

Springfield Oaks Home Owners Association  
Board Meeting  
Tuesday, May 25, 2010  
Saratoga Elementary  
8111 Northumberland Road  
Springfield, VA  
7 p.m.

**Present:**

Nick Firth, President  
Ron Manning, Vice President  
Ken McCreless, Director  
Vivian Drake, Secretary  
Jan Fenton, Sequoia Management  
Pennie Ziepol, Treasurer

**Absent:**

Megan Fila, Director

**Residents:**

Floyd Handy  
Carlos Almodovar

**Call to order:**

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

**Approval of Minutes:**

**Motion** made by Nick to approve the April 27, 2010, meeting minutes as amended.  
Ken seconded the motion and the minutes were approved unanimously.

**Owners Forum:**

Floyd Handy reported that there is a street light out at Pin Oak and Pohick Road. Jan will report this to Dominion Power. Jan confirmed with Floyd that the business truck parked in residential parking has been resolved. Floyd confirmed this.

Carlos Almodovar stated the website was not updated until Monday at 10 a.m. and that he was concerned residents are not being notified of Board meetings timely. He also stated that Board meetings are not always on the 4th Tuesday as the website indicates. He brought up again the use of Real Simple Syndication (RSS) for notifying residents. Nick stated that notices already go out on broadcast and there would be no difference between the RSS feed and a broadcast as far as notification and RSS would add additional costs. Nick explained that the website is updated by an outside source and that the Board has received no complaints from residents on their not being able to attend. Jan will check with Matt to make sure Carlos is on the list to receive broadcast

emails. Carlos indicated that the General Ledger included in the Board package indicated that two checks were deposited into wrong accounts and suggested that funds were being intermingled to pay others and then redeposited into our HOA account. Jan explained that this was due to clerical error and was corrected before he inquired about this. She stated that with the thousands of bank transactions that this may happen. Nick stated this was a small amount of \$200. Nick stated that this has been corrected to the satisfaction of the Board. Carlos stated that he will make a request for a copy of the account transactions. Nick stated that Carlos' concerns are noted.

### **Action Items:**

The Board reviewed 4 action items.

1. Nick stated that the Board is working on the new entrance sign to be placed at Southern Oak entrance which will be partially funded by county funds.
2. The Board will address the additional tot lot equipment to be placed at the tot lot near Southern Oak.
3. Sequoia has continued with Architectural inspections and this will be recurring.
4. During Architectural inspections, Sequoia is noting school bus stops, hydrants and storm drains for marking during winter months.

### **Management Report:**

The Board was provided with a copy of the monthly bill from Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.

The Board was provided with a copy of the draft of the newsletter that Sequoia will be sending to residents this week to update them on the due process resolution and other important news.

Pennie stated that she saw no further concerns with the audit report by Goldklang & Group.

**Motion** made by Nick to approve the April 13, 2010 audit for Springfield Oaks Homeowners Association, Inc. prepared by Goldklang and Group CPAs, P.C. as edited from the previous Board meeting. Ron seconded the motion. Approved unanimously.

Nick explained that the resolution on due process is a follow up on the resolution form created on the revised new hearing process. Ken stated that this makes us compliant with current regulations and that we had the form for appeal but not the updated procedure.

**Motion** made by Nick to approve the regulatory/policy resolution No. 2010-2 on due process procedures. Ken seconded the motion. Approved unanimously. Board members signed the resolution.

Nick stated that at the annual meeting a resident brought up the concern about owners not picking up behind their dogs and possibly using a service for pet waste removal.

The Board reviewed a proposal by DoodyCalls and discussed options for using this service. It was suggested that this be tabled for the next Board meeting and that the newsletter going to residents this week include a note that this is being considered and to ask for their views and questions.

**Motion** made by Nick to approve the proposal from All Recreation of Virginia, Inc. for \$14,335.01 with the \$2,356.25 credit back. Ron seconded the motion. Approved unanimously.

### **Treasurers Report:**

Pennie has been out of town and will provide a report at the next Board meeting.

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

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

**Motion** made by Nick that we waive the \$105 late fee for resident who was delinquent due to a lost check but has been paying timely otherwise. Ken seconded the motion. Approved unanimously.

**Motion** made by Nick to approve the use for three private investigators for \$100 each to locate residents who are delinquent. Ken seconded the motion. Approved unanimously.

**Motion** made by Nick to adjourn the Regular Session. Ron seconded the motion. Approved unanimously.

The Board adjourned at 8:25 p.m.

Approved by the Board on June 22, 2010.