

OAK SPRING CLUSTER HOMEOWNERS ASSOCIATION
Board of Directors Meeting

CALL MEETING TO ORDER

The meeting was called to order at 7:00 PM on 23 October 2014.

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 1610 Oak Spring Way
Kathy Gately represented Capitol Property Management.

VERIFICATION OF QUORUM

Quorum verified

MEMBERSHIP FORUM

In response to a Board member's question about roadway cracks remaining after recent road resurfacing, Kathy Gately surmised that repair work was focused primarily on major cracks. She added that no road overlay (asphalt resurfacing) is due on Oak Spring Way for a number of years, even though crack fill is done every three years, ideally.

Another Board member agreed to communicate information about yard repair via the Cluster's Face Book page, i.e., that yard repair work needed in connection with the repair of broken pipes on homeowner property is the responsibility of homeowners.

REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

The Board reviewed and approved minutes from a Board of Directors meeting held on 21 July 2014.

FINANCIAL AND MANAGEMENT REVIEW

(Budget)

Kathy Gately provided the Board with a generally favorable update on Cluster finances. She noted that the Cluster's year-to-date expenditures exceeded budget allotments by \$507.73 (unaudited net loss), primarily as the result of snow removal.

(Audit)

Kathy Gately indicated that a final audit report for the Cluster had been received.

Background: At a previous Board meeting, 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.)

(Annual Meeting Notice)

A notice will be send to homeowners about the Cluster's Annual Meeting, which will take place on 15 January 2015 at Forest Edge Elementary School. Kathy Gately mentioned that the Board member terms of Linda Stevens and Seth Wenchel are due to expire, so an election will be required. She confirmed that both will be candidates again for the Board of Directors. Other candidates will be solicited, as well, via the Annual Meeting notice.

OLD BUSINESS

(Pole Lights)

Keith Whitney provided Kathy Gately with information about 22 (of 58) pole lights in the Cluster that are 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 will be sent to Board members before notices are mailed to homeowners.) After a period of 30 days, Kathy Gately will send out a second non-compliance notice to any homeowner whose pole light still is not working. Subsequently, any continuing open violations will be referred to Reston Association for resolution.

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 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 will provide to Board members.

NEW BUSINESS

(Tree Assessment)

In view of several requests from residents to prune trees in the Cluster, Kathy Gately agreed to ask Reston Tree Experts to conduct an assessment of trees on Cluster common areas and provide a proposal for recommended pruning work. She also agreed to obtain proposals from one or two other tree service contractors. Once the Board approves a proposal, Kathy Gately will send a notice to Cluster homeowners that provides a contact number and price, should anyone wish to personally hire the same contractor to prune trees on non-common areas (homeowner property).

(Parking Sign)

David Marik volunteered to remove the concrete base from a fallen parking sign on Cluster property near 1600 Oak Spring Way and store the sign at his residence. During a discussion, Board members suggested that the concrete base be returned to the hole left in the ground by the fallen sign or that the hole be filled with sand from the sand container located at the front entrance to the Cluster.

(E-mail Addresses)

Kathy Gately agreed to send Board members an information flyer about collecting Cluster e-mail addresses, which then could be used to give participating Cluster residents *courtesy* information about an event or happening in the Cluster that does not require formal notification of homeowners by mail.

EXECUTIVE SESSION

The Board met in Executive Session from 8:00-8:05 PM. A decision was made to refer a homeowner's delinquency in paying quarterly assessments to a Cluster attorney if payment continues to be delinquent.

ADJOURNMENT

The Board of Directors meeting was adjourned at 8:10 PM. The next Board of Directors meeting is scheduled for 15 January 2015.