

**ARDMORE OAKS AT ARDMORE WOODS HOMEOWNERS' ASSOCIATION  
(AOAW)  
Minutes of Annual Meeting**

**Date and Time:** March 13, 2019, 7:00 to 9:00pm

**Location:** Burke United Methodist Church, 6200 Burke Center

**Attending:** See attached sign in sheet

**1. Call to Order, Roll Call, Determination of Quorum**

The meeting started with attendees introducing themselves. There being 12 members present (3 by proxy), in accordance with paragraph 3.4 of the AOAW By-Laws, a quorum was present, and the meeting continued.

**2. Minutes from 2017 Annual meeting:** These were approved with no comment or objection. A copy of the minutes will be posted the on the HOA Website.

**3. Recurring Reports and Actions**

a. Treasurer's Report & 2018 and 2019 Budget Reports (Bob Ulmer presenting)

- The 2018 income and expense summary was reviewed with explanation to accompany costs related to common area maintenance.
- The proposed 2019 Budget was presented (See attached). There was some discussion about no funds budgeted for common area maintenance. This is related to there being no AOAW common areas. Ultimately, the AOAW members agreed to reinsert funds for maintaining the easement area along Brimstone, should the need arise. See discussion of common areas, below, for additional information.
- There was a motion to approve the budget with the aforementioned provision, and the 2019 budget was approved. (CLOSED)
- We will post the budget on the HOA Website.

b. HOA Administration (John Girona)

- We use Executive Board (EXB) as synonymous with the term "Board of Directors" in the HOA Articles of Incorporation, because of our limited number of participants.
- The EXB met four times over the past year, beginning with a transition meeting with outgoing President Larry Cosgriff and Secretary Tim Shea. **The EXB expressed thanks and recognized Larry and Tim for their many years of service for our HOA.**

Here's a synopsis of issues the EXB addressed this past year:

- Following AOAW HOA Articles of Incorporation and By-Laws. The EXB unanimously agreed to follow these documents. For example, these documents call for five members on the Board of Directors. Currently, we have four, and while it is within EXB authority to appoint the 5<sup>th</sup> member, we'd like to call for volunteers to serve on the Board.

- Budget Year correction: The Articles of Incorporation and By-Laws state the budget year is the calendar year, and we have changed accordingly.
- EXB training at the Condominium Association International (CAI). Cost for the four EXB members to receive HOA training are included in this year's budget. The EXB will make this training a requirement for all incoming Board members so the members know the laws and aspects of HOA management.
- Proxy Voting. This year we decided to provide the option of publishing a Proxy for voting at Annual meeting. Format for the Proxy was obtained in the CAI publication, *Homeowners Association Manual*, 5<sup>th</sup> edition, 2004, page 114.
- Digitizing HOA records: Sabrina volunteered to accomplish this effort. It will reduce bulk of paper, make transitions easier, and have less burden on volunteers. This means that the HOA will no longer keep or store paper copies. All members need to ensure they keep their own documents.
- ARC violations: The EXB reviewed long standing ARC violations. See discussion later in these minutes.
- Posting EXB minutes on website: Our EXB meetings are open to members and we will post the minutes. Certain information will be removed, for example discussion of ARC violations.
- Updating the HOA resale disclosure package: Sabrina and John did this, and we now have digitized versions that make the process more uniform and streamlined.
- Providing HOA resale disclosure packages: We provided four sales packages for HOA members. Sabrina does the bulk of this work and everyone should thank her for this when they get the opportunity. **We want to take this opportunity to remind everyone to provide as much advance notice to the EXB when you need a resale package completed. Not only is there paperwork, there is an ARC inspection to which you may need to respond, so the more time you give us and yourselves, the better.**
- Maintaining common areas: See agenda item below.
- EXB opinion regarding fireworks in the neighborhood. The EXB opinion will be posted on the AOA website. In short, the EXB opinion is members should report fireworks use to the local authorities.
- New business items that you see on the agenda, below.
- Purpose and philosophy of AOA HOA.

c. HOA Communication (Rich Volz)

- New process for password/pin control.
- Soliciting feedback about HOA web site ([www.ardmoreoaks.com](http://www.ardmoreoaks.com)) and what changes the members would like to see made and increases its utility to the members.
- The HOA website is unable to advocate for services, but we can add links, for example, to Fairfax County and to Quantico

- Kevin Metrocavage recommended use of “Nextdoor.com” for providing information about companies that HOA members use or need to use. Kevin will try to access and then offer invitations to many of us so we can develop a page for the AWAO HOA. (OPEN)
- Kevin Parsons recommended adding the AWAO email and mailing addresses to the website. Agreed: OPEN.

d. ARC issues (John Gironda)

- Volunteers: We need volunteers to serve as ARC members as we have only one person performing this....me. The effort is not big or time consuming. I may have spent collectively, a hour over the past year. Even less time would be required if we had an ARC member for a set number of homes.
- ARC inspections in support of people selling their homes: accomplished four inspections over the past year.

