

Lakewood Hills #1 Community Association  
Board of Directors Meeting  
July 27, 2010  
APPROVED

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**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Robert Palmer	Vice President
Ryan Duncan	Director
John Schmidt	Director

**HOMEOWNERS PRESENT:**

There were none present.

**MANAGEMENT PRESENT:**

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

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**CALL TO ORDER**

Noting the presence of a quorum, David Falcon called the meeting to order at 7:05 p.m. The meeting was held at the Surrey Hill Clubhouse, Surrey Hill Drive, Springfield, VA 22152.

**REVIEW AND APPROVAL OF MINUTES**

The Board of Directors took this time to review the minutes of the May 25, 2010 Board of Directors meeting (Handout) and a motion was made.

*(M) Upon a motion made by Michael LaPlante and seconded by Cheryl Higdon, the Board of Directors unanimously approved the minutes of the May 25, 2010 Board of Directors meeting as submitted.*

**COMMITTEE REPORTS**

**ARC**

Items were discussed under miscellaneous.

**Covenants**

Edits were made to the Spring Walk-Thru list.

**Neighborhood Watch**

There was no report at this time.

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Lakewood Hills #1 Community Association  
Board of Directors Meeting  
August 24, 2010  
APPROVED

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**BOARD MEMBERS PRESENT:**

David Falcon                      President  
Robert Palmer                      Vice President  
Cheryl Higdon                      Treasurer  
Michael LaPlante                      Director  
Susan Ellicott                      Director  
John Schmidt                      Director

**BOARD MEMBERS ABSENT:**

Bill Rogers                      Secretary  
Ryan Duncan                      Director  
Kobe Owens                      Director

**HOMEOWNERS PRESENT:**

9023 Giltinan Court  
7335 Golden Horseshoe Court

**MANAGEMENT PRESENT:**

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

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**CALL TO ORDER**

Noting the presence of a quorum, David Falcon called the meeting to order at 7:04 p.m. The meeting was held at the Surrey Hill Clubhouse, Surrey Hill Drive, Springfield, VA 22152.

**HOMEOWNER FORUM**

The homeowner at 9023 Giltinan Court discussed her concern with the drainage and erosion around her house. The Board advised Management to get 3 bids regarding the concern.

The homeowner at 7335 Golden Horseshoe Court discussed her complaint regarding the fence on both sides of her house. The Board informed the homeowner that her concern will be taken under advisement.

**REVIEW AND APPROVAL OF MINUTES**

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

*(M) Upon a motion made by David Falcon and seconded by Michael LaPlante, the Board of Directors unanimously approved the minutes of the July 27, 2010 Board of Directors meeting as amended.*

1 **COMMITTEE REPORTS**

2 **ARC**

3 There was review of the request from 9145 Galbreth Court.

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5 *(M) Upon a motion made by Cheryl Higdon and seconded by David Falcon, the*  
6 *Board of Directors unanimously approved the ARC request of the homeowner.*  
7

8 **Covenants**

9 The Spring Walk-Through list is included in the Management Report as Exhibit C.

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11 **Neighborhood Watch**

12 It is currently up and running.

13  
14 **Web-Site**

15 The website was updated with information on the Huntsman Dam project.

16  
17 **BOARD MEMBERS' REPORTS**

18 **President**

19 There was no report at this time.

20  
21 **Vice President**

22 There was no report at this time.

23  
24 **Secretary**

25 There was no report at this time.

26  
27 **Treasurer**

28 There was no report at this time.

29  
30 **MANAGEMENT'S REPORT**

31 **A. Administrative**

- 32 1. Financial Statement. Mr. Balzhiser presented to the Board the financial  
33 statements for the period ending July 31, 2010 (Exhibit B).  
34 2. Spring 2010 Walk-Through-Exterior Covenants Violations. Mr. Balzhiser  
35 presented to the Board the Spring 2010 Walk-Through for informational  
36 purposes (Exhibit C).  
37

38 **B. Contracts**

- 39 1. Three Contractors-Proposals-D. & E. Issues-Gist Court-Reconsider (Exhibit D).  
40 The Board directed Management to get revised proposal from Valley Crest  
41 regarding brick wall and walkway.  
42  
43 2. Two Contractors-Proposals-D. & E. Project-9070 Giltinan Ct. (Exhibit E). The  
44 Board requested Management get clarification on the "pop-up" drain, which is to  
45 be presented as a separate contract.  
46

47 *(M) Upon a motion made by Michael LaPlante and seconded by David Falcon,*  
48 *the Board of Directors approved the D.& E. proposal, not to exceed \$3,590.*

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2 3. Two Contractors-Proposals-D. & E. Project-9023 Giltinan Ct. (Exhibit F). The  
3 Board requested to get new bids with a redesign of the ending of the path.

4  
5 4. Dominion Towing Co.-Present Agreement & Blank Contract-2010 (Exhibit G).  
6 The Board requested to table this item until the September Board meeting.

7  
8 **C. Maintenance & Grounds**

9 1. Unit 3014 – Letter-Request-Trim & Prune Back Tree Branch (Exhibit H). It was  
10 unable to be determined if Parkland or HOA but was determined by Board  
11 member that the tree is not touching.

