

DOMINION STATION

HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Monday, August 28, 2023

6:30 p.m.

AGENDA

I. CALL TO ORDER & ROLL CALL (Proof of Quorum) 6:30 pm meeting was called to order by PRESIDENT, Mehdi A Kohanbani

II. COMMUNITY DISCUSSION PERIOD (3 Minutes per Speaker)

- Question about process of running for the board..
 - o There are five positions open on the Board this year. A call for candidates will go out in September and candidate statements must be submitted to SFMC in October with the Annual Meeting scheduled for 14 NOV.
- Resident Robert Luke asked about updates on HOA website and his issues with OPP regarding his vehicle being deleted for Open Space pass.
- Neighbor on Whitcomb has left garbage can on curb consistently. HOA needs to investigate this and fine them for this action.
 - o Residents have sent photos of this and SFMC has been told to send warning and fines to the Homeowner
- Frank to reach out to VDOT to ask about adding flashing pedestrian crossing signs all three crosswalks along Magnolia, with priority at the crosswalk at Magnolia and Blossom

III. APPROVAL OF AGENDA motion to approve by Mehdi Kohanbani, seconded by Abby Glauberman, and Approved unanimously.

IV. APPROVAL OF MINUTES – June 21, 2023 BOD Mtg.- motion to approve by Mehdi Kohanbani, seconded by Abby Glauberman, and Approved Unanimously.

V COMMITTEE REPORTS

- A. Architectural Review Committee (ARC)- No update
- B. Communications Committee- Working on HOA email rosters and updating website with the meeting minutes.
- C. Shared Facilities Committee- Community Yard Sale was a success. Looking to host another one in October. Dog Swim at 6pm on Labor Day. October 21st- Fall Open House @5pm. October 29th- Trunk or Treat.

VI. MANAGER'S REPORT

Frank Martin, Community Manager

- A. Financial Management – Review of June Financial Statement- The Association is currently running.

Total operating cash at \$343,441 against liabilities of \$62,358. Of the liability amount, \$41,473 represents Prepaid Owner Assessments.

Owner receivables, including unpaid assessments and late fees, totals \$33,574.

Association investments total \$1,667,255. Reserves are booked at \$1,986,895.

As of June 30, 2023, the Association has an un-audited deficit of \$30,010 as compared to a budgeted surplus of \$7,521.

- B. 2023 Draft Budget – Management has begun reviewing the 2024 draft budget. Once the budget is drafted, the budget meeting at the SFMC office can be scheduled. was held on 26 SEP with Property Manager, HOA President and Treasurer.

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- C. Contract Services – Management has met with several contractors over the last month including grounds maintenance, tree maintenance, electric and handyman services.
- i. Pool Contract – The pool contract will expire this year. The Board has asked management to begin obtaining proposals for next years pool season.
 - ii. Pet Waste Station –. The contract will expire this year the Board is interested in management obtaining new beginning in 2024.
 - iii. Tree Pruning Oak trees at 45599, 46601, 45577, 45602 Whitcomb Sq., 45567 Reading Terr. Removed a large dead Pine tree that was leaning and almost touching a townhome.
- D. Update (Community Inspections) – The follow up inspection to the annual inspection is scheduled for September 11th updates will be provided to the BOD.

VII. OLD BUSINESS

- A. Open Spaces – The Board approved painting OPEN to better identify open Spaces for homeowners and Roadrunner work was completed on 16 AUG 23
- B. Pickleball Court Proposals for painting lines approved. -Frank to obtain tennis court resurfacing proposals to begin work in the Spring 2024.

VIII. NEW BUSINESS

- A. Tree Crowning proposal at at parking space 422 – The Board and Management will review current proposal.
- B. Trash Issues along at Box Car Square.
- C. POD parked in pool parking lot for condo owner at 21885 Elkins.
- D. OPS Virtual parking passes and Roadrunner warning stickers.
- E. Repair of asphalt trails from survey study.
- F. Tennis Court Survey study.

IX. ADJOURN INTO EXECUTIVE SESSION - Motion to adjourn into executive session at 7:45 pm by Mehdi Kohanbani, seconded by Abby Glauberman, and Approved Unanimously.

X. EXECUTIVE SESSION

- A. Review of Delinquency Report
- B. Legal Collections Review
- C. Review late fee waivers Covenant extensions
- D. Contracts Review/Concerns

XI. ADJOURN EXECUTIVE SESSION - Motion to adjourn Executive Session made at 8:23 p.m. by Mehdi A. Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

XII. RECONVENE OPEN SESSION

- Motion to credit \$1,225 for late fees for Valerie Smith by Mehdi A. Kohanbani, seconded by Abby Glauberman, approved unanimously.
- Motion to waive \$25 late fee for Adrian Nicolae by Mehdi A. Kohanbani, seconded by Abby Glauberman approved unanimously.
- Motion to elevate the limbs and clean up Pine Oak by 45582 Grand Central Station for \$375 by Donna Gottenkieny, seconded by Mehdi A. Kohanbani, approved unanimously.
- Motion to leave bird feeder for Indika Ranaweera, 23010 Box Car by Abby Glauberman, seconded by Curtis White, approved unanimously.

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- Motion to approve Premiers winterization of pool proposal for \$550 by Mehdi A. Kohanbani, seconded by Donna Gottenkieny , Approved Unanimously.

XII. ADJOURN- Motion to adjourn made at 8:37 p.m.by Mehdi A. Kohanbani, seconded by Abby Glauberan Approved Unanimously.

Distribution: Mehdi A. Kohanbani; Abby Glauberman; Curtis White, Donna Gottenkieny
Frank Martin, SFMC

Prepared by: