

**D**OMINION **S**TATION  
HOMEOWNERS  
ASSOCIATION, INC.

**BOARD OF DIRECTORS MEETING**  
**TUESDAY, FEBRUARY 15, 2022**  
DS HOA Clubhouse  
6:30 p.m.

**MEETING MINUTES**

**I. CALL TO ORDER & ROLL CALL (Proof of Quorum)** PRESIDENT, Mehdi Kohanbani -*Called to order at 6:31 p.m.*

**II. COMMUNITY DISCUSSION PERIOD** (3 Minutes per Speaker) - none

**III. APPROVAL OF AGENDA** PRESIDENT, Mehdi Kohanbani -*Motion to approve by Mehdi Kohanbani, seconded by Abby Glauberman , and Approved Unanimously.*

**IV. APPROVAL OF MINUTES – December 21, 2021 BOD Mtg** PRESIDENT, Mehdi Kohanbani -*Motion to approve by Mehdi Kohanbani, seconded by Abby Glauberman., and Approved Unanimously.*

**V. INFORMATIONAL SESSION – New Parking System-** *Rick Chambers on the phone to answer questions- unable to attend in person due to COVID.*

- **Question:**

- *Resident Open and Visitor Space hang tags with a specific vehicle to then change the vehicle registered on the tag.*

- **Answer:**

- *Submit a vehicle admin change and put in new vehicle information, once the request goes in it overrides existing vehicle and its automatically activated. Old vehicle is removed and you will need to do an admin change request again to change the vehicle back.*
- *No vehicle registration information needed.*
- *New website scheduled to roll out in the next 2 weeks, currently in beta testing.*
- *App for Apple phones coming soon (waiting for Apple to approve). Android app is currently only for enforcement (Road Runner) use.*
- *The current system does not notify you of expired or deactivated passes. The new system will have a notification function built into it.*
- *Towing enforcement meeting with Road Runner (TBD).*
- *A transaction tab is currently available for users to see what has been paid for through Online Parking Pass.*
- *Passes are good for 1 year from the date/time of purchase.*
- *211 unique users have registered as of 2/15/2022.*

**VI. COMMITTEE REPORTS**

A. Architectural Review Committee (ARC) - *Questions about pre-approved stains colors. Jamie will provide a final list that will be updated on the DSHOA Webpage.*

B. Communications Committee - *Mehdi taking over the website as Judson is no longer a DS resident. Will go through the website and update pages as necessary.*

C. Parking Committee - *Will dissolve early March 2022. Working with RoadRunner on date to start towing.*

D. Shared Facilities Committee - *Superbowl party turnout was good! Residents are continuing to rent the clubhouse and need to ensure that the clubhouse must be returned clean. Upcoming events- Community clean-up day end of March, Ice Cream social on opening day of pool + additional events to come.*

- *Resident asked about trees in common areas.*
- *Clubhouse cleaning - once a month.*

**VII. MANAGER'S REPORT** Monica Burdock, Community Manager

A. Financial Management - Review of Financial Statement

a. December 2021

b. January 2022

B. Contract Services - *Contract with Genesis is ending and they sold to Advantage Landscaping. Will bid out for a new contract.*

C. Update on Projects (Community Inspections)

**VIII. OLD BUSINESS** - *None.*

**IX. NEW BUSINESS**

A. New Trash Contract - *expires December 31, 2024. Looking to bid out for a new contract.*

B. Mailboxes - *handyman was able to get the mailbox temporarily up until we can get a more permanent fix.*

C. Reserve Study - *Adding mailbox replacement.*

**X. ADJOURN INTO EXECUTIVE SESSION** -*Motion to adjourn executive session made at 8:52 p.m. by Mehdi Kohanbani.*

**XI. EXECUTIVE SESSION**

A. Review of Delinquency Report

B. Legal Collections Review

C. Contracts Review/Concerns

**XII. ADJOURN EXECUTIVE SESSION** - *Motion to adjourn executive session made at 9:40 p.m. by Mehdi Kohanbani.*

**XIII. RECONVENE OPEN SESSION** - *Mehdi Kohanbani initiated motion to Change 72 hour parking rule for open spaces to a 2 week registration as long as it is feasible with Online Parking Pass. Seconded by Abby Glauber, Approved Unanimously.*

**XIX. ADJOURN-** *Motion to adjourn the meeting made at 9:43 p.m. by Mehdi Kohanbani, seconded by Abby Glauber, Approved Unanimously.*

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----- **Distribution:** Mehdi Kohanbani; Jamie Kolbe; Abby Glauber **Prepared**  
**by:** Monica Burdock, SFMC