

Springfield Oaks Home Owners Association
Board Meeting
Tuesday, September 27, 2011
Saratoga Elementary School
8111 Northumberland Drive
Springfield, VA 22150
7 p.m.

Present:

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

Absent:

Ron Manning, Vice President

Residents:

Carlos Almodovar
David Adkins
Sam Rogers
Pete Giambastiani
Doug Wilson

Call to order:

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

Motion made by Nick to approve the August 23, 2011, meeting minutes as edited (architectural change request was tabled). Carol seconded the motion. Approved by Nick, Carol and Vivian; Megan abstained as she was not in attendance at the meeting.

Owners Forum:

Carlos stated that in the past the landscaping contractor would put flags out on the common areas prior to putting out fertilizer. He stated it is stated in the Condominium Act that residents are to be notified. It was not a requirement in the Property Owners Act until July 1, 2011. Carlos asked about the dead tree near Chapman Oak. Nick stated that it has been looked at and a cherry picker would be needed. We need to get another bid.

Sam applauded the board for the tree trimming and that a great job was done, especially for the hurricane damage. He had pictures of trees that had fallen but we

were quick to have them removed. He stated that Vivian showed him a hazardous tree at Laurel Oak Court which was also removed. He referenced additional tree work and erosion issues and Vivian suggested he develop a priority list and give to the Board. Some trees he referenced were not on our property and Nick stated that they have been reported to VDOT but they are on a tight budget. Sam stated he had walked the trail. Nick stated that the two trees on the path near his area have been reported and that some trees will fall in the creek as part of nature but can cause erosion problems for us. Jan will report this.

Action Items:

The Board reviewed the following 5 action items:

1. Sequoia Management is continuing the architectural inspections.
2. Top round bricks have been ordered and will be here next week for completing the repair work of the brick wall at the entrance of Springfield Oaks.
3. Additional street lights have been tabled. Nick stated that he will drive by to see if the tree trimming helped in that area.
4. Trash contract is due for renewal/bidding in October.
5. Shenandoah has completed the tree trimming and additional trees that were storm damaged. Several stated that the areas looked great.

Management Report:

Board package includes:

August legal bill for \$1897.19

Resident letters disputing towing charges to accommodate painting parking numbers.

Proposal from LCS for erosion

Goldklang and Group budgeting tips newsletter.

(1) Architectural request

Annual Meeting Notice

The Board reviewed (3) letters from residents disputing towing charges to accommodate painting parking numbers. No hearings were requested. One received a \$15 credit.

Carol stated that she asked that lights be added on the agenda.

Motion made by Vivian to approve LCS for \$4,278 to install 25 linear feet of two rows of pressure treated timbers and 66 Junipers at 8479 Canyon Oak Drive for controlling erosion. Nick seconded the motion. Approved unanimously.

Motion made by Nick to approve LCS for \$1620 to install 45 Junipers at 7458 Laurel Oak Court for controlling erosion. Vivian seconded the motion. Approved unanimously.

The Board discussed LCS's proposal for seasonal plantings at the entrances and Southern Oak Drive. The Board decided to not plant seasonal plants as a cost savings and to reassess the plantings for the Southern Oak entrance to include small shrubs.

Motion made by Nick to approve LCS for \$9449 to add premium topsoil, 10 lbs of grass seed per 1,000 square feet and cover with straw for approximately 34,900 square feet of bare areas. Carol seconded the motion. Approved unanimously.

The Board reviewed the Budgeting Tips provided by Goldklang and Group.

The Board disapproved the architectural request for 7694 Northern Oak to change the front door color from brown to white.

The Board reviewed the draft annual meeting notice, agenda, October 26, 2010 annual meeting minutes, and 2011 proxy form.

Treasurers Report:

Pennie asked Jan if she had received a response on the Reserve Study. Jan stated they are working on it. Pennie stated that this may require a change to be made. She asked if a tentative budget should be prepared before the annual meeting.

The Board discussed the two CDs that are maturing on October 2011. Jan stated that she could not find a better offer than Washington First Bank.

Motion made by Nick to close the two CDs with Virginia Heritage Bank that are maturing in October and roll one over to Washington First Bank for 24 months at 1.25% and the other one for 43 months at 1.75% pending that Navy Federal or Pentagon Federal does not offer better. Pennie and Carol will find this out. Carol seconded the motion. Approved unanimously.

Board package included the August 31, 2011 financial statement analysis; balance statement; statement of income; and general ledger.

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

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

Nick stated there was no additional Board business.

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 November 22, 2011.