2016 Annual Meeting

Ardmore Oaks at Ardmore Woods

Homeowners Association

Fairfax Station, VA 22039

Date of Issue of Minutes: November 17, 2016

To: All Homeowners

From: Larry Cosgriff, HOA President

Re: Minutes of 2016 Annual Meeting of November 3, 2016

The Annual Meeting of the Ardmore Oaks at Ardmore Woods Homeowners Association (HOA) was held on November 3, 2016 at the Burke United Methodist Church, starting at 7:15 PM and ending at 9:00 PM. The attendance list and agenda are attached.

Old Business

*Introductions and New Residents Welcome*

The following were present: President Larry Cosgriff; Rick Ayers and Alexandra Peck; Mark D’Addio; ARC Chairperson Alan Nobiling; Secretary Tim Shea and Mickie Shea; Scott and Eileen Pearson; and Vice-President Rich Volz. This representation (7 households) was short of the 25% (14 out of 55) needed for a quorum.

Secretary Tim Shea is stepping down at year-end after 14 years of service, and one well-qualified candidate has expressed an interest in this office. In the absence of a quorum at this meeting, the election of a new Secretary will require HOA membership approval. This will be requested of the HOA membership in due course.

Membership approval is also needed for the minutes and the proposed budget. The standing procedure is that if no objection is received from within one week of date of issue of these minutes, it will be assumed that the HOA member has voted affirmatively.

President Larry Cosgriff chaired the meeting and introduced Rick Ayers and Alexandra Peck, and Scott and Eileen Pearson as the new residents.

*Approval of Minutes of 2014 Annual Meeting*

The minutes of the 2015 Annual Meeting (attached) require approval of the HOA membership. The minutes were approved by the members in attendance. Other members not attending are asked to advise of your objections no later than one week from date of issue of these minutes.

*Treasurer’s Report*

Treasurer Ulmer had prepared the Treasurer’s Report for the 12-month period from November 1, 2016 to October 31, 2016, but was unable to attend the meeting. President Cosgriff reviewed the report in behalf of Treasurer Ulmer, who was thanked for his effort.

The present bank balance is $17,343.24. The annual receipts from homeowner’s dues and the sale of one set of HOA documents to a home seller were $2,900.00. The expenses for the 12-month period were $2,241.88. This total includes as a major item the $1,333.00 for Directors and Officers Insurance, and excludes the cost of the mowing and trimming services by Hinrich Kahrs (no bill has been submitted to date this year).

The proposed budget of $2,742.00 for next year would be covered by the amount anticipated from homeowners’ dues at the present rate of $50 per homeowner per year or $2,750.

The proposed budget was approved by the members in attendance. Other members not attending are asked to advise of the objections of any HOA member no later than one week from date of issue of these minutes.

*Repair of Paving*

VDOT has now completed the repaving of the streets in our development. This was noted as a major need for the community at last year’s annual meeting. The snow removal program of VDOT in 2015 was also quite responsive as compared with previous years, following several phone calls. Thanks to those residents who took the time to contact VDOT to press for street repairs.

*Recent Trends in Home Sales*

Mickie Shea reported on home sales both in our association and in areas nearby with comparably priced homes. She noted that there were 29 homes on the market in the price range from $700,000 to 900,000, but that the homes were not moving, in part because first-time buyers are not looking at homes in this price range. Those homes that are selling are seeing a drop of $25,000 to $30,000 from the original sale price to the selling price. From another perspective, houses are selling for 10 to 20% over their assessed values. Prospective buyers are not looking at homes that are not priced right.

New Business

*Election of Secretary:*

One very qualified candidate has stepped forward expressing interest as a candidate for Secretary, but is unable to confirm availability until after January 2017. Until that time Secretary Shea has agreed to continue the secretarial duties. The election of a new Secretary will require the approval of the HOA membership, and the HOA membership will be asked to approve the candidate in due course.

*ARC Membership:*

There are no outstanding ARC issues at present. The services of Chairperson Alan Nobiling and assistance of Mr. John Gironda were gratefully acknowledged.

*Open Discussion:*

Web Site for HOA

Vice-President Volz has started the development of an HOA web site and obtained a domain name for it. The development of the web site will be undertaken as a joint effort with a new Secretary.

