

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

**DATE:** December 22, 2020

**LOCATION:** Virtual Telecomm

**CALL TO ORDER:** A. Heymann called the meeting to order at 7.04 p.m.

**PRESENT:**

- A. **Board Directors:** Sam Zaghmout, Paul Helt, and Andy Heymann.
- B. **Summit Management:** Lori Randall
- C. **Residents:** Eric Miller, James Williams, Michael Astran, Elias Hundessa, Robert and Amanda Daniels, and Necole Peralca

**Open forum:** Requesting information on time table to replace cluster mailbox. Anticipate mid-January 2021 would be earliest time for replacement. Request board to have towing to be delayed until after midnight.

**Resident Hearing:** resident described work he accomplished to remediate area where construction debris was disposed. BoD moved and approved remedial action taken and violation removed.

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

**APPROVAL OF MINUTES:** November 2020 minutes as amended approved.

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

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

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:** November 2020 financial and bank statement pending.

**President Report:** Damage to mailbox reported to USPS; Lorton Post Master will replace box if HOA constructs concrete for installation. Reviewed areas inspected to include debris, invasive plants and trees.

## **COMMITTEE REPORTS:**

### **Annual Residents Meeting**

BoD determined to postpone annual meeting until at least April 2021.

### **Architectural Control Committee (ACC):**

Draft Revised Standards provided to Board Including a revised Exterior Application Form; currently being reviewed.

Special Board meeting on December 8 to review revised Architectural Rules.

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

ACC applications:

- 8515 Enochs: BoD approved application to replace rear fencing and add pavers.
- 8510 Enochs: BoD approved application for lockbox on door frame inside storm door.
- 8500 Kernon: BoD denied application and requests Summit to obtain a legal opinion regarding a temporary rather than a permanent/transferable easement for a shed and fence on common ground. PENDING

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 legal request for easement. Resident provided easement request which board shall review and discuss during December meeting. OPEN

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.

8540 Enochs requested BoD recommendations per drainage issue; BoD requested resident to provide an architectural change form with suggestions.

**Assessments and Invoices:** Summit indicated MAC HoA needs a Collections Policy and encourages the implementation of a policy soon to secure the practices currently in place. (i.e. cost of late and delinquent letters is passed to owners, 10% interest if it goes to collections, timing for going to collections, etc.). More information to be provided. (pending)

**Mailbox Clusters.** Management contacted Lorton post office: the association is responsible for replacing the Mockingbird mail box. President arranged for concrete foundation to be done by

independent workers for \$300 plus materials—BoD moved and approved for the work to be done.

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

**Parking Committee:** Nothing new to report.

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

BoD discussed towing parking policy and determined to keep towing time at 7pm to 6am.

**Reserve Study:** Nothing new to report.

**Steps:** Board requested Summit to check rotted steps between Kernon and Shirley. Picture to be provided by board. Proposal for replacement is \$1,025. Quote includes an option to convert to half ramp and half steps to accommodate bringing trash cans around from rear of homes. Ramp would be pavers and railing would be installed down the middle. Quote is \$1,600. BoD moved and approved Alfred's proposal option two for \$1600 (steps, ramp and rail).

**Fence:** Nothing new to report.

**Playground:** Nothing new to report.

**Tennis Court:** Nothing new to report.

**Audit:** Nothing new to report.

**Landscaping:** Nothing new to report.

**Arborist:**

Blade Runners annual tree walk and provided proposal: priority 1 labor cost of \$5440 and priority 2 at \$750. BoD investigated these trees—BoD decided to request Summit to request a second proposal from Jose. OPEN.

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 requires evidence trees are on common ground. OPEN.

8508 Enochs concern about tree hanging over deck. Summit visited property and took pictures. Tree is not dead but has grown at an odd angle. OPEN

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).

**Invasive Plants:** Jose and BoD President inspected areas requiring attention; Jose provided proposal for spaying these invasive plants; two treatments now and one in the Spring for \$9990 total, one payment in Fall and one in Spring. BoD moved and approved proposal. Jose treated, but there was no effect so they will come again and retreat.

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:** more graffiti (3 sites) on transformers and electrical boxes must be removed. Email to Dominion Energy regarding graffiti at 8525 Blue Bird, 8540 Enochs and 8515/13 Enochs.

**Pet Stations:** Nothing new to report

**Lights:** Street Light out at 6700 Red Bird and at the end of Red Bird the light is dim. Summit will discuss LED options with electrical contractor. Dim bulb on Red Bird Woods was replaced with 24-watt 4000K LED retro lamp. Cost to replace all Association owned heads is \$10,469. Question presented to vendor on benefit of new heads over replacement LED bulbs. Awaiting response. BoD determined to assess risk and benefit over an additional amount of time.  
PENDING

### **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.)

Summit spoke to engineer about specifications report:

- there was not a lot of needed concrete work
- if the plan is to do full depth repair, there would be no need for test holes but if resurfacing, then they should probably do them.
- More information on several options to be provided.

Draft bid from engineer specifications report introduced at last month's meeting. Document. Engineer considers document final if no response within 3 months. Next step would be to allow engineer to send out for bid. Board to review and assess. (TABLED)

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

before moving forward. Pictures of areas of puddling would be helpful.

**Gazebo:** nothing to report.

**Tow Report:** one during the month of December.

**Snow removal:** Silverbrook contract reviewed; renewal of contract approved by the BoD.

**Trash:** BoD to consider forming an Environmental Committee to review trash compliance.

**Community Clean-Up:** TBD.

**Yard Sale:** on hold until early next year.

**Website:** nothing new to report

**Fall Festival:** TBD.

**Grill / Picnic Table:** Common ground charcoal grill damaged; BoD considering purchasing both grills replacements for to be done in Spring. Jose to remove damaged grill. Picnic table to be replaced. BoD moved and approved to have all common picnic tables and grills to be purchased and replaced in the Spring. Summit to identified pricing: Park Catalog quote to replace grill is \$254 plus \$100 in shipping. Estimating \$100 to install. Each grill should cost approximately \$500. Similar picnic table to one discarded quote of \$884 plus shipping. This equipment is included in the reserve plan. BoD moved and approved to replace 3 grills and 3 picnic tables for \$4500 of reserve funds. Summit to place order.

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

**OPEN/CLOSED Action items:**

**New Business:** Replacement of Mailbox Cluster moving forward.

**Executive Session:** 9:07pm, board moved to executive session. Board returned from executive session at 9:23pm.

ADJOURNMENT: adjourned the meeting at 9:25pm.

Respectfully submitted by Paul Helt, Secretary

Approved on