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**Lakewood Hills #1 Community Association
Board of Directors Meeting
May 25, 2010
APPROVED**

BOARD MEMBERS PRESENT:

David Falcon President
Bill Rogers Secretary
Cheryl Higdon Treasurer
Susan Ellicott Director
Kobe Owens Director

BOARD MEMBERS ABSENT:

Robert Palmer Vice President
Michael LaPlante Director
Ryan Duncan Director

HOMEOWNERS PRESENT:

7301 Gist Ct
7303 Gist Ct

MANAGEMENT PRESENT:

Rick Balzhiser Property Manager, Cardinal Management Group, Inc.
Tiffany King Recording Secretary

CALL TO ORDER

Noting the presence of a quorum, David Falcon called the meeting to order at 7:43 p.m. The meeting was held at the Surrey Hill Clubhouse, Surrey Hill Drive, Springfield, VA 22152.

Homeowner Time:

7301 Gist Ct. showed a Powerpoint presentation showing drainage and landscaping near the unit. The Board suggested a meeting at the sight with the contractor and possibly re-bidding the proposal for Gist Court.

REVIEW AND APPROVAL OF MINUTES

The Board of Directors took this time to review the minutes of the March 23, 2010 Board of Directors meeting (Handout) and a motion was made.

(M) Upon a motion made by David Falcon and seconded by Susan Ellicott, the Board of Directors unanimously approved the minutes of the March 23, 2010 Board of Directors meeting as submitted.

The Board of Directors took this time to review the minutes of the April 27, 2010 Board of Directors meeting (Exhibit A) and a motion was made.

1 *(M) Upon a motion made by Bill Rogers and seconded by Kobe Owens, the*
2 *Board of Directors unanimously approved the minutes of the April 27, 2010*
3 *Board of Directors meeting as amended.*

4
5 **COMMITTEE REPORTS**

6 ARC

7 Findings from the Spring Walk-Thru for ARC modifications and Covenants
8 enforcement will be given to Rick.

9
10 Covenants

11 There was no report at this time.

12
13 Neighborhood Watch

14 The new schedule will start after school is out.

15
16 Web-Site

17 There was no report at this time.

18
19 **BOARD MEMBERS' REPORTS**

20 President

21 There was no report at this time.

22
23 Vice President

24 There was no report at this time.

25
26 Secretary

27 There was no report at this time.

28
29 Treasurer

30 There was no report at this time.

31
32 **MANAGEMENT'S REPORT**

33 A. Administrative

- 34 1. Financial Statement. Mr. Balzhiser presented to the Board the financial
35 statements for the periods ending April 30, 2010 (Exhibit B).

36
37 B. Contracts

38 There were no contracts or proposals for this month's meeting.

39
40 C. Maintenance & Grounds

- 41 1. Unit 1001 – Drainage & Erosion Project on Gist Ct. - Complaint (Exhibit C). Mr.
42 Balzhiser will re-insert the other two proposals for the July Board meeting.

- 43
44 2. Unit No. 2038 Email – Request to Hand Mow Only. Mr. Balzhiser presented to
45 the Board an email from the unit owner (Exhibit D) regarding hand mowing for
46 informational purposes.

1 3. Unit No. 1016 Email – Request to Remove Tree. Mr. Balzhiser presented to
2 the Board of Directors an email from the unit owner (Exhibit E) regarding the
3 removal of the tree.
4

5 The Board of Directors directed Management to get a proposal for the removal of
6 the tree.
7

8 4. Unit No. 1075 Email – Request to Remove Dead Oak Tree. Mr. Balzhiser
9 presented to the Board of Directors an email from the unit owner (Exhibit F)
10 regarding the dead oak tree.
11

12 The Board of Directors directed Management to send a letter to 9011 Giltinan Ct.
13 stating the Association is requesting the tree be removed. Mr. Balzhiser will also
14 email 9015 Giltinan Ct. with a status update.
15

16 5. Unit No. 2009 Email – Request to Post MSDS Sheets – Website. Mr. Balzhiser
17 presented to the Board of Directors an email (Exhibit G) requesting MSDS
18 sheets be posted on the website. The Board agreed to post them.
19

20 6. 7309 Gist Ct. Email – Request to have branches cut back. Mr. Balzhiser
21 presented to the Board an email (Handout) requesting the branches on a tree
22 in the common area near this unit be cut back. The Board agreed to look at the
23 tree.
24

24 D. Miscellaneous

25 1. Read File. Mr. Balzhiser presented to the Board of Directors the read file for
26 informational purposes.
27

28 2. Action List. Mr. Balzhiser presented to the Board the action list (Handout) for
29 actions composed during the April 27, 2010 meeting for informational purposes.
30

31 3. Rees, Broome, P.C. – Newsletter – March, 2010 – After the Storm – Common
32 Snow Fall Concerns. Mr. Balzhiser presented this article to the Board for
33 informational purposes.
34

35 4. Unit No. 3020 Email – Parking Problem – Multiple Vehicles – Golden
36 Horseshoe Ct. Mr. Balzhiser presented this email to the Board for informational
37 purposes. Management sent an email acknowledging the concern.
38

39 UNFINISHED BUSINESS

40 There was no report at this time.
41

42 NEW BUSINESS

43 9023 Giltinan Ct. – erosion from side to tree line. Management will get bids.

44 9070 Giltinan Ct. – mulch from side to tot lot. Management will get bids.