Survey of Best Time for Annual Meeting:

The continued poor attendance at the Annual Meetings is a major concern to the Board, and a survey of the members, first suggested at the 2015 Annual Meeting, is needed to determine the time of year and format of meeting that would work for the largest number of HOA members.

To this end, please let the Secretary know if you would prefer another time of the year for the annual meeting.

Signage for HOA

Mr. Metrocavage at the 2015 Annual Meeting offered to assist with the development of an entry sign for our HOA, and kindly reiterated this offer in his note of absence to Secretary Shea.

*Summary of Items for Membership Action*

The items before the membership are:

* Approval of the minutes of the 2015 Annual Meeting
* Approval of the Treasurer’s Report

No action is required if a member approves each of the items. Otherwise the deadline for receipt of comments to the present Secretary is one week from date of distribution of these minutes, or November 24, 2016.

*Adjournment*

With new business completed, the meeting was adjourned about 9:00 PM.

Respectfully submitted,

Tim Shea, HOA Secretary

Attachments: Agenda; Minutes of 2015 Annual Meeting; Treasurer’s Report at Oct. 31, 2016; and Proposed Budget for 2016.

ARDMORE OAKS AT ARDMORE WOODS

HOMEOWNERS’ ASSOCIATION

2016 Annual Meeting Agenda

Thursday, November 3, 2016

7:00 to 9:00 PM

Burke United Methodist Church

6200 Burke Center Parkway (at Burke Lake Road)

**AGENDA**

**Old Business**

**1. Introduction (Larry Cosgriff)**

**2. New Residents Welcome (Larry Cosgriff & Tim Shea)**

**3. Approval of Minutes from 2015 HOA meeting**

**4. Treasurer’s Report (Bob Ulmer)**

**5. Recent trends in real estate sales (Mickie Shea)**

**New Business:**

**6. Election of Secretary**

**7. ARC membership**

**8. Open Discussion (Multiple Topics)**

**9. Summary of Items for Membership Action**

**10. Adjourn**

2015 Annual Meeting

Ardmore Oaks at Ardmore Woods

Homeowners Association

Fairfax Station, VA 22039

Date of Issue of Minutes: November 29, 2015

To: All Homeowners

From: Larry Cosgriff, HOA President

Re: Minutes of 2015 Annual Meeting of November 11, 2015

The Annual Meeting of the Ardmore Oaks at Ardmore Woods Homeowners Association (HOA) was held on November 11, 20915 at the Burke United Methodist Church, starting with a meet and greet at 7:00 PM. The attendance list and agenda are attached.

The following homeowners were present: Cosgriff; Gironda; Hanlon; Metrocavage; Paolone, Shea; Ulmer; and Volz. Represented by proxy assigned to Paolone was Reynolds. This representation (9 members) was short of the 25% (14 out of 55) needed for a quorum.

As a result several issues requiring membership approval are put before the membership for approval via these minutes. If no objection is received from a member within one week of date of issue of these minutes (December 6, 2015), it will be assumed that a member has voted affirmatively.

*Introductions and New Residents Welcome*

President Larry Cosgriff chaired the meeting and introduced Bob Ulmer as the new Treasurer. Tim Shea, HOA Secretary and Mary Hanlon, retiring ARC Chairperson, were also present.

New resident Kevin Metrocavage was introduced and participated actively in the meeting.

*Approval of Minutes of 2014 Annual Meeting*

The minutes of the 2014 Annual Meeting require approval of the HOA membership. Please advise of your objections no later than one week from date of issue of these minutes.

*Treasurer’s Report*

Treasurer Ulmer presented the attached treasurer’s report for the first nine months of 2015 and proposed budget for 2016. The present bank balance is $16,685.12. The annual receipts from homeowner’s dues and the sale of HOA documents to home sellers were $17,682.67. The expenses for the nine months ending October 31, 2015 were $997.55. The proposed budget of $2,742 would be covered by homeowner’s dues at the present rate of $50 per homeowner.

The proposed budget requires the approval of the HOA membership. Please advise of any objections to the proposed budget no later than one week from date of issue of these minutes.

In discussion of the proposed budget, President Cosgriff noted that the legal fee of $130 recorded in the expenditures for 2015 related to review of a letter on an ARC issue to a homeowner. The letter addressed the resolution of an ARC issue (replacement of a decorative railing) that had been a stumbling block holding up a subsequent urgent request by the homeowner for a new project. The open issue had blocked the new request, and the resolution allowed the homeowner to proceed with the new project based on his commitment to replace the decorative railing within a time limit.

