

Minutes from TOA 2015 Annual Meeting

Date: August 4, 2015

Location: Landsdowne Library

Board Members in Attendance:

- Caryl Vaughan, President
- Xavier Villarreal, Vice President
- Phara Rodrigue, Secretary

Others in Attendance:

- Tony Poleo, Treasurer
- Forrester Cox
- Martin Anderson
- Marie Johnson
- Donna Spivey
- Ron Baldinger
- Draper Bowne
- Joe Trainor
- Michael Coogen
- Samir Abdulaziz
- Larry & Brenda Norman
- Donna Davis

Proxies:

- Steve Lopez
- Danielle Livermon
- Mike Kuprijanow
- James Swain

Meeting called to order at 7:06 by Caryl Vaughan.

Meeting Agenda

- Motion to approve minutes
- Board of Directors – status
- President’s Report
- Vice President’s Report
- Secretary’s Report
- Treasurer’s Report
- Architectural Review Committee
- Landscaping Committee

- New Business/Floor
- Motion to adjourn meeting

President's Report (Caryl Vaughan)

- Opened the meeting with introductions highlighting original owners and the newest owner present.
- Both Caryl Vaughan and Xavier Villarreal's terms on the Board of Directors will expire in December 2015.
- Motion to approve the minutes of the last Annual meeting (August 5, 2014). MSA Caryl Vaughan/Joe Trainor.
- Caryl Vaughan determined a quorum was not met for the annual TOA meeting.

Vice President's Report (Xavier Villarreal)

- Two community block parties.
- Street striping and painting of the curbs
- New recycling bins
- The Twinbrook sign at the front of the neighborhood needs touch up. The Board will pursue.

Secretary's Report (Phara Rodrigue)

- Has established a Google group for the purpose of the community to share information and resources used for maintenance and home repairs.
- Inquire about the interest of a community news letter.

Treasurer's Report (Tony Poleo)

- Tony documented standard operating procedures for treasurer duties to hand off to the next volunteer (Ron Baldinger).
- Highlight of operating budget provided.
- Reserve account in good standing. Reserve study is required every five years. It is time to refresh the study. Reserve funding is kept in a money market account separate from account for operating expenses.
- Dues are unchanged for the next year.

Architectural Review Committee (Forrester Cox)

- Porticos: approximately 25 homes have porticos that are costly to repair. Architectural committee will research options for repair or removal.
- It was suggestion that the By-laws be reviewed and possibly updated because some owner have made changes that were not submitted and approved by the ARC. Recommended that notices be distributed to all owners reminding of the requirement to have visible outdoor changes submitted and approved by the ARC.
- Marie Johnson will have an attorney review our By-laws to determine the authority to enforce them.
- Tony Poleo will provide the board with the contact information for an association entity that may be a resource for updating our By-Laws.
- Someone asked who is responsible for the upkeep of the mailboxes. Xavier will contact the local post office.

Landscaping Committee (Martin Anderson)

- Two contracts in place...one for irrigation system and landscape maintenance

New Business/Floor

- Xavier will contact VDOT to pursue extending the yellow paint on the curb around Hanson onto Accotink through the bus stop.
- Question was raised as to who is responsible for maintenance of the fence on Accotink? Tony Poleo verified that Springfield Lawn Service repaired the fence last time.
- Question was raised if anyone knows who is leaving piles of grass clippings on Accotink near the cut through to the townhomes.
- Question was raised if anyone knows who is responsible for maintenance on Telegraph Road

Motion to adjourn 8:30. MSA Caryl Vaughan

Prepared: Caryl Vaughan

Approved: