

Springfield Oaks Home Owners Association
Board Meeting
Tuesday, July 26, 2011
Richard Byrd Library
7250 Commerce Street
Springfield, VA 22150
7 p.m.

Present:

Nick Firth, President
Ron Manning, Vice President
Vivian Drake, Secretary
Carol Dovel, Director
Megan Fila, Director
Pennie Ziepol, Treasurer
Jan Fenton, Sequoia Management

Residents:

Carlos Almodovar
David Adkins
Sam Rogers

Call to order:

Nick confirmed there was a quorum and called the meeting to order at 7:10 p.m.

Motion made by Nick to approve the May 24, 2011, meeting minutes as written. Carol seconded the motion. Approved by Nick, Vivian, Carol and Megan. Ron abstained due to absence at that meeting.

Motion made by Nick to approve the June 28, 2011, meeting minutes as written. Carol seconded the motion. Nick, Vivian and Carol approved. Ron and Megan abstained due to absence at that meeting.

Owners Forum:

No comments were made.

Action Items:

The Board reviewed the following 6 action items:

1. The replica of the Springfield Oaks entrance sign will be picked up on Friday and installed on the newly constructed brick monument at Southern Oak Drive next week.

2. Jan will get the schedule for the painting of speed bumps, yellow curbs and parking space numbers. This will be scheduled in August.
3. Sequoia Management is continuing the architectural inspections.
4. LCS has order the curved bricks to complete the repair work of the brick wall at the entrance of Springfield Oaks.
5. The site map is included in the Board package for the Board to discuss possible areas for additional street lights.
6. Trash contract is due for renewal/bidding in October.

Management Report:

Board package includes:

June legal bill for \$1405.47

Proposals for:

- tot lot mulch
- large dead pine tree removal
- 230 trees to be trimmed
- Erosion at basketball court

Pending 2nd proposal for tick treatment for wood line areas

Drainage behind 7484 Laurel Oak is completed.

Motion made by Carol to approve Shenandoah for \$3550 to furnish and install wood carpet playground mulch at the two tot lot areas; and to approve Shenandoah to not exceed \$1000 for removing two dead pine trees at the 8500 block of Springfield Oaks Drive. Nick seconded the motion. Approved unanimously.

Motion made by Carol to approve Shenandoah for pruning designated trees at a rate of \$1350 per day and not to exceed 4 days. Ron seconded the motion. Approved unanimously.

Jan provided the Board with a copy of an email from a resident on Pin Oak regarding erosion issues and children playing/digging in this area and a quote for planting shrubs on a slope adjacent to the resident's property to address this issue. This was tabled because it is not the time of year for planting shrubs. Jan will send a letter to the resident with the children asking them to not dig in the common area and play on this slope.

Jan told the Board that Springfield Oaks is due a Reserve Study which should be done at the end of the year or beginning of next year. She recommended that it be done at the end of the year so it could be used when planning next year's budget. Jan said this is budgeted as a reserve item. Pennie said it is good to use the same company who provided this before.

Motion made by Nick to approve the proposal to provide an updated Reserve Study for \$495 to be done this year. Ron seconded the motion. Approved unanimously.

Jan explained photos included in the Board package were taken by Greg Budnik of the drainage areas by the basketball court and the debris collected at these drains.

The proposal from LCS for installation of junipers on the slope near the basketball court has been tabled.

The Board reviewed LCS's site visit reports.

Treasurers Report:

Pennie stated that she went over our financial information from Jan and that they are in order.

Nick stated that he looked at the areas recommended for additional street lights and he provided photos. He said he would prefer to see the tree trimming be done first before addressing this.

Jan said that she received a call from a resident stating they heard from another resident that a car(s) was vandalized on Western Oak. The police was contacted and they will compile any information on this and provide to us. Nick stated the importance of residents leaving their porch lights on and paying attention to what looks out of order in the area. Vivian suggested this be noted in the next letter to the residents.

Sam provided photos and indicated that shrubs near David's house were trimmed very short.

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

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

Motion made by Nick to waive 3 late fees for a total of \$75 for a resident on Northern Oaks Court. Carol seconded the motion. Approved unanimously.

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

The meeting was adjourned at 8:10 p.m.

Approved by the Board on August 23, 2011.