

MOUNT AIR CONSERVANCY
Board of Directors Meeting
Minutes

DATE: March 23, 2021

LOCATION: Virtual Telecomm

CALL TO ORDER: A. Heymann called the meeting to order at 7.05 p.m.

PRESENT:

- A. **Board Directors:** Sam Zaghmout, Paul Helt, and Andy Heymann.
- B. **Summit Management:** Lori Randall and Sarah Newton
- C. **Residents:** David Loesch, George Blackwell and Mike Astran

Open forum: Resident indicated there may be trees threatening homes. Resident indicated there are issues with parking.

Scheduled Hearing: 6708 Red Bird Woods Court for violations: inappropriate boat placement. Resident requested 60 days to complete fence. Resident indicated boat will be removed within 60 days. BoD moved and approved the extension of 60 days for resident to remove boat.

PRESIDENT REPORT: Verizon working through replacement or mitigation of cable. Cox Communication HOA Cox resident working the issue and repairs in process. Verizon needs to keep clear areas where equipment is located. Considerable amount of debris in HOA wood line requiring concerted cleanup. Several trees need to be removed. Jose intends to spray for invasive plants when weather improves.

READING OF MINUTES: February 2021 minutes reviewed.

APPROVAL OF MINUTES: February 2021 minutes approved.

COMMITTEE REPORTS:

TREASURE'S REPORT: December 2020 and January, February and March 2021 financial and bank statements not available.

FINANCIAL REPORT: December 2020 and January, February and March 2021 financial and bank statements not available.

MANAGEMENT REPORT: The current report reviewed. Sarah Newton shall replace Lori Randall as MAC HOA Community manager.

Neighborhood Watch:

Sean Corcoran invited the HOA to a scheduled Zoom Neighborhood Watch Coordinator's meeting on 4 March 2021 at 6:30pm.

Annual Residents Meeting:

BoD annual meeting in April 2021 will have elections for three openings. BoD decided to conduct meeting outdoors on the common field. BoD proposed and approved conducting the annual meeting on 10 April 2021 at noon. Summit will get notices to residents. Summit shall not be able to attend the weekend annual meeting.

BoD requesting Summit to organize covered awnings, a lectern and a public address system to use during the meeting. Summit to determine cost for these preparations. PA Systems quotes were obtained by Summit from Fort Belvoir (\$75.00) to be operated by a board member, and AA Rental (\$125.00) with technical support. BoD moved and approved to contract with AA Rental of payment of \$125 for PA system during annual meeting.

BoD proposed and approved motion to cover Summit expenses for two Manager hours to attend and support MAC HOA annual meeting.

Architectural Control Committee (ACC):

Endemic problem noticed with many satellite dishes being installed without approval. BoD will proceed by asking for removal or gain board approval. Cables are not installed properly and are exposed, a tripping hazard.

Summit forwarded attorney response on easement, current ARC Rules revision and DMV info for out of state plates. BoD moved and approved the updated ARC Rules. These shall be provided to residents during the Annual Meeting.

ACC applications:

- 8513 Blue Bird Woods Court: BoD approved application for tree pruning.
- 6710 Red Bird Woods Court: BoD approved application for staircase construction.
- 6736 Cardinal: BoD approved application for work on shutters.

Easement sent to Board President for Signature/Notary.

BoD proposed and approved motion to postpone enforcement action regarding boat in back yard 60 days to allow boat to be removed as resident assured would be done.

BoD proposed and approved motion to enforce shed and fence violations to provide one parking pass contingent upon filling out parking application.

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. Board asked legal counsel to review information; provided opinion. Further discussion postponed to Feb 21 BoD meeting. BoD moved and approved acceptance of legal opinion letter for temporary easement.

Pictures to the board of dumping and beaten path behind 8517 Blue Bird Woods. 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.). Draft of a revised resolution provided to BoD. BoD moved and approved to send draft Collections Policy to legal for review. Draft Collections Policy from Legal Counsel provided to BoD; BoD moved and approved new Collections Policy.

Due Process Policy: potential revision the board should also look into.

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

Reported fire lane sign down due to snow contractor needs reinstallation. Pending.

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.

Parking Committee: Resident reported on parking survey, summarizing facts, general results from a survey, and some recommendations.

Parking Passes: Signs for parking permits will go out by 1 April deadline; tow company will be told to pause enforcement until 15 April.

Reserve Study: Nothing new to report.

Fence: Nothing new to report.

Playground: Nothing new to report.

Tennis Court: Nothing new to report.

Audit: Nothing new to report.

Landscaping: BoD discussed replanting trees (holly, oak, poplar, cherry, dogwood, etc.), more durable and slower growing, in the area; need to determine appropriate budget to fund which will determine type of trees. BoD moved and approved \$3000 to develop and install about 25 trees.

Arborist:

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

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

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. Continued work; ON HOLD.

Graffiti: nothing new to report.

Pet Stations: Vendor indicates 3 cans need to be replaced: locks are not working and being left open so bags are being stolen. Cost is \$314.65. Upon BoD request Summit requested discount from Poop 911 due to long term contract; Poop 911 offered a 10% discount on the installation portion of the quote. Cost reduced to \$305.76. Requested Vendor to inspect bins to see if just the locks could be replaced. Will be updated following their next onsite trip. PENDING

Lights: BoD determined to replace failed street light bulbs with LED as needed. CLOSED

Light out at 8510 Enochs: PSE repair complete.

Light out in front of 6743 Cardinal Woods; to be reported.

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.)

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. BoD asked for a specifications report for two more streets before going out for bid. Report approved by BoD.

Board looked at specifications report. BoD moved and approved for Engineering firm to send out request for proposal for at least 5 proposals for Blue Bird Woods Court and Enochs, with add alternate of Cardinal Woods and Kernon steps.

BoD received revised specifications draft from Engineer. BoD moved and approved requesting bids to repave Enochs, Kernon, Blue Bird Woods and Cardinal Woods.

Gazebo: nothing to report.

Tow Report: one during the month of March.

Snow removal: Snow budget will be significant under budget which should help with the lines over budget such as Exterior, Electrical, and Tree Maintenance. Legal expenses are higher than planned.

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

Community Clean-Up: Dumpster delivery on 17 Apr, clean-up day 16-18 Apr with community clean-up 17 Apr, and dumpster pickup on 19 Apr. Fairfax County provided approval for disposal.

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. Order being reevaluated to see if post only can be ordered. Summit reached out to vendor: replacing posts for "out dated" grills would cost more than new posts and grills. Vender proposal for replacing 3 grills and picnic tables is \$4295. Summit is moving forward on the project. Picnic equipment has been delivered and in storage until emplacement.

BoD proposed and approved motion to have Jose install grills and materials.

Verizon Box: Verizon Communication Box: Summit will request Verizon repair, and BoD will be updated when completed. Repairs expected to be completed by 1 March.

OPEN/CLOSED Action items:

New Business:

Summit to find an agency on aging for BoD to be able to call about an elderly resident and her needs.

BoD President offered thanks to Summit and BoD members; Summit returned the thanks.

Executive Session: 8:49pm, board moved to executive session. Board returned from executive session at 9:10pm.

ADJOURNMENT: adjourned the meeting at 9:18pm.

Respectfully submitted by Paul Helt, Secretary

Approved on