Past issues:

- We thought we had one solved, but need to revisit it.
  - The EXB reviewed the issue of a HOA member having removed the decorative railing on top of their garage or outside their second story. The EXB felt the railing is not a significant architectural feature that is a defining look of the AOA HOA neighborhood. The railing is also problematic based on how installation occurred when the homes were constructed. Therefore, removal of the railing is not subject to ARC review. (CLOSED)
- Nuisances: The renters of the property that were creating a nuisance have left. Part of CAI training is about how to handle renting in an HOA, and the EXB will have better understanding once we complete our training. (CLOSED)

#### 4. Old Business

a. Common area maintenance (Bob and John)

Outgoing AOA President and Treasurer, Larry and Tim, knew of, and provided no documents showing the HOA has areas of common ownership, historically referred to as “common areas.” The three areas of discussion are comprised of two easements owned by Fairfax County and an area owned by a property owner who isn’t part of the HOA. Due to legal and risk pitfalls, we will no longer spend HOA funds on maintaining property owned by the other property owner. We will meet with Fairfax County to clarify our, and their, responsibility for the easements. One of these areas, on Spout Lane, has been maintained by Matt and Deb Robinson, not Henrich’s company as has been stated, including by Henrich. For their continued service to the HOA, the EXB will consider suspending their HOA dues while they maintain the area.

A map of the three areas is attached: the pink area is owned by Tim Buick; the teal areas are Fairfax County easements. We will post this map on the HOA website. (CLOSED)

b. Date and time for annual meeting (John presenting for Sabrina)

At last year's Annual Meeting, the idea was posed to change the date and time for the Annual Meeting in effort to increase participation. HOA members were asked to provide their suggestions to Sabrina. Sabrina received no input. HOA By-laws state that meetings should occur between 10 and 14 months after the preceding meeting. (CLOSED)

**5. New Business**

a. Architectural Review Committee (ARC) member volunteers (OPEN)

- This is a call for volunteers to serve on the ARC.
- Expected amount of time for this effort will relate to the number of active members. Over the past year, one person spent approximately 90 minutes, in total, to conduct four home sale inspections, and for reviewing one application for ARC review for a change to a house.

b. Architectural Guidelines update (OPEN)

- This is a call for volunteers to update these guidelines. Examples of reasons for update: easier and more clear application form; revise requirements for mailboxes (there's been no enforcement on this issue); update for changes in building products and methods industry and family living over 30 years.
- Expected amount of time for this effort is hard to judge. The ARC could take on this task and work on it as they become familiar with the issues at hand for homes in the HOA.
- There is no time-sensitivity for this effort.

c. CC&R and By Laws review update (OPEN)

- This is a call for volunteers to update the AOWA Articles of Incorporation By-Laws and Codes, Covenants, and Restrictions. Examples for reason for update: electronic mail usage needs to be so stated in the By Laws; requirement for EXB to complete CAI training. With no update since inception, we suspect we'll need assistance from an attorney with strong HOA experience in VA, but we can control costs with self-help.
- Expected amount of time for this effort is hard to judge. Our documents compare quite well with the Homeowners Association Manual, so amount of work could be minimal.
- There is no time-sensitivity for this effort.

d. Nomination Committee (OPEN)

- This is a call for volunteers to form a committee to develop nominees for the office Vice President. In accordance with the AOWA By-Laws, terms for Board of Directors are three years.

- We'd like to again call for volunteers to fill the fifth member of the Board of Directors. There is currently one volunteer. Unless there are other volunteers, the EXB will accept their membership in the Board of Directors.
- This item does have a time sensitivity to ensure an adequate slate of nominees for the next Annual meeting.

