

# Minutes from TOA Annual Meeting

Date: August 5, 2014

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
- Forrester Cox
- Martin Anderson
- Patrick/Phara Rodrigue
- Daniele Livermon
- Trip Magyar
- Janis Brannon
- Marie Johnson
- Donna Spivey

Proxies:

- Joe Trainer
- Ron Baldinger
- Draper Bowne
- Steve Lopez
- Jean-Marie Slove
- Jim Swain
- Lucille Coogen
- Laura Aiello
- Fernando Torrent

Annual meeting called to order at 7:09 by Caryl Vaughan.

## **Meeting Agenda**

- Motion to approve minutes
- Director's Nominations
- 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

Motion to approve the minutes of the last Annual meeting (August 13, 2013). MSA Caryl Vaughan/Linda Poleo.

Caryl Vaughan determined a quorum was met for the annual TOA meeting.

**Director's Nominations:**

- Motion to nominate Phara Rodrigue to the Board. MSA Caryl Vaughan/Linda Poleo.
- Motion to close the nominations. MSA Caryl Vaughan/Linda Poleo.
- Motion to elect the slate as presented. MSA Caryl Vaughan/Linda Poleo.
- Caryl Vaughan announced Phara Rodrigue was elected to the Board.
- Ronaly Hofseth volunteered to serve as Member at Large.

President's Report (Caryl Vaughan)

- The TOA will need a volunteer for Treasurer. Ron Baldinger volunteered.

Vice President's Report (Ronaly Hofseth)

- There are 18 new homes scheduled for construction beside Twinbrook. The homes are scheduled for delivery 2016.

Secretary's Report (Xavier Villarreal)

- The street striping and painting of the curbs needs touch up. The contract doesn't include any warranty work but the Board will touch base with the contractor to see what can be done.
- The Twinbrook sign at the front of the neighborhood needs touch up. The Board will pursue.
- Will look into a community block party.

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)

- Walk thru completed a few weeks ago. A few minor corrections are needed. ARC will present memo to the Board for signature.
- A number of cigarette butts have been found in the common area mulch in the front of Twinbrook. An email will go out to ask homeowners to be careful of disposing of cigarette butts in the mulch because this is a fire hazard.
- There was a question about whether bon fires are permitted. The ARC will review the bylaws.

#### Landscaping Committee (Martin Anderson)

- Two contracts in place...one for irrigation and one for maintenance. A monthly walk thru is conducted. It appears the contractor could do a better job of weeding. There is one dead tree in the common area that needs to be removed.

#### New Business/Floor

- There are more cars from the townhomes parking on Accotink Road, which is a public road. This became a problem a few years ago when they changed their parking policy. Is there any consideration being given to some restrictions (i.e., no boats). The Board will pursue a conversation with their homeowner association to discuss the issue. Xavier will contact VDOT to pursue extending the yellow paint on the curb around Hanson onto Accotink through the bus stop.
- It was pointed out that the homeowners on Hanson are responsible for clearing the sidewalk behind their homes when it snows.

Motion to adjourn 8:30. MSA Caryl Vaughan/Linda Poleo.

Prepared: Linda Poleo  
Executive Assistant

Approved: Caryl Vaughan  
President