

**MOUNT AIR CONSERVANCY
Board of Directors Meeting
Minutes**

DATE: September 22, 2020

LOCATION: Virtual Telecomm

PRESENT:

- A. **Board Directors:** Sam Zaghmout, Paul Helt, Abigail Greene and Andy Heymann.
- B. **Summit Management:** Lori Randall
- C. **Residents:** Jessica Rocha, George Blackwell, Catherine Schaffer, Bill Bakopanos, and Gerald Pritchett
- D. **Open forum:** Fence border and adjustment issue discussed.

CALL TO ORDER: A. Heymann called the meeting to order at 7.10 p.m.

READING OF MINUTES: August 2020 minutes reviewed.

APPROVAL OF MINUTES: August 2020 minutes approved.

FINANCIAL REPORT: August 2020 financial and bank statement reviewed and approved.

2021 annual budget approved by the BoD.

Tax returns signed and returned to Summit accounting.

Summit to check into "Transfer to Reserves" transaction and report to BoD.

Management recommends investing some of the \$230,000 in the money market. Secretary shall call Meryl Lynch to redirect investment.

Based on recent transfer of funds to cover reserve expenses, management recommends opening an Alliance money market/checking account for the quarterly reserve funds contribution. This reserve account would be used to pay reserve expenses. Excess funds at the end of the year could then be transferred to the investment account.

MANAGEMENT REPORT: The current report reviewed.

TREASURE'S REPORT: July 2020 financial and bank statement reviewed and approved.

BoD asked Summit for a guidance in setting up a contingency account within an operating account (Money Market) to be used in the future for BoD approved critical needs; for example, an excess snow removal. (pending)

President Report: approved several prospective, planned projects; much work has been done throughout the community.

COMMITTEE REPORTS:

Architectural Control Committee (ACC):

Summit continues to work with residents to clear violations to get parking permits.

Summit proposal to prepare revised, updated Architectural Standards for Mount Air by Management; Summit Management \$425 for services outlined below.

- Convert current Architectural Rules in a pdf file to a Word file and clean up spacing and other
- conversion issues.
- Recommend revisions and additions to the existing standards using track change.
- Provide one hour of time to discuss/review first draft and apply changes

BoD moved and approved services.

Summit provided Draft Revised Standards including a revised Exterior Application Form for BoD review during a special session.

ACC applications:

- 8516 Enochs: BoD approved request for new windows.
- 8525 Blue Bird: BoD approved request to remove tree and replace with smaller one.
- 8504 Shirley Woods: BoD approved for fence replacement and add of ground level deck.
- 8502 Shirley Woods: BoD approved work for new roof.

8501 Blue Bird Woods Ct: Resident has responded to Association's violation for landscaping on common grounds. Owner believes all landscaping is within the property line. Issue to be addressed: landscaping was changed without appropriate architectural change approval and cultivation done to common ground needs repair.

Formal request to waive tree requirement at 8500 Shirley Woods based on HOA property inspection Report; BoD denied waiver.

Plat received from surveyor of 8500 Kernon. Board decided all construction on common ground (shed and fence) must be removed from common ground within 90 days. Homeowner must stay within property line. BoD discussed and asked resident to provide request for easement

Pictures to the board of dumping and beaten path behind 8517. Resident forwarded pictures of

area behind his fence and stated it is in better condition than before he started the patio project. Request for approval still has not been submitted. Dumped debris needs to be removed.

Signs:

Replacement signs have arrived. Alfred's Landscaping asked for quote to install. Quote was \$1,330 but Jose was asked to correct two leaning posts. Total signs were short by 7 which were reordered; still within \$2,000 budget.

Repainting the fire lane on the southeast corner on Blue Bird Woods is needed (pending).

Parking Committee: Chairman gave status of committee including committee approved survey.

Parking:

Summit provided information as requested: county DMV rules are required to be followed by residents, allowing towing enforcement; county and state DMV rules shall be enforced; police enforcement, ticketing also shall be conducted, as required.

BoD discussed extending/increasing motor vehicle and trespass law enforcement on common property (tabled).

Email follow up asking for current handicap ID card for 8590 Enochs request for a handicap space. Complete.

Reserve Study: Nothing new to report

Fence:

Eight sections of fence yet need to be replaced, east end toward Accotink Road.

Summit spoke to Jose about clean up from replacement of wire fence. Jose stated the wire left behind is from the other association but will go back and remove what is there.

BoD approved requirement for top rail on residential fences. BoD request Summit to prepare appropriate language for architectural guidelines.

Playground:

Alfred provided a proposal to replace borders ensuring rebar not exposed and add mulch to all play areas. BoD approved to submit a proposal for 1) double height borders for all playground areas; and 2) mulch on Mount Air area playground. (Completed; pending price negotiation) Summit shall get a second quote.

Tennis Court:

BoD decided to add No Trespassing, No Wheeled Vehicles, and No Pets signs on courts; letter on file. (pending)

Audit: The 2019 audit is complete. All documents were sent separately from board package. If the Board accepts the audit, the Representation Letter needs to be signed by the President or Treasurer. Board moved and approved; president shall sign.

