DMINION STATION, INC.

BOARD OF DIRECTORS MEETING

Wednesday, October 19, 2022

6:30 p.m.

AGENDA

CALL TO ORDER & ROLL CALL (Proof of Quorum)- call to order at 6:30pm I.

Mehdi Kohanbani

COMMUNITY DISCUSSION PERIOD (3 Minutes per Speaker) II.

- Road runner not enforcing/towing box car and iron horse. Homeowners from Cascades park in visitor spots and • homeowner cars using visitor tags.
- Trash blowing in yards.
- Website updated with current information and dead links.
- Take down the sign up for the gym on the website.- better workflow.
- Website- add new resident area.
- Asked about the tree masterplan in the community and if it should be required to have a tree in the front yard.
- lights on the sidewalk by pool are broken.

III. **APPROVAL OF AGENDA**

Motion to approve by Mehdi Kohanbani, seconded by Jamie Boyd, and Approved Unanimously.

IV. APPROVAL OF MINUTES – August 16, 2022 BOD Mtg

PRESIDENT, Mehdi Kohanbani -Motion to approve by Mehdi Kohanbani, seconded by Jamie Boyd, and Approved Unanimously.

V **COMMITTEE REPORTS**

- A. Architectural Review Committee (ARC)- none.
- B. Communications Committee- none.
- C. Parking Committee- review parking report on community survey of visitor vs. open space parking.
- D. Shared Facilities Committee- Fall Open House at 6:30pm- 10/21/2022. Add some uplighting around

VI. **MANAGER'S REPORT**

Frank Martin, Community Manager

- A. Financial Management Review of Financial August Statement The Association is currently running on a \$20,460 deficit and budgeted to be at a \$32,201 deficit. This is \$11,741 better than projected for this time of year. The Association currently has \$345,000 in the CIT Operating Account
- B. Updated Reserve Study VA State statutes require reserve studies to be performed every 5 years. The last reserve study was performed in 2016. Management has reached out to 3 companies and has received two bids one from Facility Engineering Associates, the second one from Reserve Advisor
- C. 2023 Budget Management has begun drafting the 2023 draft budget. Once the budget is drafted, the budget meeting at the SFMC office can be scheduled.
- D. Contract Services Management has met with several contractors over the last month including grounds maintenance, irrigation, tree maintenance, electric and handyman services.
 - i. Ground Maintenance site walk reviewed areas that need fall aeration and overseeding that's in contract. Reviewed the contract which runs through 2024.
 - ii. Trash Ongoing issues with American Disposal. Management continues to follow up on service complaints.
 - iii. Mailbox painting/Repair first phase completed
 - iv. Freedom tree work

PRESIDENT, Mehdi Kohanbani -

PRESIDENT,



- v. Outlets Pool Pump Room/Gym completed, however, Fan is to big needs a 18' 20" Fan
- B. Update (Community Inspections) The follow up inspection to the Annual inspection was performed on July 28, 2022. The report was sent to the Board and corresponding compliance notices were sent out to owners. The next step in the process will be hearings.

VII. OLD BUSINESS

- A. Parking Policy/Webpage going Virtual with hang- Tags The Board and Management will review the current Policy.
- B. Outlets pool Pump Room/Gym Fan
- C. Mailbox painting and Pedestals work complete
- D. Arborist pruning of approved tree limbs dangerous to town homes

VIII. NEW BUSINESS

- A. Pool Led Lights Installation of LED underwater light fixture 50ft cord 8 \$1,295.00 \$10,360.00
- B. Installation of LED underwater light fixture 100ft cord 2 \$1,395.00 \$2,790.00
- C. Grand total: \$13,150.00
- D. Reserve Study proposal study costs
- E. OPP Web page
- F. Loudoun County Pool Fence violation
- G. Snow Removal
- H. Speed Bumps

IX. ADJOURN INTO EXECUTIVE SESSION -Motion to adjourn Executive Session made at 8:18 p.m.by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

X. EXECUTIVE SESSION

- A. Review of Delinquency Report
- B. Legal Collections Review
- C. Contracts Review
- D. Late fee waiver @ 45435 Baggett/Dominion Station
- E. Accident at 22021 Guilford Station Ter.
- F. Pool Fence Violation
- G. Morgan Stanley CD in the reserve new rates

XI. ADJOURN EXECUTIVE SESSION Motion to adjourn Executive Session made at 8:36 p.m.by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

XII. RECONVENE OPEN SESSION

- Motion to approve mailboxes at the cost of \$3,000 for 17 mailboxes at \$175/ each by Mehdi Kohanbani, seconded by Jamie Boyd, Approved Unanimously.
- Motion to approve new speed bumps at a cost of \$750 per speed bump, total cost \$1,500 by Abby Glauberman, seconded by Jamie Boyd, Approved Unanimously.
- Motion to approve the waiving late fee of \$45 for Daniel Labarca by Abby Glauberman, seconded by Jamie Boyd, Approved Unanimously.

XII. ADJOURN- Motion to adjourn made at 8:47 p.m.by Mehdi Kohanbani, seconded by Jamie Boyd, Approved Unanimously.



Distribution: Mehdi Kohanbani; Jamie Kolbe; Abby Glauberman

Prepared by: Frank Martin, SFMC