45 9126 Galbreth Ct. – report of trash out early. Management will send a violation letter.
46

47 EXECUTIVE SESSION

48 The Board of Directors took this time to discuss collections matters.

1
2 Web-Site

3 The website was updated with Board member updates. It will be updated with
4 information on the Huntsman Dam project.

5
6 **BOARD MEMBERS' REPORTS**

7 President

8 There was no report at this time.

9
10 Vice President

11 There was no report at this time.

12
13 Secretary

14 There was no report at this time.

15
16 Treasurer

17 There was no report at this time.

18
19 **MANAGEMENT'S REPORT**

20 A. Administrative

- 21 1. Financial Statement. Mr. Balzhiser presented to the Board the financial
22 statements for the period ending June 30, 2010 (Exhibit B).
23 2. Spring 2010 Walk-Through-Exterior Covenants Violations (Exhibit C).

24
25 ***(M) Upon a motion made by David Falcon and seconded by Bill Rogers, the***
26 ***Board of Directors unanimously approved to send violation letters with toned***
27 ***down language for the violation to be remedied within 30 days of the date of the***
28 ***letter, not to include paint or shed violations. The Board removed 9008 Giltinan***
29 ***Court from the list. Lastly, the Board agreed to allow Management to grant a 30***
30 ***day extension, if requested.***

- 31
32 3. Goldklang Group CPA's, P.C.-Draft Audit-Fiscal Year-2009 (Exhibit D).

33
34 ***(M) Upon a motion made by Cheryl Higdon and seconded by David Falcon, the***
35 ***Board of Directors unanimously approved the 2009 draft audit.***

36
37 B. Contracts

- 38 1. Two Contractors-Proposals-Cleaning & Re-Striping-R.V. Lot (Exhibit E).

39
40 ***(M) Upon a motion made by Michael LaPlante and seconded by Kobe Owens,***
41 ***the Board of Directors approved the proposal for American Exteriors (4-2).***

42
43 2. Two Contractors-Proposals-D. & E. Project-9070 Giltinan Ct. (Exhibit F). The
44 Board requested to table this item until the August Board meeting.

45
46 3. Two Contractors-Proposals-D. & E. Project-9023 Giltinan Ct. (Exhibit G). The
47 Board requested to table this item until the August Board meeting to get a third bid.

1 4. Dominion Towing Co.-Present Agreement & Blank Contract-2010 (Exhibit H).
2 The Board requested to table this item until the August Board meeting.

3
4 C. Maintenance & Grounds

- 5 1. Unit 3014 – Letter-Request-Trim & Prune Back Tree Branch (Exhibit I). Kobe
6 Owens will check if it is an HOA tree and report back.
7
8 2. Unit No. 2058 - Email – Send out trash violation letter (Exhibit J) The Board
9 agreed to monitor the issue.

10
11 D. Miscellaneous

- 12 1. Read File. Mr. Balzhiser presented to the Board of Directors the read file for
13 informational purposes.
14
15 2. Action List. Mr. Balzhiser presented to the Board the action list (Handout) for
16 actions composed during the May 25, 2010 meeting for informational purposes.
17
18 3. Rees, Broome, P.C. – Newsletter – April, 2010 – Defamation, Libel & Slander –
19 Oh My! Mr. Balzhiser presented this article to the Board for informational
20 purposes.
21
22 4. Unit No. 1087 – ARC Application-Installation-Basement Stairwell & Door-
23 Approved-Email.

24
25 ***(M) Upon a motion made by Bill Rogers and seconded by David Falcon, the***
26 ***Board of Directors unanimously approved the ARC Application.***

- 27
28 5. Unit No. 3014 – ARC Application-Paint Exterior of Unit-Pastel Yellow.

29
30 ***(M) Upon a motion made by Kobe Owens and seconded by David Falcon, the***
31 ***Board of Directors unanimously approved the ARC Application.***

- 32
33 6. Unit No. 2043 – ARC Application-Repair & Restore Walkway & Install
34 Additional Step.

35
36 ***(M) Upon a motion made by Cheryl Higdon and seconded by David Falcon, the***
37 ***Board of Directors unanimously approved the ARC Application.***

- 38
39 7. Board President-Request-Discussion-Huntsman Lake Dam Project. There was
40 discussion on this matter.

- 41
42 8. Unit No. 1052 – Email – FEMA Ruling-Community in High Risk Flood Area.
43 There was discussion on this matter.

44
45 **UNFINISHED BUSINESS**

46 The Board requested that Management check with Valley Crest to see if the poison
47 ivy was removed.

1 **NEW BUSINESS**

2 Some lights in the RV lot are not working.

3

4 **EXECUTIVE SESSION**

5 The Board of Directors took this time to discuss collections matters.

6

7 *(M) Upon a motion made by David Falcon and seconded by Michael LaPlante,*
8 *the Board of Directors adjourned into Executive Session at 9:30 p.m.*

9

10 *(M) Upon a motion made by David Falcon and seconded by Cheryl Higdon, the*
11 *Board of Directors reconvened into open session at 9:38 p.m.*

12

13 *(M) Upon a motion made by David Falcon and seconded by Bill Rogers, the*
14 *Board of Directors approved Unit 3016-03 offer to pay \$1500 by 9/1/10, if not*
15 *interest will be charged (4-2).*

16

17 **ADJOURNMENT**

18 *(M) There being no further business to discuss, Cheryl Higdon made a motion*
19 *to adjourn the July 27, 2010 Board of Directors meeting at 9:45 p.m., David*
20 *Falcon seconded the motion, and the motion passed unanimously.*

21

22

23 Respectfully submitted,

24

25

26 _____ Date _____
Tiffany King, Recording Secretary

27

28 Approved,

29

30 _____ Date _____
31 Bill Rogers, Association Secretary