

Springfield Oaks Home Owners Association
Board Meeting
Tuesday, June 28, 2011
Richard Byrd Library
7250 Commerce Street
Springfield, VA 22150
7 p.m.

Present:

Nick Firth, President
Vivian Drake, Secretary
Carol Dovel, Director
Jan Fenton, Sequoia Management
Pennie Ziepol, Treasurer

Absent:

Ron Manning, Vice President
Megan Fila, Director

Residents:

Carlos Almodovar

Call to order:

Nick confirmed there was a quorum and called the meeting to order at 7:15 p.m.

The May meeting minutes were not available in the Board package; therefore they are tabled for the next Board meeting.

Owners Forum:

Carlos Almodovar asked if the entrance watering was included in the entrance planting contracts or separate. He asked how much does it cost. Nick stated about \$300 and that it is necessary. Carlos also asked if anything was being done on the nicks on the sidewalks and also the tree by the trail near Chapman Oak. Nick stated this is being looked into.

Action Items:

The Board reviewed the following 9 action items:

1. Three bids are in the Board package for the Southern Oak entrance sign.
2. Jan has a third bid for painting the speed bumps, yellow curbs and parking space numbers.
3. Sequoia Management has sent some letters regarding architectural inspections.
4. Drainage repair at 8574 Springfield Oaks has been completed.

5. Jan has two bids for the erosion behind 7674 Southern Oak.
6. Curved bricks have been ordered to complete the repair work of the brick wall at the entrance of Springfield Oaks.
7. List of areas for additional street lights is included in the Board package.
8. Flower rotation is complete.
9. Bid for repairing basketball court crack is included in the Board package.

Motion made by Vivian to approve the proposal from PSI Property Services for \$2350 to replicate existing sign image and lettering on newly constructed brick monument at Southern Oak Drive. Nick seconded the motion. Approve unanimously.

Motion made by Carol to approve the proposal from Pavement Solutions not to exceed \$5700 for painting the speed bumps, address boxes, and the tennis court repair. Nick seconded the motion. Approved unanimously.

The installation of a retaining wall to prevent erosion behind homes at 7672-7686 Southern Oak Drive is tabled to allow Board members time to look at this area and to get with the Chair of the Landscaping/Grounds Committee to prioritize erosion issues.

Consideration for adding street lights is tabled so that the Board members can look at this area and prioritize areas needing lighting. Carlos asked if Dominion Power could change the lens to make certain areas brighter or use motion sensors to save on electricity. Jan will check with Dominion Power.

Management Report:

Board package includes:

May legal bill for \$1405.47.

Directors and Officers insurance renewal.

State Corporation Commission paperwork.

Landscaping proposals/site reports on work completed.

Proposal for pest control treatment.

Proposal for drainage behind 7484 Laurel Oak.

Proposal from American Disposal.

Motion made by Nick to renew the CAU Directors and Officers liability claims-made policy for the same \$2M coverage for \$3026. Carol seconded the motion. Approved unanimously.

The Board reviewed the State Corporation Commission paperwork. Jan made corrections to the current/past Board members.

The proposal for tree trimming and playground mulch are tabled until Jan can get a second bid.

Vivian asked about LCS site visit report that indicated hand pulled weeds and sprayed weeds. Jan explained that is weeds growing through the cracks in the street, etc.

The proposal for tick control is tabled until Jan can get a second bid.

Motion made by Nick to approve the proposal from Shenandoah Landscape Services for \$1810 for drainage repairs behind 7484 Laurel Oak Court. Carol seconded the motion.

The Board reviewed the letter from American Disposal Service. Jan explained that our trash contract is not up until October which can automatically be renewed.

Treasurers Report:

Pennie stated that our regular finances are in order and we are doing well with keeping within our budget for this time of year. Also, she reviewed the draft audit conducted by Goldklang and Group CPAs, P.C. and signed it and sent to Jan. She stated that they said that our minutes were well done and they could easily follow our expenses.

The monthly financial package was included for the Board's review.

Motion made by Nick to approve the draft audit conducted by Goldklang and Group CPAs, P.C. per Pennie's recommendation. Vivian seconded the motion. Approved unanimously.

Motion made by Nick to approve the architectural control form for the resident at 8451 Canyon Oak to repair rear gate fence with solid fencing. Carol seconded the motion. Approved unanimously.

Motion made by Nick for the Board to go into Executive Session to discuss delinquencies and sensitive correspondence. Carol seconded the motion. Approved unanimously. Nick thanked the residents for coming.

Motion made by Nick for the Board to go back into Regular Session. Vivian seconded the motion. Approved unanimously.

Motion made by Nick to adjourn the Regular Session. Carol seconded the motion. approved unanimously.

The meeting was adjourned at 8 p.m.

Approved by the Board on July 26, 2011.