

## Minutes from TOA Annual Meeting 2017

Date: August 22, 2017

Location Landsdowne Library

Board Members in Attendance:

- Caryl Vaughan, President
- Xavier Villarreal, Vice-President

Owners in Attendance:

Proxies:

Forrester Cox  
Daniele Livermon

- Ron Baldinger
- Donna Davis
- Marie Johnson
- Donna Spivey /Roy Spivey
- Martin Anderson
- Janice Brannon
- Jean-Marie Slove
- Steve Lopez
- Draper Bowne
- Luz Perez

Meeting called to order at 7:06 by Caryl Vaughan

President's Report (Caryl Vaughan)

- Motion to Approve 2016 Minutes
- No new home owners were in attendance to welcome
- Caryl will send out call for nominations for board of director positions in the next couple of weeks; room for up to 2 new board members
  - o Samir Abdulazi is willing serve on the board
- Caryl encouraged information sharing on home repair and maintenance contractors
  - o Will ask Phara Rodrigue to touch base with Jean-Marie Slove to add this information to the TOA website
  - o Thanked Jean-Marie on updating the TwinbrookAir website.

Vice President's Report (Xavier Villarreal)

- VDOT will conduct a study on Accotink for parking at the intersections and the speed limit
  - o Donna Spivey recommended we also have them look at a school bus zone – Xavier will follow up

- On other parking concerns Janice Brannon provided a history of how we got to where we are now
- The board has decided to conduct a review (to include a legal review) of the by-laws to ensure violations can be properly enforced
- Matt Mutterperl agreed to look at setting up a Block Party this fall; Marie Johnson, Donna Spivey and Donna Davis volunteered to help

#### Treasurer's Report (Ron Baldinger)

- Presented budget assumptions, proposed budget for 2018 and income statement for 2017
- Assessments will stay at \$960 annually and changes to grounds maintenance, trash service, snow removal were discussed
- Ron briefed the capital reserve budget and the plan to have a reserve study completed this year.

#### ARC Report (Marie Johnson)

- Walk-thru was recently conducted and notices will be sent out soon
  - Most violations were to power wash siding
  - Marie provided recommendations on using Home Armor and Easy House Wash products to clean the siding and Power Wash Plus company to provide the service

#### Landscaping Report (Martin Anderson)

- Martin will renegotiate the contract in about a month to include more weeding; budget increase for anticipated increase
- Donna Davis mentioned that the rain sensor for the sprinklers in the common areas may not be working; Martin will ask the irrigation company to take a look at the system
- Martin mentioned that some of the plants in the common area were stolen
- Discussion about pruning the trees and whether to include in future contracts

#### Website Report (Jean-Marie Slove)

Jean-Marie mentioned that the website can be modified as needed.

#### New Business/Floor

- Draper Bowne mentioned that the reserve study should look at the common grounds and verify that the liability insurance is adequate
- Janice Brannon mentioned that the Fort Belvoir liaison for the county is willing to talk to the association about the Army Museum; will explore that opportunity

Motion to adjourn 8:09 MSA Caryl Vaughan

Prepared: Caryl Vaughan

Approved: Caryl Vaughan