Another question was raised about needed repairs to the pavement on our streets. The snow removal program of VDOT in 2014 was quite responsive as compared with previous years, following several phone calls. It was suggested that homeowners contact VDOT individually by phone to press for street repairs.

*Recent Trends in Home Sales*

Mickie Shea reported on home sales in our association. She noted that two homes are presently under contract. The most recent one on Spout Lane sold after only 13 days on the market, and was priced reasonably. The second home will close after a longer period because of a contingency in the contract, but obviously was reasonably priced as well. The third home has not moved because of the asking price. More detail will be available when the two homes under contract go to settlement, which will be before the Christmas holiday.

*New Business*

Election of Vice President:

Richard Volz stepped forward as a candidate for Vice President. He has the organizational skills of a retired United States Navy officer and now president of his own consulting firm, and would be a welcome addition to the Board of Directors.

The election of Mr. Volz requires the approval of the HOA membership. Please advise of any objections to his election no later than one week from date of issue of these minutes.

ARC Membership:

Retiring Chairperson Mary Hanlon reviewed the activities of the ARC (Architectural Review Committee), noting that she had made contact with several nearby HOAs who have contractual arrangements with outside firms to manage dispute resolution issues. Such services have raised the annual dues to the $200 level in at least one instance.

President Cosgriff emphasized that lingering dispute resolution can be the greatest impediment for the ARC, and reiterated the importance of having a new member to assist ARC Member Alan Nobiling. He noted that there are four pathways for a homeowner’s project to come to the ARC. These are by:

1. Application
2. Complaint
3. Violation seen by an ARC member, e.g., clear cutting of trees
4. At the sale of a house

With no new volunteers the Board would be faced to hiring a company to perform the inspection needed, at cost to the seller, as well as the dispute resolution.

At this time Mr. Gironda stepped forward and volunteered to serve on the ARC, working as a team with Alan Nobiling and with continued guidance on the history of the homes from Mary Hanlon. The Board gratefully accepted this offer from Mr. Gironda, and looks forward to working with him. The Board will continue its efforts to recruit an additional ARC member. Meanwhile May Hanlon has offered to continue in an advisory role.

Web Site for HOA:

Mr.Volz suggested that a web site would be a valuable tool for the HOA to have, and offered to provide the expertise from his firm to assist in setting up a site, obtaining a domain name, and keeping it current. This generous offer is not contingent on the election of Mr. Volz as HOA Vice President. Secretary Shea agreed to assist in this effort with his initial effort being to identify a list of candidate archived records for inclusion in the web site.

Survey of Best Time for Annual Meeting:

The continued poor attendance at the Annual Meetings is a major concern to the Board of directors, and a survey of the members was suggested to determine the time of year and format of meeting that would work for the largest number of HOA members. This survey will be forthcoming.

*Signage for HOA*

Mr. Metrocavage asked about a sign for our HOA, and President Cosgriff reviewed the setting involving our neighboring HOA serving the area up to the entrance to Brimstone Lane. The suggestion of teaming with our neighboring HOA for a beautification of the entrance was left open.

*Adjournment*

With new business completed, the meeting was adjourned about 8:55 PM.

Respectfully submitted,

Tim Shea, HOA Secretary

Attachments: Agenda; List of Attendees; Treasurer’s Report at Oct. 31, 2015 and Proposed Budget for 2016.

ARDMORE OAKS AT ARDMORE WOODS

HOMEOWNERS’ ASSOCIATION

2015 Annual Meeting Agenda

Wednesday, November 11, 2015

7:00 to 9:00 PM

Burke United Methodist Church

6200 Burke Center Parkway (at Burke Lake Road)

Refreshments to be served from 7 PM

Please confirm attendance

**AGENDA**

**Old Business**

**1. Introduction (Larry Cosgriff)**

**2. New Residents Welcome (Larry Cosgriff & Tim Shea)**

**3. Approval of Minutes from 2014 HOA meeting**

**4. Treasurer’s Report (Bob Ulmer)**

**5. Recent trends in real estate sales (Mickie Shea)**

**New Business:**

**6. ARC membership**

**7. Election of Officers**

**8. Open Discussion**

**9. Adjourn**