

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

**DATE:** April 21, 2020

**LOCATION:** Virtual Telecomm

**PRESENT:**

- A. **Board Directors:** Sam Zaghmout, Abigail Green, Paul Helt, and Andy Heymann.
- B. **Summit Management:** Rhonda Murray
- C. **Residents:** David Loesch, George Blackwell, Arsh Tatevosyan
- D. **Open forum:**

**CALL TO ORDER:** A. Heymann called the meeting to order at 7.29 p.m.

**READING OF MINUTES:** December 2019 pending and February 2020 minutes reviewed. There were no March 2020 minutes since the March monthly meeting was cancelled.

**APPROVAL OF MINUTES:** December 2019 and February 2020 minutes approval pending.

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

CD matured on 6 February 2020 and another maturing on 12 May 2020 requiring BoD officer (president or secretary) to contact Merrill Lynch to rollover. Action: BoD officer shall call and approve CD rollover.

**MANAGEMENT REPORT:** The current report reviewed.

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

Further BoD discussion needed on getting a proactive control over homeowner association assessment and reserve. (pending)

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:** nothing new to report

**COMMITTEE REPORTS:**

BoD shall help conduct re-inspections required on 93 partially completed assessments and 44 not completed assessments for a total of 137 required. BoD recommended Summit send the notice for hearings indicating removal of parking privileges to the residents for not complying with the annual assessment. Many residents have not accomplished the required actions. BoD requests Summit to notify residents: need to finish/comply within 30 days, submit an extension, or face loss of parking passes.

**Architectural Control Committee (ACC):**

6742 Cardinal Woods Ct: motion for deck and staining approved.

8505 Shirley Woods Ct: request waiver from planting of tree due to obstructing view of camera (medical grounds); motion for temporary waiver on medical grounds on currently planting tree with the understanding a tree will be planted prior to selling of the property.

8514 Enochs Dr: request waiver from planting of tree due to foundation concerns; BoD moved to deny waiver and suggest homeowner plant slow growing, smaller tree such as a dogwood.

8549 Enochs Dr: request waiver from planting of tree due to previous disease problems of earlier tree; BoD moved to deny waiver and suggest homeowner plant slow growing, smaller tree such as a dogwood.

8507 Shirley Woods Ct: request waiver from planting of tree due to earlier damages; BoD moved to deny waiver and suggest homeowner plant slow growing, smaller tree such as a dogwood.

8573 Enochs Dr: request waiver from planting of tree due to earlier damages; BoD moved to deny waiver and suggest homeowner plant slow growing, smaller tree such as a dogwood.

6745 Cardinal Woods Ct: request waiver from planting of tree due to small lawn size; BoD moved to deny waiver and suggest homeowner to plant slow growing, smaller tree such as a dogwood.

8590 Enochs Dr: BoD moved and approved motion to replace windows.

8501 BBWC: landscaping done without architectural approval; Summit to investigate. Pending

8500 Kernon Ct: survey status requires additional costs; BoD moved to approve additional costs to include improvements shown within the survey (\$650).

**Signs:**

Summit ordered a new 5 mph speed limit and Stop signs. 5 mph signs replaced but awaiting stop signs. Alfred's to conduct the work (pending).

Summit to get "No Pets" signs for the tennis court, if needed.

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

Summit to inventory fire lane and speed limit signs to be ordered and replaced. Alfred's to install signs (Completed-pending proposal for install). New Summit manager to consider other proposals.

**Parking Committee:** Nothing new to report

**Parking:**

Summit shall provide DMV rules required for towing enforcement: request police enforcement and towing (pending).

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

BoD must determine future HC parking policy (pending).

Discussed the number of parking spaces allocated to each townhouse as affected by the presence/absence of a garage in the townhouse.

**Reserve Study:** Nothing new to report

**Fence:**

Fenceline replacement: Jose accomplished fence replacement; BoD has identified concerns: 1) old fence not removed; 2) fence not completed over 50 plus feet of fence; and 3) debris needs to be gathered and disposed. BoD requests Summit set up a meeting with Jose to discuss concerns.

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

BoD requests Summit to check approval process for concrete finishes. See attached for approved deck, fence, concrete finishes and materials.

**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)

**Tennis Court:**

Bishops completed work to replace the tennis net. (closed)

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

**Audit:** Nothing to report.

**Landscaping:**

Summit to request Alfred's provide an estimate to deal with invasive plants (Japanese honeysuckle and Irish ivy) bordering respective communities. Awaiting proposals. (pending until early spring 2020)

Board reviewed Alfred's proposal to conduct recut the swale 30' ft. long to make the water run to the storm drainage; seed, fertilizer, and straw on top. Proposal approved: \$1,200.00

BoD requests Summit ensure Alfred's finish fence line cleanup prior to starting swale recut project

**Arborist:**

BoD reviewed Alfred's Landscaping Tree Removal Proposal \$3,500.00: BoD decided not to accept Alfred's proposal, but decided to have Bladerunners provide proposal for all tree work to be consolidated into one proposal..

Trees at 8551 and 8591 Enochs Drive: arborist's request to delay for the summer (pending).

Tree work: At the November meeting, the Board requested that management obtain a proposal from Blade Runners for the perimeter control service. (Tabled)

**Pet Stations:** Nothing new to report

**Lights:** Nothing new to report

**Asphalt:** Nothing new to report.

**Gazebo:** BoD discussed a repair and a paint project for the Gazebo, shed, and fence. BoD requesting Summit to obtain proposals.

**Tow Report:** nothing to report.

**Snow removal:** nothing to report.

**Trash:**

Racoon family within neighborhood; vermin control issue: need to enforce trash rules; need to get control options from Summit. BoD decided kill traps for private property and capture traps for community property: Blue Bird Woods Court. BoD proposed setting traps: 8501-8523 Blue Bird Woods Court. Master Trapper provided proposal; Summit to provide more detail (pending).

Trash is still not being properly packaged. Discussed dealing with the trash problem. A suggestion for distributing trash cans by the company, wherein each trash can have a specific number for each townhouse. The cost for each trash container will be billed to each address. (pending). Nightingale Trash cost figures: \$44 each resident; \$8008 for community.

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

Summit will examine the trash removal contract—whether non-regular trash materials (e.g., mattresses, tables) can be removed without an extra charge. In addition, check if the trash removal company is adding any extra charges for the removal of these non-regular trash materials (pending).

**Community Clean-Up:** TBD for 2020.

**Yard Sale:** TBD for 2020.

**Website:**

BoD requests posting documentation of approved deck, fence, and concrete finishes and materials.

Additional information on Dominion VA Power's insurance programs for homeowners with the site to click shall be put on web site. (pending)

**Fall Festival:** TBD.

**OPEN/CLOSED Action items:**

BoD asked Summit to determine the cost and effort for a contractor to update MAC HOA homeowner's manual (need revised edition). OPEN

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

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

**New Business:**

Gazebo number 1 (south entrance) damaged: lattice blown out from recent wind storm requires repair.

Previous BoD President Michael Williams resigned.

BoD moved Andy Heymann serve as interim President; Sam Zaghmout vice-president, Paul Helt as Secretary and Abigail Green as member-at-large; board approved.

Abigail Green agreed to continue to serve on the board after the sale of her home.

**Executive Session:** Went to the executive session at 9:24 p.m.

Returned from the executive session at 9:39 p.m.

ADJOURNMENT: adjourned the meeting at 9:41 p.m.

Respectfully submitted by Paul Helt, Secretary

Approved on