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**Lakewood Hills #1 Community Association**  
**Board of Directors Meeting**  
**March 22, 2011**  
**FINAL**

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**BOARD MEMBERS PRESENT:**

David Falcon            President  
Robert Palmer        Vice President  
Cheryl Higdon        Treasurer  
Bill Rogers            Secretary  
Ryan Duncan         Director  
Susan Ellicott        Director

**BOARD MEMBERS ABSENT:**

Michael LaPlante     Director  
Kobe Owens           Director  
John W. Schmidt     Director

**HOMEOWNERS PRESENT:**

8903 Grandstaff Court

**OTHERS PRESENT:**

Rick Balzhiser        Property Manager, Cardinal Management Group, Inc.  
Monique Mickens     Independent Recording Secretary

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**CALL TO ORDER**

Noting the presence of a quorum, David Falcon called the meeting to order at 7:00 p.m. The meeting was held at the Surrey Hill Clubhouse, Surrey Hill Drive, Springfield, VA 22152.

**HOMEOWNER FORUM**

The homeowner at 8903 Grandstaff Court discussed a recent violation that he received in reference to his tenants not picking up their pets waste. He asked the Board the process for issuing violations. Management explained.

The homeowner also questioned another violation letter that was received regarding trash. Management explained that it has to be witnessed before a violation letter is issued. Management also informed the homeowner that the Board reviews all violations before a letter is sent.

**REVIEW AND APPROVAL OF MINUTES**

The meeting minutes were not available, so therefore no decision was made.

**COMMITTEE REPORTS**

**ARC**

There was no report at this time.

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COVENANTS

There was no report at this time.

WEBSITE

There was no report at this time.

BOARD MEMBERS' REPORTS

PRESIDENT

David Falcon mentioned that neighborhood watch is winding down and he will present a chart to the Board for review. He also mentioned the excessive amount of commercial vehicles being parked throughout the community.

VICE PRESIDENT

Robert Palmer stated that the homeowners at 9030 Golden Leaf Court complained about drainage. Mr. Palmer informed the Board that he checked after a rain storm and does not see any major problems. The area is a little soft but again, nothing major. He does not see a need for additional D & E work. Management stated they will ask the homeowner for photographic evidence.

TREASURER

No report was given.

SECRETARY

Bill Rogers updated the Board on the Neighborhood Partnership program. He stated they were given a \$2500 dollar grant. Mr. Rogers explained the formalities associated with the grant and asked the board for feedback on tree choices since it is preferred that the tree be a VA native. He recommends bringing in an independent arborist at a cost of \$75 dollars.

*(M) Upon a motion made by Bill Rogers and seconded by David Falcon, the Board members unanimously approved to spend \$75 dollars to bring in an independent arborist for an analysis to plant trees on Galbreth and Giltinan Court.*

MANAGEMENT REPORT

A. ADMINISTRATIVE

1. Minutes from Previous Meeting: No minutes were provided.
2. Financial Statement: Mr. Balzhiser stated that according to the financials they are running a small deficit. Management noted upcoming investments.

*(M) Upon a motion made by Robert Palmer and seconded by David Falcon, the Board of Directors unanimously moved to reinvest into a two year.*

3. Spring 2010 Walk-Through-Exterior Covenants Violations: No updates were made on the chart other than one item that was removed since last year. Bill Rogers recommended sending out a reminder letter to notify residents of the

93 2011 Spring walk-thru. Susan Ellicott will draft the letter in the next couple of  
94 weeks.  
95

- 96 4. Commercial Vehicles: Robert Palmer asked the homeowner present his  
97 opinion on commercial vehicles Board had a discussion on what constitutes a  
98 commercial vehicle.  
99

100 ***(M) Upon a motion made by David Falcon and seconded by Bill Rogers, the Board***  
101 ***unanimously moved to accept the proposed commercial vehicle language change.***  
102

- 103 5. Parking Rules/Regulations- Policty Resolution 06-01 & Revisions: The Board  
104 discussed the visitor spot problem with homeowners constantly parking their  
105 vehicles in these designated spots.  
106

107 ***(M) Upon a motion made by David Falcon and seconded by Ryan Duncan, the***  
108 ***Board of Directors motioned to adopt the proposed submitted changes to the visitor***  
109 ***spot rules and regulations. The vote passed by majority with a vote of 4-2.***  
110

111 B. CONTRACTS

- 112 1. There were no contracts or bid proposals to review.  
113

114 C. MAINTENANCE AND GROUNDS

- 115 1. Unit No. 1001-Emails & Photographs-Drainage & Erosion-Gist Ct.: Drain  
116 was snaked.  
117

118 ***(M) Upon a motion made Robert Palmer and seconded by Ryan Duncan, the***  
119 ***Board of Directors unanimously moved to accept the proposal from Valley***  
120 ***Crest dated October 16, 2009 and authorized the completion of work up to***  
121 ***\$2200 dollars.***  
122

- 123 2. Unit No. 1001-Emails & Photographs-Azaleas Bushes-Gist Ct.: The Board  
124 agreed that if Springfield Nursery wants to put the azaleas in at no cost then to  
125 all them to. If not, the azaleas issue is closed.  
126

- 127 3. Unit No. 2067-Emails-Drainage & Erosion Issue-Golden Leaf Court: Issue  
128 has been tabled due to no further response from the homeowner.  
129

- 130 4. Unit No. 2067-Emails-Drainage & Erosion Issue-Golden Leaf Court: Issue  
131 was discussed in the officers report given by Bill Rogers.  
132

133 D. MISCELLANEOUS

- 134 1. Read File: No discussion required.  
135

- 136 2. Action List-February 22, 2011 Board Meeting-Review & Discuss:  
137 Management will type up and present to the Board.  
138

139 3. Rees, Broome, P.C.-Newsletter-January 2011-Assessments Collections:  
140 Management presented the newsletter to the Board of Directors to read in their  
141 spare time.  
142

143 **UNFINISHED BUSINESS**

144 None  
145

146 **NEW BUSINESS**

147 Mulching of two (2) tot lots-Not done in 2010: Will be done next week or the first week  
148 in April.  
149

150 Review of Current Policy Resolution No. 06-01-Parking Rules & Regulations:

151 Discussion of this item has already occurred.  
152

153 Dog Waste Stations-How to address the problem of residents not picking up after their  
154 pets: Management will get the RFP to the Board.  
155

156 **EXECUTIVE SESSION**

157 *(M) Ryan Duncan moved to enter Executive Session at 9:05 p.m. to discuss delinquent*  
158 *accounts and outstanding violations. Cheryl Higdon seconded. The motion carried*  
159 *unanimously.*  
160

161 *(M) Ryan Duncan moved to exit Executive Session at 9:09 p.m. Cheryl Higdon*  
162 *seconded. The motion carried unanimously.*  
163

164 **ADJOURNMENT**

165 *(M) There is no further business to discuss, Ryan Duncan made a motion to adjourn*  
166 *the March 22, 2011 Board of Directors meeting at 9:10 p.m. Cheryl Higdon seconded.*  
167 *The motion passed unanimously.*  
168

169  
170 *Respectfully Submitted,*  
171  
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174 \_\_\_\_\_  
175 Monique Mickens, Independent Recording Secretary  
176

177 *Approved,*  
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181 \_\_\_\_\_  
182 Bill Rogers, Board Secretary  
183  
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