## **6. Open Floor Discussion**

- a. Are illicit activities still occurring in the Old Stone Fence, north cul-de-sac? Yes, and the issue was determined to be a matter for the local police. (CLOSED)
- b. The Toenschoffs are hosting a fund raiser at their home on March 28. Don will send out email to the neighborhood. (CLOSED)
- c. A member asked if the "nuisance" provision in the Articles of Incorporation could be applied to issues such as speeding. EXB President opinion is yes, if enough members will expressly state a particular member is causing a nuisance. Even though the HOA is unable to enforce such laws, we could write a letter to the member(s). The EXB could learn more on this question through completion of the CAI HOA training. (OPEN)

**7. Raffle** (Rich): Winner of the Washington Capitals tickets: Mark D'Addio.

**8. Adjournment:** There being no further business, the meeting was adjourned at 8:41 pm.

## **Attachments**

1. Attendees
2. Approved 2019 Budget
3. HOA map, showing two easements (highlighted in teal) and one property owned by others not in the HOA (highlighted in pink)

# HOA Sign in

1. ~~John~~ Gironda 6809 Spout @jgiii3@yahoo.com
2. Bob/Joyce Ulmer 6812 Old Stone Fence madmax46@gmail.com
3. Don Toenshoff 6802 Spout don.toenshoff.jr@gmail.com
4. Chris Selu 6824 Brimstone csale7@gmail.com  
@gnail.com
5. Kevin Metrocavage 6835 Brimstone metro3k@yahoo.com
6. KEVIN PARSONS 6812 BRIM KEV4CATSE@YAHOO.COM
7. Mark D'Addio 6805 Spout Lane daddiofamily@yahoo.com
8. Cindy Gugino 6811 Old Stone Cindy.gugino@gmail.com  
Fence Rd.
9. Rich Volz
10. 3 proxies Sabrina, ~~Pat~~ <sup>Gail</sup> Hagen, Patrick Martin.

= 12 → Quorum

**ARDMORE OAKS AT ARDMORE WOODS**  
**CASH FLOW**  
**2017-2018**

**Bank Balance 10/1/2017** \$ 15,009.89

**Cash Receipts 10/1/17-12/31/2018**

10/23/17	HOA Documents-Sekosky	\$	50.00
	HOA Dues		
	Feb-18	\$	1,750.00
	Apr-18	\$	800.00
	May-18	\$	100.00
	Jun-18	\$	100.00
11/27/18	HOA Documents-Turner	\$	50.00

**Total Receipts** \$ 2,850.00

**Disbursements 10/1/17-12/31/2018**

12/6/17	Nationwide Insurance	\$	1,409.00
1/25/18	Landscape and Tree Service	\$	1,330.00
2/8/18	Virginia SCC	\$	25.00
3/19/18	Treasurer of Virginia	\$	20.00
9/24/18	US Postal Service	\$	136.00
10/2/18	Nationwide Insurance	\$	550.00
11/16/18	Nationwide Insurance	\$	1,474.00

