

Springfield Oaks Home Owners Association  
Board Meeting  
Tuesday, November 22, 2011  
Saratoga Elementary  
8111 Northumberland Road  
Springfield, VA  
7 p.m.

**Present:**

Vivian Drake, Secretary  
Megan Fila, Director  
Carol Dovel, Director  
Jan Fenton, Sequoia Management

**Absent:**

Pennie Ziepol, Treasurer  
Pete Giambastiani, Director

**Residents:**

Jeff Firman  
Nick Firth

**Call to order:**

Vivian confirmed there was a quorum and called the meeting to order at 7 p.m.

**Appointment of Officers:**

**Motion** made by Vivian to appoint Megan as President. Carol seconded the motion and the appointment was unanimously approved.

**Motion** made by Megan to appoint Vivian as Vice President. Vivian seconded the motion and the appointment was approved, Megan and Vivian for and Carol abstained.

**Motion** made by Megan to appoint Carol as Secretary. Carol stated she would not accept the appointment. It was decided to table this appointment until January.

**Motion** made by Megan to appoint Pennie as Treasurer. Vivian seconded the motion and the appointment was unanimously approved.

The new board of directors and their terms are as follows:

Megan Fila	President	2012
Vivian Drake	Vice President	2012
Pennie Ziepol	Treasurer	2014
Carol Dovel	Director	2013
Pete Giambastiani	Director	2014

## **Owners Forum:**

Jeff Firman attended to discuss rules violation charges against his lot for maintenance issues. Management inspected the property and some of the items have been completed. There is some rear wood replacement needed, the shared fence needs to be stabilized and the rear yard maintained. Mr. Firman agreed to complete the work over the weekend. He also asked about replacing his deck and was sent to the web site for the form.

## **Review and Approval of Meeting Minutes:**

**Motion** made by Megan to approve the September 27, 2011, meeting minutes. Carol stated the minutes should reflect that certificates of deposits at the Navy and Pentagon Federal Credit Unions were not higher than Washington First. The Board agreed this information would be added to the November minutes. Vivian seconded the motion. The minutes were unanimously approved.

**Motion** made by Megan and seconded by Vivian to approve the minutes as written. The minutes were unanimously approved.

The October annual meeting minutes were in the package for review only. They will be approved by the membership at the October 2012 annual meeting.

## **Unfinished/Pending Business:**

The Board reviewed 3 action items.

1. Architectural inspections are in progress.
2. Three bids are included for tree removal.
3. Additional street lights are tabled.

## **Management Report:**

The September legal invoice for \$873.28 was included.

Three tree bids for dead tree removal were included. **Motion** made by Carol and seconded by Vivian to approve the proposal from Blade Runners for \$4,152.37. Vivian noted a dead pine in that area and management will ask the contractor to confirm. The proposal was unanimously approved.

**Motion** made by Megan to approve LCS for \$5065 to install two rows of pressure treated timbers; install 60 Junipers; and grind 7 stumps and prune 12 trees. The Board will readdress the seeding since it is late in the year. Carol seconded the motion. The proposal was unanimously approved.

**Motion** made by Megan to approve LCS for \$1600 to cut down 3 leaning trees next to 7698 Northern Oaks and to prune back approximately 10 trees to clear 10-12 feet. Vivian seconded the motion. The proposal was unanimously approved.

**Motion** made by Megan to approve LCS snow removal contract for November 1, 2011, through April 30, 2012. Vivian seconded the motion. The contract was unanimously approved.

ARC Request - 8463 Canyon Oak requested to have a black iron railing installed on the front steps to assist a handicapped owner. **Motion** made by Megan and seconded by Vivian to approve the railing but the wood decking they have installed on the porch must be removed. The request was unanimously approved.

### **Treasurers Report:**

Pennie was not present. Management noted we are over budget in operating expenses due to the turf, erosion and trees removals required this year.

**Motion** made by Megan and seconded by Vivian to go into Executive Session to discuss delinquencies and sensitive correspondence at 7:33 p.m.

**Motion** made by Megan and seconded by Carol to reconvene the regular meeting at 7:57 p.m.

**Motion** made by Megan and seconded by Carol to accept the 1/3 contingency for the out of state attorney for the collections matter on Springfield Oaks Drive. The motion was unanimously approved.

**Motion** made by Megan and seconded by Carol to reduce the repayment plan amount to \$110.00 a month, until paid in full, for the owner on Canyon Oak Drive. The motion was unanimously approved.

**Motion** made by Carol and seconded by Megan to write off \$300 in rules violation fees for the wood work and front yard maintenance for an owner on Gambel Oak. The remaining \$300 will be suspended for twelve (12) months upon completion of the fence stabilization and rear yard work if completed by December 5 and the wood work on the rear window and fascia/gutter if completed by December 22. The motion was unanimously approved.

**Motion** made by Megan and seconded by Vivian to adjourn the meeting. The next regular meeting is January 24, 2012. The meeting was adjourned at 7:59 p.m.

Approved by the Board on January 25, 2012.