

OAK SPRING CLUSTER HOMEOWNERS ASSOCIATION
Board of Directors Meeting

CALL MEETING TO ORDER

The meeting was called to order at 7:05 PM on 21 July 2014.

Following Board members were present:

Nadine Lymn (President)

Linda Stevens (Secretary)

Keith Whitney (Director)

Kathy Gately represented Capitol Property Management.

VERIFICATION OF QUORUM

Quorum verified

MEMBERSHIP FORUM

N/A

REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

The Board reviewed and approved minutes from a Board of Directors meeting held on 22 May 2014.

FINANCIAL AND MANAGEMENT REVIEW

(Budget)

Kathy Gately provided the Board with a generally favorable update on Cluster finances. She noted, however, that the Cluster's year-to-date expenditures exceeded budget allotments, primarily in the category of snow removal.

(Audit)

Kathy Gately gave Board members copies of a 2013 draft audit, noting that no problems or discrepancies were encountered during the audit. Nadine Lymn signed the audit representation letter on behalf of the Board. She also signed Cluster tax documents.

(Violations)

Capitol Property Management sent out a reminder to a resident about cleaning up after a pet dog.

OLD BUSINESS

(Proposals for painting and resurfacing Oak Spring Way)

Kathy Gately provided the Board with three proposals for crack seal, sealcoat, and striping. One of the proposals also included asphalt repair and concrete sidewalk replacement work. The Board approved a proposal from Pro-Pave for crack seal, sealcoat, and striping; the approval was contingent on the company adding 2000 linear feet of crack seal. Kathy Gately agreed to ask Pro-Pave to send a revised proposal to the Board.

Background: At the Board of Directors meeting in May 2014, Board members decided against asphalt repair and postponed a decision about sidewalk replacement until Board members could inspect the sidewalk area noted in the aforementioned proposal. And before approving a proposal for crack seal, sealcoat, and striping, Board members wanted to find out what company did this same type of work in the Cluster circa 2006. One Board member also suggested that a request be made to substitute the word "guest" for "visitor" when the visitor parking lots are re-painted.

(Speed Bump)

Board members selected a "Slow Children" sign, which will be purchased for the Board by Capitol Property Management and given to Keith Whitney for placement near the Cluster entrance. Board members talked about installing the sign on an unused sign pole located near 1610 Oak Spring Way, rather than next to two other signs located at the Cluster entrance.

Background: A Board member expressed concern about vehicles entering the Cluster at a speed that could put pedestrians at risk. He suggested that the Cluster install a speed bump at the entrance, since an existing one in front of 1607 Oak Spring Way is too far away to be helpful. In lieu of approving a new speed bump at the Cluster entrance, the Board agreed to consider placing some type of "Children at Play" sign near the entrance to remind drivers to proceed slowly. Kathy Gately volunteered to provide Board members with several signs to review.

(Pole Lights)

Kathy Gately provided Board members with a contractor's 2011 inspection report that detailed what pole lights in the Cluster were not working due to burned-out bulbs or because they were broken. Keith Whitney volunteered to update that information on a light pole map that Kathy Gately will provide to Board members.

Background: In view of continuing concern about non-working pole lights in the cluster, the Board agreed to provide residents with additional information about replacing their pole lights and/or replacing burned-out bulbs in the pole lights. Residents attending the Oak Spring Way Neighborhood Party on 31 May will be given flyers, and a newsletter containing pole light resources will be sent out to all residents shortly thereafter. The Board will consider additional steps, if needed, at future Board of Directors meetings.

NEW BUSINESS

N/A

EXECUTIVE SESSION

The Board met in Executive Session from 7:40 -8:00 PM. Regarding payment of quarterly assessments, a decision was made to replace the use of payment coupons with quarterly statements beginning in 2015.

ADJOURNMENT

The Board of Directors meeting was adjourned at 8:05 PM. The next Board of Directors meeting is scheduled for 16 October 2014.