

DOMINION STATION

HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING
TUESDAY, October 17, 2023
6:30 p.m.

AGENDA

I. VIOLATION TRASH HEARING for 22078 Manning Square at 6:15 PM - DSHOA BOARD

II. CALL TO ORDER & ROLL CALL

PRESIDENT, Mehdi A. Kohanbani

- call to order at 6:30pm

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

- Abdul on Baggett had questions about guest parking for daughters car.
 - Resident was able to activate virtual Open space hangtag prior to leaving the meeting.
- Visitors parking in open spaces.
 - Discussed greater enforcement by Road Runner to tow vehicles not abiding by current HOA rules regarding parking. Towing for Open and Visitor Space violations will commence 31 OCT after the roadwork along Magnolia and Blossom is finished.
- Clean up old links on website.
 - Curtis has consolidated the historical meeting minutes on the HOA FB page.
- Send roadrunner down Grand Central.
 - Road Runner came down Grand Central the night of the HOA meeting and towed (8) vehicles for dead tags and un-inspected vehicles.
- Grand Central tree trimming on common area trees.
 - The tree in front of 45532 will be the next on the list to be elevated and dead limbs removed.
- Monique on Manning had questions about snow removal.
 - The BOD approved FairFax Paving to remain the snow removal company this year. No change in cost from the previous year.

IV. APPROVAL OF AGENDA

PRESIDENT, Mehdi A.

Kohanbani-Motion to approve by Mehdi Kohanbani, seconded by Abby Glauberman , and Approved

Unanimously.

V. APPROVAL OF MINUTES – August 28, 2023, BOD Mtg

PRESIDENT, Mehdi A. Kohanbani

Motion to approve by Mehdi Kohanbani, seconded by Abby Glauberman , and Approved Unanimously.

VI. COMMITTEE REPORTS

PRESIDENT, Mehdi A. Kohanbani

- A. Architectural Review Committee (ARC)- No update
- B. Communications Committee-
 1. All prior meeting minutes have been posted to the website.
 2. Parking page has been updated to also include screenshots from Web Parking Pass.
- C. Shared Facilities Committee-
 1. Open House 10/21 @ 5pm
 2. Trunk or Treat 10/29 @ 3pm
 3. Winter Wonderland 12/9 @ 7pm

VI. MANAGER'S REPORT

Frank Martin, Community Manager

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A. Total operating cash was \$370,088 against liabilities of \$70,564. Of the liability amount, \$42,638 owner represents Prepaid Owner Assessments. Receivables, including unpaid assessments and late fees, totals \$28,299. Association Investments total \$1,692,353. Reserves are booked at \$2,017,193.

B. Updated Reserve Study - Projects scheduled for 2024;
Resurfacing Tennis Courts, and adding pickleball lines
Repairing blacktop walking paths throughout the neighborhood
Repairing and cleaning gutters around the Clubhouse

C. Contract Services – SFMC management has met with several contractors over the last month on site.
Upgrade the Clubhouse/Bathroom/Gym/Locker-rooms to a smart system (Lights/Fans & HVAC)
Adding additional Cleaning days to the Clubhouse/locker-room schedule (2/month).

I. Ground Maintenance - Site walk with contractor for fall flowers and upcoming leaf

II. removal in November and December, and areas that need possible fall turf renovation.

I. Tree Work

Sycamore behind 45521 Hutchens Sq. the limbs were almost touching the siding and roof were removed.

Removed down tree from storm behind fence at 21923 Thompson Square.

Elevated tree per BOD request in front of 45594 Grand Central Square

III. Violation inspections

Trash at lower end of Box Car Sq. in common area. Need residents in that area to provide further information on the violators so that the HOA can properly assess those who are illegally dumping trash.

2nd round of Covenant Inspections Complete and violators have been notified and those who remain in violation have been notified.

VII. OLD BUSINESS

- A. Scheduled to meet on 11/15 with Loudoun County to discuss adding Crosswalk Markers along Magnolia. Management will also **ask about paving sidewalk that leads to the WOD Trail.**
- B. Meeting with Carl, CP Electric on broken light at Tot-lot and getting a quote for rotating fans in the gym.
- C. Waiting on two other tennis court proposals. Work will be scheduled in Spring 2024.

VIII. NEW BUSINESS

- A. Discuss call for candidates for 2024 HOA Board positions - Proxies and Candidate Statements were mailed on 20 OCT
- B. Review 2024 Dominion Station Budget for approval - Board adopted the 2024 budget
- C. Bids for 2024 pool contract - Board accepted bid from Millennium Pools for 3-years
- D. 2023-2024 Snow contract - Fairfax Paving will continue in 2023/2024 winter months with no change in cost from previous season
- E. 2024 Irrigation contract
- F. Review HVAC smart system - Will further discuss new system with Robert Luke
- G. Pet Waste Station contracts - Board agreed to go with 1-year bid from Pet Waste Station of VA LLC

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IX. ADJOURN INTO EXECUTIVE SESSION- PRESIDENT, Mehdi Kohanbani

- Motion to adjourn the meeting into Executive Session made at 7:24 pm by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

X. EXECUTIVE SESSION - PRESIDENT, Mehdi Kohanbani

XI. ADJOURN EXECUTIVE SESSION

- Motion to adjourn Executive Session made at 8:15 p.m. by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

President made a note in the future to remove the Executive Session agenda from the general agenda. Any items for discussion during Executive Session will be provided to the BOD separately.

XII. RECONVENE OPEN SESSION

- Motion to approve Aspect Irrigation contract for 2023, 2024, 2025, 2026 at no change in price by Mehdi Kohanbani, seconded by Donna Gottenkieny, Approved Unanimously.
- Motion to approve Buswell and Bennett contract to double number of cleanings per month from 1 to 2 at a cost of \$428/month by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.
- Motion to approve Millennium Pool contract for 3 years at a cost of \$102,500 starting in 2024 by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.
- Motion to approve Fairfax Paving contract at no change by Abby Glauberman, seconded by Donna Gottenkieny, Approved Unanimously.
- Motion to reduce trash violation from \$300 to \$150 for 22078 Manning Square violation by Mehdi Kohanbani, seconded by Curtis White, Approved Unanimously.
- Motion to reimburse Bridgette McLaughlin for \$200 of her \$650 towing charge ahead of the Labor Day weekend by Abby Glauberman, seconded by Donna Gottenkieny, Approved Unanimously.
- Motion to approve 2024 Dominion Station Budget by Donna Gottenkieny, seconded by Mehdi Kohanbani, Approved Unanimously.
- Motion to suspend \$25 late fee to Shahrzad Movahed for HOA dues by Abby Glauberman, seconded by Curtis White, Approved Unanimously.
- Motion to approve Pet Waste Station of VA LLC contract for 1-year by Abby Glauberman, seconded by Curtis White, Approved Unanimously.

XII. ADJOURN

- Motion to adjourn made at 8:37 p.m. by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.
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Distribution: Mehdi A.Kohanbani; Curtis White, Abby Glauberman, Donna Gottenkieny, and Michael Monrroy (not in attendance)

Prepared by: Frank Martin, SFMC