

Minutes from TOA Annual Meeting

Date: August 13, 2013

Location: Landsdowne Library

Board Members in Attendance:

- Caryl Vaughan, President
- Ronaly Hofseth, Vice President
- Xavier Villarreal, Secretary

Others in Attendance:

- Tony Poleo, Treasurer
- Linda Poleo, Executive Assistant
- Joe Trainor
- Forrester Cox
- Donna Davis
- Martin Anderson
- Roy/Donna Spivey
- Kenny Smith
- Phara Rodrigue

Board meeting called to order at 7:05 by Caryl Vaughan.

Meeting Agenda

- President's Report
- Vice President's Report
- Secretary's Report
- Treasurer's Report
- New Business

Motion to approve the minutes of the last Annual meeting (December 3, 2012). MSA
Kenny Smith/Joe Trainor.

President's Report

- There is a vacant board spot if anyone is interested. Xavier Villarreal volunteered to fill the position when vacated by Janet Carlson.

Vice President's Report

- Nothing to report.

Secretary's Report

- Notice provided to all homeowners about the upcoming sealing of Hanson Lane. The road will be blocked off for several days. Fairfax County police have been notified about everyone parking on Accotink Road.
- Question asked whether house numbers can be painted on the curb while the company is painting the curbs. Board approved. Xavier will ensure there is no problem with police/fire departments.
- Xavier will notify the USPS and AAA regarding road closure.

Treasurer's Report (Tony Poleo)

- Appreciate everyone's attention to paying their dues.
- Reserve account in good standing. Study of the account is current. Reserve funding is kept in a money market account separate from account for operating expenses.
- Dues are unchanged.
- Tony will document standard operating procedures for treasurer duties to hand off to the next volunteer.

Landscaping Committee (Martin Anderson)

- Nothing to report.
- Question asked whether landscaping contract includes weeding? Will review contract.

ARC (Forrester Cox)

- Walk thru completed. Seven homeowners were notified of issues. They have 30 days to make corrections.
- Another inspection will be conducted on or around August 30, 2013.
 - Suggestion made that it would be nice to have a list of contractors that homeowners have used that did a good job. Possibly post on home page. Google Group? Phara Rodrigue volunteered to pursue this.

New Business

- Holbrook Farm land sold. Builder planning on 18 homes in the mid-\$800K.

Motion to adjourn 8:05. MSA Caryl Vaughan/Linda Poleo.

Prepared: Linda Poleo
Executive Assistant

Approved: Caryl Vaughan
President