12  
13 2. Unit No. 1005 - Email – Request – Trim & Prune Tree Branches (Exhibit I). The  
14 Board agreed to trim tree.

15  
16 *(M) Upon a motion made by Michael LaPlante and seconded by Robert Palmer,*  
17 *the Board of Directors approved to trim the tree because it is touching.*

18  
19 3. Unit No. 3013 – Email – Complaints – Neighbors – Both Sides of Unit (Exhibit  
20 J). The Board requested Management send violation letters to 7333 Golden  
21 Horseshoe Court for the fence and 7337 Golden Horseshoe Court for the satellite  
22 dish.

23  
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 will get the Board the list composed during the July  
29 27, 2010 Board meeting at a later date.

30  
31 3. Rees, Broome, P.C. – Newsletter – May, 2010 – Virginia Legislative Update-  
32 2010. Mr. Balzhiser presented this article to the Board for informational  
33 purposes.

34  
35 **UNFINISHED BUSINESS**

36 9075 Giltinan Court needs to be sent to hearing for parking.

37  
38 **NEW BUSINESS**

39 Maintenance on the RV Lot

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41 A Board member also brought it to the Board's attention that a tree on the side of  
42 9020 Giltinan Court looks dead.

43  
44 **EXECUTIVE SESSION**

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

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47 *(M) Upon a motion made by Robert Palmer and seconded by David Falcon, the*  
48 *Board of Directors adjourned into Executive Session at 9:25p.m.*



Lakewood Hills #1 Community Association  
Board of Directors Meeting  
September 28, 2010  
FINAL

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**BOARD MEMBERS PRESENT:**

Robert Palmer	Vice President
Cheryl Higdon	Treasurer
Bill Rogers	Secretary
Kobe Owens	Director
Michael LaPlante	Director
John Schmidt	Director

**BOARD MEMBERS ABSENT:**

David Falcon	President
Ryan Duncan	Director
Susan Ellicott	Director

**HOMEOWNERS PRESENT:**

7337 Golden Horseshoe Court

**MANAGEMENT PRESENT:**

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

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**CALL TO ORDER**

Noting the presence of a quorum, Robert Palmer called the meeting to order at 7:15 p.m. The meeting was held at the Surrey Hill Clubhouse, Surrey Hill Drive, Springfield, VA 22152.

**HOMEOWNER FORUM**

The homeowner at 7337 Golden Horseshoe Court discussed recent violation letter. The owner brought pictures of their privacy fence.

*(M) Upon a motion made by Robert Palmer and seconded by Michael LaPlante, the Board of Directors unanimously agreed the fence is considered to be in good condition.*

The homeowner at 7333 Golden Horseshoe Court discussed recent violation letter. Owner informed the Board that a letter was submitted stating the satellite was fixed. Owner inquired about if reimbursement can be given for security cameras. Management informed the Owner that the Board of Directors is not able to pay for such things.

**REVIEW AND APPROVAL OF MINUTES**

The Board of Directors took this time to review the minutes of the August 24, 2010 Board of Directors meeting (Handout) and a motion was made.

1 *(M) Upon a motion made by Robert Palmer and seconded by John Schmidt, the*  
2 *Board of Directors unanimously approved the minutes of the August 24, 2010*  
3 *Board of Directors meeting as amended.*

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5 **COMMITTEE REPORTS**

6 ARC

7 There was no report at this time.

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9 Covenant

10 There was discussion about updates to the Spring Walk-Through.

11  
12 Neighborhood Watch

13 There was no report at this time.

14  
15 Web-Site

16 There was no report at this time.

17  
18 **BOARD MEMBERS' REPORTS**

19 President

20 There was no report at this time.

21  
22 Vice President

23 There was no report at this time.

24  
25 Secretary

26 There was no report at this time.

27  
28 Treasurer

29 There was no report at this time.

30  
31 **MANAGEMENT'S REPORT**

32 A. Administrative

- 33 1. Financial Statement. Mr. Balzhiser presented to the Board the financial  
34 statements for the period ending August 30, 2010 (Exhibit B).  
35 2. Spring 2010 Walk-Through-Exterior Covenants Violations. Mr. Balzhiser  
36 presented to the Board the Spring 2010 Walk-Through for informational  
37 purposes (Exhibit C).  
38 3. Draft Budget. Mr. Balzhiser presented the draft budget to the Board of  
39 Directors for approval.

40  
41 *(M) Upon a motion made by John Schmidt and seconded by Robert Palmer, the*  
42 *Board of Directors unanimously approved the draft budget.*

43  
44 B. Contracts

- 45 1. Dominion Towing Co.-Present Agreement & Blank Contract-2010 (Exhibit D).  
46 The Board requested to table this item until the October Board meeting.

47

1 2. Proposals-D. & E. Project-9070 Giltinan Ct., Mr. Balzhiser presented the Board  
2 of Directors with clarification on this proposal.  
3

4 ***(M) Upon a motion made by Robert Palmer and seconded by Kobe Owens, the***  
5 ***Board of Directors unanimously approved items 1 and 2, not 3 and 4 on the***  
6 ***proposal.***  
7

8 C. Maintenance & Grounds

9 1. Unit 3014 – Letter-Response-Violation Letter-Fence Damage (Exhibit E).

