to match the brick façade of your home. Mailbox receivers must be black. Those which are whimsical in nature, abstract or otherwise distracting will not be approved. See attached examples of mailboxes that will be approved by the ARB.*

Seconded by Dir Phan and passed unanimously.

c. Events

- i. Discussion possible around outdoor concert and chili cookoff. Still working out details for a possible event on October 23<sup>rd</sup>. Dir Rogers made a motion to approve up to \$200 in expenses for a homeowner to execute the event, seconded by Dir Melendez and passed unanimously.

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d. Legal Counsel

- i. Dir Parlette made a motion to file a zoning complaint to Prince William County for a homeowner operating a business, seconded by Dir Phan and passed unanimously.
- ii. Dir Parlette volunteered to produce a draft updated rule enforcement policy to present to the board.

e. Biannual Association Meeting

- i. Discussion around a possibility of electronic voting. It was determined that setting electronic voting for this year's meeting is not reasonable.
- ii. Dir Parlette made a motion to hold an in person Biannual in November, seconded by Dir Phan and passed unanimously.
- iii. Presentations will be made by the Treasurer, ARB Chairman and the President.
- iv. Germaine Roseboro announced her resignation from the Board effective November 9<sup>th</sup>.

f. Grounds

- i. Discussion around mowing of private property along Rippon Blvd. Dir Melendez made a motion that we allow Professional grounds finish the mowing season as is, issue a letter to homeowners along Rippon Blvd alerting them to the change, and change the maintenance contract next season, seconded by Dir Rogers and passed unanimously. Dir Melendez will draft a letter and distribute to the BOD.
- ii. Discussion around dead trees along Rippon. Dir Rogers will follow up with complaining homeowners. Dir Rogers made a motion to extend outstanding violations to homeowners 60 days from today to allow for discussion over tree ownership, seconded by Dir Parlette and passed unanimously. Dir Rogers volunteered to obtain quotes for removing dead trees owned by the HOA.

6. New Business

a. Communications

- i. Dir Parlette updated the board on communications received through the board email and Nextdoor. Dir Rogers updated the board on communications received via the website.
- ii. Dir Melendez reports she does not have access to the Facebook account. Dir Parlette will find and send.

b. Looking Ahead

- i. Discussion around elections, board member positions, & candidates.

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7. Meeting Adjourned. There being no further business to come before the board, a motion was made, seconded, and was unanimous to adjourn the meeting at 9:34 pm. Next meeting will be the Biannual to be held in person on November 9, 2021.