

OAK SPRING CLUSTER HOMEOWNERS ASSOCIATION
Board of Directors Meeting

CALL MEETING TO ORDER

The meeting was called to order at 7:00 PM on 12 March 2015.

Following Board members were present:

Nadine Lymn (President)
Linda Stevens (Secretary)
Dave Marik (Treasurer)
Seth Wenchel (Director)
Keith Whitney (Director)

Non-Board Member: Resident of Oak Spring Way

Kathy Gately represented Capitol Property Management.

VERIFICATION OF QUORUM

Quorum verified

MEMBERSHIP FORUM

Budgetary information requested/received

REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

The Board did not review/approve minutes from a Board of Directors meeting held on 15 January 2015.

FINANCIAL AND MANAGEMENT REVIEW

(Budget)

Kathy Gately advised the Board that the reconciled 28 February 2015 financials were not yet available for review. She noted that all snow invoices had been approved and that year-to-date expenditures and the amount budgeted for snow removal were close. Nadine Lymn signed a State Corporation Commission annual report on behalf of the Board.

OLD BUSINESS

(Pole Lights)

Kathy Gately advised the Board that instructions/information about how to replace a burned-out bulb or repair a defective pole light was mailed to all Cluster homeowners. Since some pole lights in the Cluster still are not working, she agreed to send out violation notices to non-compliant homeowners once Keith Whitney locates, re-creates, and/or updates information about which pole lights are unlit at night.

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. It was decided that residents attending the Oak Spring Way Neighborhood Party on 31 May 2014 would be given flyers, and a newsletter containing pole light resources was sent out to all residents shortly thereafter.

At a subsequent Board of Directors meeting, 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 would then provide to Board members.

During a Board of Directors meeting on 23 October 2014, Keith Whitney provided Kathy Gately with information about 22 (of 58) pole lights in the Cluster that were not working. She agreed to send non-compliance notices to the responsible homeowners requesting that they have their pole lights working in 30 days, either by replacing a burned-out bulb or repairing a defective pole light. (A draft notice was to be sent to Board members before notices were mailed to homeowners.) After a period of 30 days, Kathy Gately said that she would send out a second non-compliance notice to any homeowner whose pole light still was not working. Subsequently, any continuing open violations were to be referred to Reston Association for resolution.

(Tree Assessment)

Kathy Gately advised the Board that Reston Tree Experts had completed recommended pruning work in Cluster common areas. She noted that Cluster homeowners had the option of personally hiring the same contractor to prune trees on non-common areas (homeowner property) for a reduced price. For future reference (in identifying Cluster trees), Board members will be provided with a site map showing the Oak Spring property, Reston Association property, and Fairfax Park Authority property.

NEW BUSINESS

(Snow Removal Contract)

Kathy Gately agreed to ask National Paving and Repair if the Cluster's next annual contract could be changed to a one-hour (rather than the existing two-hour) minimum charge for the sand truck. And because Board members expressed a preference for use of the bobcat for snow removal in the Cluster rather than a truck plow, she will ask the company if one of its bobcats could be parked in the Cluster before an anticipated snow storm--or be on-call for timely snow removal, i.e., no extended delays due to being low on a wait list. National Paving and Repair also will be asked to remove its sand can, which has been located close to the Cluster entrance for several years.

(Front Entrance Sign - Refurbishment)

Dave Marik agreed to inspect the Cluster's wooden entrance sign for deterioration and suggest repairs or replacement (either for the frame and/or the sign itself). Kathy Gately recommended Peachtree Business Products as a company that provides custom signs.

EXECUTIVE SESSION

N/A

ADJOURNMENT

The Board of Directors meeting was adjourned at 8:10 PM. (The next Board of Directors meeting is scheduled for 21 May 2015.)