

ARDMORE OAKS AT ARDMORE WOODS HOMEOWNERS' ASSOCIATION

Annual Meeting

Wednesday, November 11, 2015

7:00 to 9:00 PM

Location: Burke United Methodist Church
6200 Burke Center Parkway (at Burke Lake Road)

Please confirm attendance with RSVP to:
Do we still do the RSVP?

AGENDA

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| 1. Call to Order | President |
| 2. Roll Call & Welcome of New Residents, Visitors | Secretary |
| 3. Treasurer's Report | Treasurer |
| 4. Quorum Determination | Secretary |
| 5. Approval of Minutes from 2017 Annual meeting | Sabrina Stringer |
| 6. Recurring Reports and Actions | |
| a. Budget | Bob Ulmer |
| b. HOA Administration | John Gironda |
| c. Website | Rich Volz |
| d. ARC issues | John Gironda |
| e. Recent trends in real estate sales | Mickie Shea |
| 7. Old Business | |
| a. Common area maintenance | Bob |
| b. Date and time for annual meeting | Sabrina |
| 8. New Business | |
| a. Architectural Guidelines update—call for volunteers | John |
| b. CC&R and By Laws review—call for volunteers | John |
| c. Nomination Committee —call for volunteers | John |
| 9. Open Floor Discussion | |
| 10. Raffle – must be present to win | Rich |
| 11. Adjourn | John |

Notes pertaining to meeting agenda

1. **Call to Order:** self explanatory
2. **Roll Call & Welcome of New Residents, Visitors:**
 - a. Should call each EXB member's name, or just state who is present?
 - b. Then, I was planning to ask for a raise of hands for existing members, new residents, and of visitors, then ask people to intro themselves.
 - c. For the minutes, let's include the sign in sheet as an attachment to the minutes. No need to reiterate in the text like before.
 - d. Note, visitors are generally not part of the meeting, do not have a vote, and are generally not allowed to contribute.
3. **Treasurer's Report:** Let's send out the 2019 budget with the Meeting Agenda. Bob, I'm thinking at this point, report the past year's income and expense information. Then say something about next year's budget was sent out with the Meeting Agenda, and without comments, the EXB will consider the 2019 Budget approved. My thinking of sending out the 2019 budget and having the Treas. Report prior to the Quorum Determination is that without a quorum, the meeting gets adjourned. Setting the budget at least allows us to continue with financial business if we don't get a quorum for the meeting.
4. **Quorum Determination:** Sabrina, this is your report based on para 3.4 of the By-Laws that 25% of members constitutes a quorum. I take this to mean one vote per house. If people want one vote per person, then we'll need to go to two votes for each house, even if only one person from a house is present. At 25% of 55 houses = 14, for 2 votes we'd need 28 people...doubt we'll get that unless we have a LOT of Capitals fans. Lol Technically, if we don't have a quorum, the meeting needs to adjourn, then, per the By-Laws, we schedule a follow up meeting; the quorum threshold for the follow up meeting is 1/2 of 25%, or 7 members. If the Pres doesn't vote, then we'll need 8 members (a member = one house).
5. **Approval of Minutes from 2017 Annual meeting:** Let's send out last year's minutes with the meeting notification, then ask for comments. Voice vote?
6. **Recurring Reports and Actions**
 - a. Budget: Bob, would this be a comparison of projected income and projected expenses for this coming year? You also have the linking of the website password to payment of dues to discuss. This report can be somewhat of a duplicate of the Treasurer's Report, but an opportunity

to report on more budget type issues. For example, adding EXB training, etc.

- b. HOA Administration: EXB activities: transition meeting, 3 add'l meetings, synopsis of issues: digitizing records, ARC violations, EXB training at CAI (in this year's budget), posting EXB minutes on website, HOA resale disclosure package updates.
- c. Website: Rich and Sabrina, I'm thinking you'll shine here with a recount of additions to the website and the email contact info
- d. ARC issues: With Nobling MIA, I can report. I'll comment on the one issue corrected, the EXB opinion that the houses don't need to remain exactly as originally built in order to maintain the character of the neighborhood, that we need volunteers to serve on the ARC, and to remind everyone about putting away their trash bins.
- e. Recent trends in real estate sales: Is this really useful?

7. Old Business

- a. Common area maintenance: John/Bob to report on findings for the membership and listen to feedback.
- b. Date and time for annual meeting: Sabrina, you can lead this discussion. FYI, HOA By laws state that meetings should occur between 10 and 14 months after the preceding meeting.

8. New Business

- a. Architectural Guidelines update—call for volunteers. Examples for update: easier application form; mailboxes (no enforcement); update for changes in industry and family living over 30 years.
 - b. CC&R and By Laws review: —call for volunteers. With apparent no update since inception, we'll need assistance from an attorney with strong HOA experience in VA. Example for reason for update: electronic mail usage needs to be so stated in the By Laws; requirement for EXB to complete CAI training.
 - c. Nomination Committee: —call for volunteers. Terms are 3 years, so I'm thinking we have a bye this year. However, the By Law state we should have 5 directors, and we have only four. What would a 5th Director do? Could this be a "Member at Large"?
9. Open Floor Discussion: Any rumblings we should be prepared for?
 10. Raffle: Rich, you'll lead this. What's your plan?