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11 2. Unit No. 3002 - Email – Unauthorized Plants – Unit No. 3069. (Exhibit F). The  
12 Board didn't see a need for violation because the plants do not have fruit on them.  
13

14 3. Unit No. 2058 – Email – Request – Extension – October 31, 2010. (Exhibit G).  
15 The Board agreed to grant the extension.  
16

17 4. Unit No. 1037 – Email – Request – Extension – September 30, 2010. (Exhibit  
18 H). The Board agreed to grant the extension.  
19

20 D. Miscellaneous

21 1. Read File. Mr. Balzhiser presented to the Board of Directors the read file for  
22 informational purposes.  
23

24 2. Action List. Mr. Balzhiser presented the Board the list composed during the  
25 August 24, 2010 Board meeting for informational purposes.  
26

27 3. Rees, Broome, P.C. – Newsletter – May, 2010 – Virginia Legislative Update-  
28 2010. Mr. Balzhiser presented this article to the Board for informational  
29 purposes.  
30

31 4. Unit No. 2005 – Arc Application – Request to Replace Existing Back Yard  
32 Fence.  
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34 ***(M) Upon a motion made by Robert Palmer and seconded by Michael LaPlante,***  
35 ***the Board of Directors unanimously approved the ARC request to replace the***  
36 ***existing fence.***  
37

38 5. George Mason Regional Library – Used Book Sale Four (4) Dates – October,  
39 2010. Mr. Balzhiser presented this information to the Board for informational  
40 purposes.  
41

42 **UNFINISHED BUSINESS**

43 Follow up on the walk-thru.  
44

45 **NEW BUSINESS**

46 Maintenance on the RV Lot is scheduled for Tuesday, October 19<sup>th</sup> and Wednesday,  
47 October 20<sup>th</sup>.  
48

1 9043 Golden Leaf leaves trash can out. The Board directed Management to send a  
2 violation letter.

3  
4 Bill Rogers updated the Board on the Huntsman Dam project.

5  
6 Bill Rogers introduced tree replacement for the Neighborhood Enhancement  
7 Partnership Program. The Board of Directors agreed. Bill will bring the completed  
8 application to the October Board meeting.

9

10 **EXECUTIVE SESSION**

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

12

13 *(M) Upon a motion made by Robert Palmer and seconded by Kobe Owens, the*  
14 *Board of Directors adjourned into Executive Session at 9:00p.m.*

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16 *(M) Upon a motion made by Michael LaPlante and seconded by Kobe Owens,*  
17 *the Board of Directors reconvened into open session at 9:10p.m.*

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19 *(M) Upon a motion made by Cheryl Higdon and seconded by Kobe Owens, the*  
20 *Board of Directors approved to have 10-day demand letters sent to Unit 1072-02,*  
21 *Unit 1076-01, Unit 2058, Unit 3081-03, and Unit 3035; as well as a retainer for*  
22 *Unit 3046-03.*

23

24 **ADJOURNMENT**

25 *(M) There being no further business to discuss, John Schmidt made a motion to*  
26 *adjourn the September 28, 2010 Board of Directors meeting at 9:12p.m., Cheryl*  
27 *Higdon seconded the motion, and the motion passed unanimously.*

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30 Respectfully submitted,

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33 \_\_\_\_\_  
Tiffany King, Recording Secretary

\_\_\_\_\_ Date

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35 Approved,

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Bill Rogers, Association Secretary

\_\_\_\_\_ Date

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**Lakewood Hills #1 Community Association  
Board of Directors Meeting  
October 26, 2010  
Final**

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**BOARD MEMBERS PRESENT:**

David Falcon                      President  
Robert Palmer                      Vice President  
Bill Rogers                      Secretary  
Ryan Duncan                      Director  
Michael LaPlante                      Director

**BOARD MEMBERS ABSENT:**

Cheryl Higdon                      Treasurer  
Kobe Owens                      Director  
John Schmidt                      Director  
Susan Ellicott                      Director

**HOMEOWNERS PRESENT:**

9075 Giltinan Court

**MANAGEMENT PRESENT:**

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

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**CALL TO ORDER**

Noting the presence of a quorum, David Falcon called the meeting to order at 7:09 p.m. The meeting was held at the Surrey Hill Clubhouse, Surrey Hill Drive, Springfield, VA 22152.

**HOMEOWNER FORUM**

Discussed in Executive Session.

**REVIEW AND APPROVAL OF MINUTES**

The Board of Directors reviewed the minutes of the September 28, 2010 Board of Directors meeting (Handout) and a motion was made.

*(M) Upon a motion made by Robert Palmer and seconded by Bill Rogers, the Board of Directors unanimously approved the minutes of the September 28, 2010 Board of Directors meeting as amended.*

**COMMITTEE REPORTS**

**ARC**

There was no report at this time.

**Covenant**

Tabled updates to the Spring Walk-Through until the next Board meeting.