Landscaping:

Landscaping contract with Alfred's coming up for renewal. Summit to approach Alfred's on finishing list of projects. BoD is in favor of continuing the contract. Contract received at total cost of \$75,979 for two years or \$3,165.79 per month. This is an increase of \$125 per month from existing contract. BoD moved and approved contract.

Perimeter Control. Proposal from Blade Runners to prune limbs and vines encroaching on grounds resulting in loss of turf to be done at a cost of \$4,000. Expense from budget line - tree maintenance. Contractor seen on property performing perimeter control work. Summit is awaiting invoice.

Ground erosion. Proposal from Alfred's Landscaping to address three areas of erosion by adding fabric and rip rap at a cost of \$980. BoD moved and approved work described.

BoD moved and approved Alfred's Landscaping watering the annuals near the Gazebos on non-mowing day for \$150 per visit when they need to watered.

Stairway: Board requested quote to repair rotted steps behind 8504 Kernon. Quote from Alfred's is \$1,375. (pending)

Arborist:

Resident stated a very large tree behind home is dead but not likely to hit house; proposal request for tree removal near 8501 Enochs provided by Alfred's for \$300. BoD moved and approved to do the work.

Blade Runners annual tree walk and provided proposal: priority 1 labor cost of \$5440 and priority 2 at \$750. BoD shall investigate these trees, action pending.

6700 Mockingbird resident submitted a request to remove 2 trees behind his home looking for Board to help with expenses since it is common trees. He will get quotes and come back to the Board. BoD shall consider sharing half of cost. BoD request plat to determine community or not. Proposal obtained for \$2500. Issues: fence built using trees and trees appear to be at least sharing resident and community property. BoD require evidence trees are on common ground. Action pending.

8525 Blue Bird Woods Court: application submitted for replacement of dead tree with new approved by BoD. BoD directed replacement to be done by 31 March.

Resident asked if trees removed (10) on Mockingbird would be replaced. BoD shall examine replanting in the Fall during a later BoD meeting (pending).

More trees identified and provided to Alfred's Landscaping. \$800 to remove tree rear of 6718 Red Bird, front of 8506 Shirley, and stump at 8598 Enochs. BoD approved this work to be done.

BoD question whether tree on 8506 Shirley was on common ground. Board requested Summit to verify whether tree on 8506 Shirley is common or resident. Because the resident at 8506 Shirley indicated dead tree was common, they were sent a violation for not having a tree. Owner has stated there was no tree when they purchased and they do not have a plat to prove the dead tree was on common. Awaiting additional response.

Invasive Plant Walk Around: Summit Management sent note to Jose to contact BoD President to coordinate this effort.

Blade Runners looked at leaning tree next to 8575 Enochs. He stated it was a priority 2 a couple of years ago but does have a significant lean. No visible cavities, decay or flaws. Quote \$1,350.

Graffiti: Graffiti in Tennis Court parking lot has been removed.

Pet Stations: Nothing new to report

Lights: BoD moved and approved for PSE to fix light at corner of Shirley Woods and Mount Air, initial cost for troubleshooting \$850 and anticipated repair. Total cost for repair: \$2765.

Street (community) Asphalt:

Board would like to assess streets for repairs. Everyone was to look at them and place in priority order. Management's assessment:

- Priority 1: Blue Bird
- Priority 2: Enochs
- Priority 3: Cardinal and Kernon
- Priority 4: Red Bird, Mockingbird, and Shirley Woods (although little difference between 3 and 4.)

Proposal from engineer to prepare specification reports for Blue Bird and Enochs; cost is \$3,650. Board discussed asking for reports on all streets. Board also discussed putting project out for bid. Board moved and approved engineer proposal to examine Blue Bird and Enochs.

BoD moved and approved requesting Summit to request an engineer to prepare a proposal to review and identify needed street repair requirements.

Gazebo: Gazebo sign painting for \$150 per sign for a total of \$450 pending.

Tow Report: Two during the month of September.

Snow removal: nothing to report.

Trash:

Nightingale Trash contract is up for renewal; contract received for cost at \$2,675.40 per month. Contract is an increase of \$445.90 per month from 1 Jan 21 to 31 Dec 23. BoD conditionally approves contract.

Summit to send the notice for trash rules for distribution by Board. Send a reminder about the rules (pending).

BoD to consider forming an Environmental Committee to review trash compliance.

Community Clean-Up: American Disposal for a dumpster to be dropped off on 23 to 26 Oct 2020.

Yard Sale: TBD for 2020.

Website: nothing new to report

Fall Festival: TBD.

Verizon Box:

Verizon Communication Box: Summit will request Verizon repair, and BoD will be updated when completed. (pending)

OPEN/CLOSED Action items:

A plan for placing light motion sensors around the tennis court was discussed (closed).

New Business: none

Executive Session: 9:17pm, board moved to executive session. Board returned from executive session at 9:32pm.

ADJOURNMENT: adjourned the meeting at 9:33pm.

Respectfully submitted by Paul Helt, Secretary

Approved on