

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

**DATE:** August 25, 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, Lisa and Dave Bowman, and Gerald Prichett
- D. **Open forum:** parking issue discussed: curtesy, double parking and occupying two spaces.

<<<<<<GO THROUGH ALL ITEMS TO DETERMINE WHETHER TO DELETE ENTRIES>>>>>>

**CALL TO ORDER:** A. Heymann called the meeting to order at 7.00 p.m.

**READING OF MINUTES:** July 2020 minutes reviewed.

**APPROVAL OF MINUTES:** July 2020 minutes approved.

**FINANCIAL REPORT:** July 2020 financial and bank statement reviewed and approved.

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; signed 2019 federal and state tax forms.

## **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.

ACC applications:

- 8581 Enochs: deck stain approved by BoD.
- 8516 Enochs: window replacement pending based on BoD request for more info.
- 8525 Blue Bird: BoD approved request to remove tree and replace with smaller one.
- 8504 Shirley Woods: BoD pending approval until neighbor's signatures are obtained for fence replacement and add of ground level deck.

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.

### **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.

BoD moved and approved two new No Trespassing signs listing restrictions for Tennis/ Basketball Courts for \$67 .95 each.

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

**Parking Committee:** The Board asked management for the list of parking committee members from the annual meeting. List Provided. Summit to request status from chairman. Parking meeting scheduled for early September.

**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 be 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; BoD asked for proposal from Alfred's.

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.

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.

Board question whether tree on 8506 Shirley was common or not. Board requests Summit to verify whether tree on Shirley is common or resident.

BoD approved annual walkthrough by Blade Runners arborist.

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:**

Summit obtained scope from AHI proposal. Scope included roof repairs, lattice repairs, cleaning and painting all gazebos. Board indicated the gazebos need repairs plus painting. Proposal from Vicman General Services \$8,690. Board moved and approved proposal. Awaiting work to be done.

**Tow Report:** none.

**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:** BoD 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:** 8:58pm, board moved to executive session. Board returned from executive session at 9:11pm.

BoD moved and approved withdrawing parking privileges for 8555 Enochs Drive.

ADJOURNMENT: adjourned the meeting at 9:15pm.

Respectfully submitted by Paul Helt, Secretary

Approved on