

**2017 Annual Meeting**  
**Ardmore Oaks at Ardmore Woods**  
**Homeowners Association**  
**Fairfax Station, VA 22039**

Date of Issue of Minutes: November 12, 2017  
To: All Homeowners  
From: Tim Shea, HOA Secretary  
Re: Minutes of 2017 Annual Meeting of October 18, 2017

The Annual Meeting of the Ardmore Oaks at Ardmore Woods Homeowners Association (HOA) was held on October 18, 2017 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**

The following were present: President Larry Cosgriff; Vice President Rich Volz; Treasurer Bob Ulmer and Joyce Ulmer; Secretary Tim Shea; ARC Chairperson Alan Nobiling; ARC Member John Gironda; Rick Ayers and Alexandra Martin; Mark D'Addio; Kevin Parsons; Scott and Eileen Pearson; and Mike and Pat Sperry. This representation (11 households) was short of the 25% (14 out of 55) needed for a quorum.

**Acknowledgments**

President Cosgriff and Secretary Shea acknowledged gratefully the services of several HOA members in the last year:

- Website – Vice President Rich Volz
- Neighborhood party – Adam and Andrea Bennett
- ARC Chairperson – Alan Nobiling
- ARC Member and conformance of HOA document transmittal with the latest applicable requirements of the State DPOR Common Interest Community Board – John Gironda
- Kevin Metrocavage – name signage for our subdivision

### **Approval of Minutes of 2016 Annual Meeting**

Membership approval is 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.

No comments were received from the membership at large and accordingly the minutes of the 2016 Annual Meeting are approved. The HOA members in attendance confirmed the approval of the 2016 minutes.

### **Treasurer's Report**

Treasurer Ulmer prepared and presented the attached Treasurer's Report for the 12-month period from November 1, 2017 to October 31, 2016.

The present bank balance is \$15,009.89, as compared with \$17,893.24 as of October 1, 2016. The annual receipts from homeowner's dues were \$2,800.00. and are fully paid by all homeowners through 2017 and through 2018 for one homeowner.

The expenses for the 12-month period were \$5,683.35. This total includes as major items the amounts of \$1,370 for Directors and Officers Insurance, and the cost of mowing and trimming services for common area maintenance by Hinrich Kahrs of \$2,660 for the years of 2015 and 2016. No mowing bill has been submitted to date for this year, and Treasurer agreed to contact Mr. Kahrs for the bill. President Cosgriff noted that no bill should be paid for services beyond one year from date of receipt of the bill.

The attendees were unanimous in acknowledging the work of the Bennett family in organizing the 2017 block party, and requested budgeting for another such event to the level of \$400 in 2018. The proposed budget for 2018 of \$3,354 will be amended adding \$400 to support another block party.

The present reserve level of about \$15,000 was deemed to be adequate by the attendees, as the two-year mowing bill will not be recurrent. It was therefore agreed that there should be no increase in the annual dues from the present \$50 per annum, and that the need to do so should be evaluated at the next annual meeting.

With the above addition the annual budget for 2018 was set at \$3,754.00.

The proposed annual budget, as amended, 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.

### **Maintenance of the Common Area in Cul de Sac of Old Stone Fence Road**

The two-year mowing bill from Hinrich Kahrs prompted discussion about the ownership of the area around the cul de sac at the north end of Old Stone Fence Road. The tax map (see website) shows that the rear half of the cul de sac is part of a large lot owned by a Timothy Buick, with an address on Rutledge Road. We are researching how it could be that VDOT could have paved land in private ownership.

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 could not attend the meeting. Please contact her directly for recent trends.

### **New Business**

#### **Elections:**

President Cosgriff announced his resignation as of October 19, 2017 due to new work responsibilities, and Secretary Tim Shea is stepping down at year-end. Both began service to the HOA as of the 2003 Annual Meeting, 15 years ago. Each was thanked for the years of service by the attendees.

One candidate each for President and Secretary has stepped forward. These are:

- John Girona, for President.
- Sabrina Stringer, for Secretary.

A ballot was distributed to place the election of each candidate before the membership As of November 3, 2017, no responses were received thereby each was confirmed as duly elected to office, as announced to the membership by email on November 3, 2017.

#### **ARC Membership:**

President Cosgriff indicated that there are two ARC issues being managed at the moment, both on course for resolution. ARC Chairman Nobiling is handling.

#### **Website**

The HOA website is up and running at [www.ardmore-oaks.com](http://www.ardmore-oaks.com). The pin number is 7361. Please have a look, and thanks to Rich Volz for this accomplishment.

#### **Signage and Overhead Telephone Wiring**

Kevin Metrocavage filed his report at meeting time, but could not attend the meeting due to other commitments. He has spoken with the President of the Brimstone subdivision, Pat Cochrane, who advised that they plan to evaluate improvements for the Brimstone sign area at the corner of Clifton Road and Brimstone Lane. This spring there may be a fundraising effort and a call for volunteers to help improve the area. Volunteers from the Brimstone subdivision presently maintain the area. Kevin Metrocavage will remain in contact and provide us with details in the spring, and is asking us for volunteers to provide assistance in this effort or even to donate landscaping items for advertising. Please contact Kevin at [metro3k@yahoo.com](mailto:metro3k@yahoo.com).

Kevin also noted that the sagging cable at the entrance is a Verizon cable is active. The Brimstone subdivision HOA members have made multiple attempts to have Verizon remove the cable, to no avail. A phone number will be provided of the Verizon manager responsible for taking action to remove the potential hazard and eyesore cabling.

**Open Discussion:**

**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 new Secretary (Sabrina Stringer) 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 reiterated this offer in his note to departing Secretary Shea.

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

Respectfully submitted,

Tim Shea,

HOA Secretary (until December 31, 2017)

Attachments:

- Agenda
- Attendees sign-in sheet
- Treasurer's Report at Oct. 31, 2016

- **ARDMORE OAKS AT ARDMORE WOODS**
  - **HOMEOWNERS' ASSOCIATION**

- **ANNUAL MEETING**

- **WEDNESDAY, OCTOBER 18, 2017**

- **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)**
- **3. Approval of Minutes from 2016 HOA meeting**
- **4. Treasurer's Report (Bob Ulmer)**
- **5. Recent trends in real estate sales (Mickie Shea)**

- **New Business:**

- **6. Acknowledgments (Larry Cosgriff)**
- **7. ARC membership**
- **8. Office of Secretary**
- **9. Open Discussion**
- **10. Adjourn**