

I. CALL TO ORDER & ROLL CALL (Proof of Quorum) PRESIDENT, Mehdi Kohanbani - call to order at

6:30pm **II. COMMUNITY DISCUSSION PERIOD** (3 Minutes per Speaker)

- Donna asked about the parking survey and if it has gone out yet. Send the survey via snail mail with call for new candidates in early September. Either have respondents put the survey back in mail or fill it out online. Have the parking committee present in November at the annual meeting.
- Resident mailbox location question.- will need to reach out to the postal service directly. Adding light near mailboxes.
- Vanessa- asked about guest parking because her and her husband share 1 car. No visitor spaces in her section. Consider adding visitor spaces back to Baggett and Thompson.

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

IV. APPROVAL OF MINUTES – June 21, 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) - 1 application outstanding.
- B. Communications Committee - Introduced Frank Martin to the community.
- C. Parking Committee - No more to add.
- D. Shared Facilities Committee- Movie night on August 27th and dog swim 6pm on labor day. Open house last weekend of October/ early November.

VI. MANAGER'S REPORT Frank Martin, Community Manager

- A. Financial Management - Review of Financial June Statement – The Association is currently running on a \$5,924 deficit and budgeted to be at a \$22,628 deficit. This is \$16,704 better than projected for this time of year. The Association currently has \$338,865 in the CIT Operating account. Funds not needed for month-to-month operating expenses can be moved to CIT Money Market account or to Morgan Stanley.
- B. 2021 Audit – Daly, Hamad and Association has provided the 2021 audit. There were no anomalies noted. The Board can accept the audit and sign the representation letter.
- C. Updated Reserve Study – VA State statutes require reserve studies to be performed every 5 years. The last reserve study was performed in 2016. Management can obtain proposals for an updated study.
- D. 2023 Draft Budget – Management has begun drafting the 2023 draft budget. Once the budget is drafted, the budget meeting at the SFMC office can be scheduled.
- E. 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 – Earlier in the year, the Board indicated in prior minutes that there was interest in bidding out the contract. If the Board is still interested in this,

Management will begin to obtain proposals.

ii. Trash – Ongoing issues with American Disposal. Management continues to follow up on service complaints.

F. 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. Mailboxes – The Board approved mailbox repairs in April. Management is working with the contractor to determine if the prior scope was correct. There may be cost increases and Management needs to work with the Postmaster on obtaining access to the boxes so that the pedestal replacement can occur.

VIII. NEW BUSINESS

A. Parking Policy/Violations – The Board and Management will review the current Policy.

B. Outlets Pool Pump Room/Gym – CP Electric provided a proposal for installation of additional outlets in the pool pump room and gym.

IX. ADJOURN INTO EXECUTIVE SESSION Motion to adjourn the meeting into Executive Session made at 7:42p.m.by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

X. EXECUTIVE SESSION

A. Towing Reimbursement Requests

B. Review of Delinquency Report

C. Legal Collections Review

D. Contracts Review/Concerns

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 reimburse Eric Santiago’s towing fee by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

Motion to approve 30 day grace period for expired inspections and registration by Mehdi Kohanbani, seconded by Jamie Boyd, Approved Unanimously.

XII. ADJOURN Motion to adjourn made at 8:38 p.m.by Mehdi Kohanbani, seconded by Jamie Boyd, Approved Unanimously.

- **Distribution:** Mehdi Kohanbani; Jamie Kolbe; Abby Glauberman **Prepared by:** Frank Martin, SFMC

DOMINION STATION HOMEOWNERS ASSOCIATION,

INC.