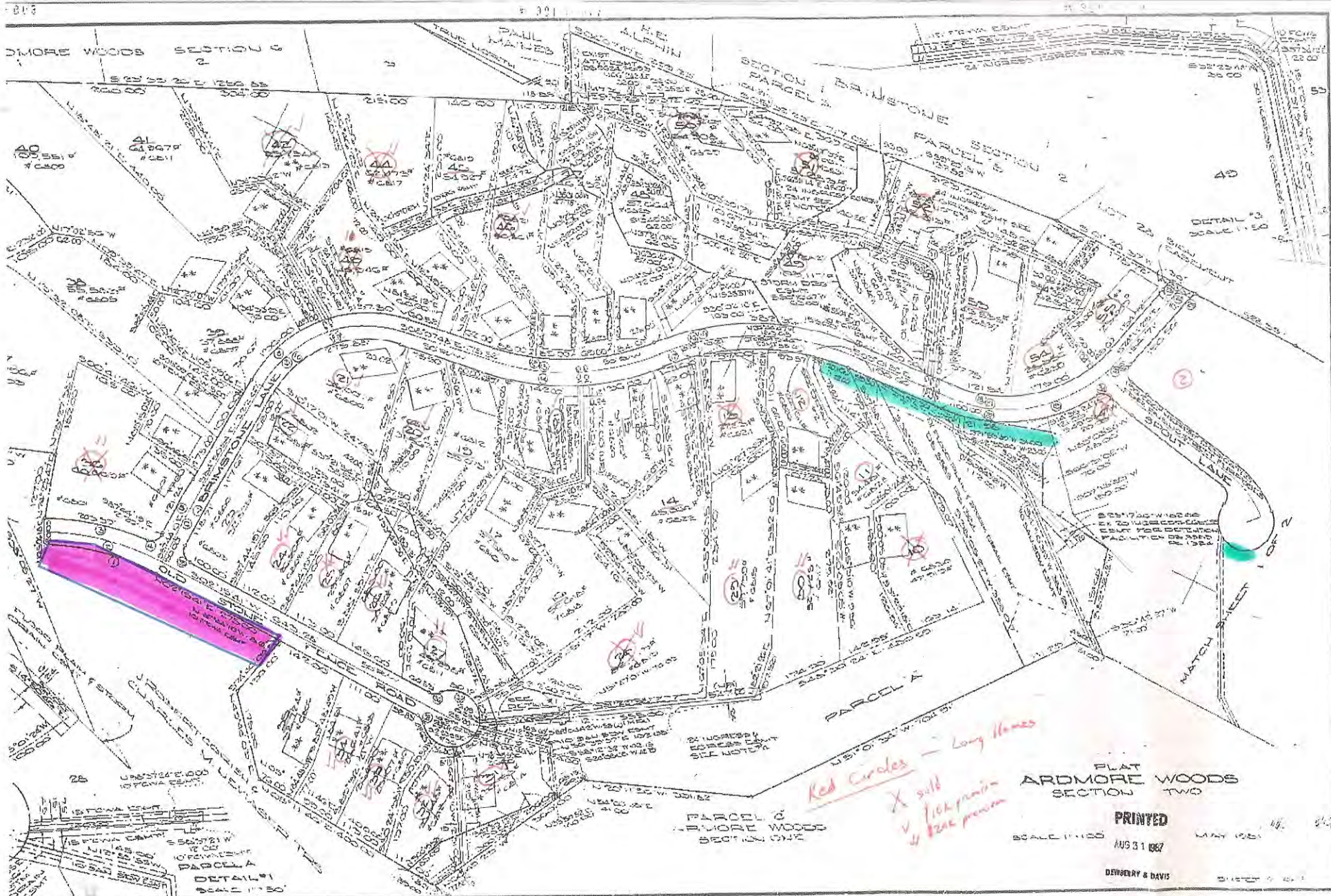
**Total Disbursements** \$ (4,944.00)

**Bank Balance 12/31/2018** \$ 12,915.89

**ARDMORE OAKS AT ARDMORE WOODS  
PROPOSED BUDGET 2019**

	2018 <u>BUDGET</u>	2018 <u>ACTUAL</u>	<u>OVER/ UNDER</u>	2019 BUDGET
<b>REVENUE</b>				
DUES	\$ 2,700	\$ 2,750	\$ 50	\$ 2,750
HOA DOCS	\$ 50	\$ 100	\$ 50	
<b>TOTAL REVENUE</b>	<u>\$ 2,750</u>	<u>\$ 2,850</u>	<u>\$ 100</u>	<u>\$ 2,750</u>
<b>EXPENSES</b>				
PO Box Rental	\$ 134	\$ 136	\$ 2	\$ 136
Misc Prining	\$ 50	\$ -	\$ (50)	\$ -
Virginia SCC Fee	\$ 25	\$ 25	\$ -	\$ 25
Virginia DPOR Fee	\$ 20	\$ 20	\$ -	\$ 20
Mtg Contribution	\$ 100	\$ -	\$ (100)	\$ -
Liability/Fidelity Bond	\$ 500	\$ 550	\$ 50	\$ 550
D & O Insurance	\$ 1,370	\$ 1,409	\$ 39	\$ 1,409
Common Area Maint.	\$ 1,330	\$ 850	\$ (480)	\$ -
Legal Fees	\$ 250	\$ -	\$ (250)	\$ -
Block Party	\$ 400	\$ -	\$ (400)	\$ -
Mtg Refreshments	\$ 75	\$ -	\$ (75)	\$ -
EXB Training				\$ 240
<b>Totals</b>	<u>\$ 4,254</u>	<u>\$ 2,990</u>	<u>\$ (1,264)</u>	<u>\$ 2,380</u>





*Red Circles - Long Homes*  
*X with tick marks & base program*

FLAT  
 ARDMORE WOODS  
 SECTION TWO

PRINTED

AUG 31 1967

DENBERRY & DAVIS