

# DOMINION STATION

## HOMEOWNERS ASSOCIATION, INC.

### BOARD OF DIRECTORS MEETING

Wednesday, June 28, 2023

6:30 p.m.

### AGENDA

**I. TRASH INVITE LETTER TO THE BLOCK OF 16 HOMEOWNERS ON GRAND CENTRAL SQ. at 6:15 PM DSHOA BOARD**

**II. CALL TO ORDER & ROLL CALL**, 6:43 pm meeting was called to order by PRESIDENT, Mehdi Kohanbani

**III. COMMUNITY DISCUSSION PERIOD** (3 Minutes per Speaker) PRESIDENT, Mehdi Kohanbani

- Tree crowning and trimming in front of 45582 Grand Central- Get a quote.

**IV. APPROVAL OF AGENDA** Motion to approve by Mehdi Kohanbani, seconded by Abby

Glauberger, and Approved Unanimously.

**V. APPROVAL OF MINUTES – April 18, 2023, BOD Mtg** Motion to approve by Mehdi Kohanbani, seconded by Abby Glauberger, and Approved Unanimously.

### **VI. COMMITTEE REPORTS**

- A. Architectural Review Committee (ARC) - Covenant report will be sent to board for review by 6/30/2023.
- B. Communications Committee - Curtis working on email domain routing to the right board member.
- C. Shared Facilities Committee - Movie night at the pool- August 26th, Dog swim on the last day of pool, Open House- October 21st, Trunk or Treat- October 29th, Winter Wonderland- December 9th.

### **VII. MANAGER'S REPORT** - Frank Martin, Community Manager

- A. Financial Management - Review of Financial Statement – The Association at the end of April 30, 2023. Total Operation cash of \$417,110 against liabilities of \$46,106.00 of the liability amount \$36,401 represents prepaid owner assessments.
- B. Total Operating expenses year-to-date are \$14,450 under budget. Total Operating Income year-to-date is \$378.00 over budget.
- C. As of April 30, 2023, the association has a surplus of \$41,230 compared to a budgeted surplus of \$26,401.
- D. Association Investments total \$1,626,294. Reserves are booked at \$1,949,390.
- E. Contract Services – SFMC management has met with several contractors over the last month on site. Including ground maintenance, tree maintenance, irrigation company and handyman services.

I. Tree Work – 1 Sycamore behind 45541 & 45543 Hutchens Sq. the limbs were almost touching the decks and on top of the fences and were removed.

II. On 6/19 meet with SFMC Inspector on site to start yearly violation inspections

III. The irrigation contractor was on site on 6/21 checking on system and increasing

some areas that are browning out due to drought conditions and will fix the trail lights.

#### **VIII. OLD BUSINESS**

- A. Clubhouse- CP Electric installed 4 new light bollards by the sidewalk clubhouse tot-lot and uplighting at Guilford completed.
- B. JHood- Installed a new hot-water heater at the clubhouse.
- C. Virginia Water installed a new pond bubbler, old bubbler motor burned out.
- D. Full Service- Repaired the POOL fence that was very loose on the site of Tot Lot to pass County Pool inspection.
- E. Backflow Technology on 6/13/23 Completed the annual backflow assembly testing. The reports were emailed to Loudoun Water.
- F. Reserve Study was completed by Reserve Advisors and sent to DSHOA Board for review.
- G. SFMC Dominion Station site inspection

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#### **IX. NEW BUSINESS**

- A. Little Free Library for Dominion Station- installed near clubhouse?- Motion to approve a little library at the cost of \$299.95 by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.
- B. Review Pool Visitor Guest Passes for 2024 - Card for guest pass \$25 for additional guests beyond 1 guest per resident.
- C. Pickleball Court Lines- Reached out to Bishop for proposal need to get a second opinion.
- D. Replace USA Flag at Church Rd entrance.- done.

**X. ADJOURN INTO EXECUTIVE SESSION** - Motion to adjourn into executive session at 7:29 pm by Mehdi Kohanbani, seconded by Abby Glauberman , and Approved Unanimously.

#### **XI. EXECUTIVE SESSION - PRESIDENT, Mehdi Kohanbani**

- A. Review of Delinquency Report
- B. Legal Collections Review
- C. 2 Late Fee Waivers
- D. OPP Parking DSHOA Webpage

**XII. ADJOURN EXECUTIVE SESSION-** Motion to adjourn Executive Session made at 8:20 p.m.by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

- Motion to waive \$25 late fee for Donna Winston by Abby Glauberman, seconded Curtis White, Approved Unanimously.
- Motion to waive \$25 late fee for Kristi Ramos by Abby Glauberman, seconded Curtis White, Approved Unanimously.
- Motion to approve removal of tree roots behind 22072 Manning Square at the cost of \$435 by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.
- Lifeguards to be notified of age to be allowed into pool unaccompanied as well as to find out about the red cross swim test with written certification.

**XII. ADJOURN-** Motion to adjourn made at 8:26 p.m. by Mehdi Kohanbani, seconded by Abby Glaberman  
Approved Unanimously.

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**- Distribution:** Mehdi Kohanbani; Curtis White, Abby Glaberman, Donna Gottenkieny and Michael Monrroy  
**Prepared by:** Frank Martin, SFMC