

# DOMINION STATION

HOMEOWNERS ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING

TUESDAY, June 11, 2024

6:30 p.m.

### AGENDA

**I. CALL TO ORDER & ROLL CALL** **PRESIDENT, Mehdi A. Kohanbani**

- call to order at 6:31 pm

**II. Matt Leslie, Senior Planning Bowman** **PRESIDENT, Mehdi A. Kohanbani**

- Needs to be removed.

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

- Fountain was installed.
- Adding 2 pickleball lined courts on the 1 tennis court ask for suggestions on color for lines.
- Reach out to Margarit to ask about towing laws going into effect in July.

**IV. APPROVAL OF AGENDA** **PRESIDENT, Mehdi A. Kohanbani**

Motion to adjourn the meeting into Executive Session made at 8:10 pm by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

**V. APPROVAL OF MINUTES – April 16th, 2024, BOD Mtg** **PRESIDENT, Mehdi A. Kohanbani**

Motion to adjourn the meeting into Executive Session made at 8:10 pm by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

**Motion to appoint Christina Jatras on the Dominion Station Board through remainder of 2024 by Mehdi Kohanbani, seconded by Curtis White Approved Unanimously.**

**VI. COMMITTEE REPORTS** **PRESIDENT, Mehdi A. Kohanbani**

- A. Architectural Review Committee (ARC)- Nothing outstanding. Lots of window and deck requests.
- B. Communications Committee- No updates.
- C. Shared Facilities Committee- Cleaning Schedule for cleaners will be on a set schedule-send schedule to Condo Board. Movie Night & Community Cookout- Friday, June 14; No events in July

**VI. MANAGER'S REPORT** **Frank Martin, Community Manager**

- A. Total Operating Cash was \$426,217 against liabilities of \$81,626. Of the liability amount, \$44,469 represents Prepaid Owner Assessments.
- 2. Owner Receivables, including unpaid assessments and late fees, totals \$35,949. .
- 3. Association Investments total \$1,766,216 Reserves are booked at
- 4. As of March 31, 2024, the Association has an un-audited surplus of \$576 as compared to a . budgeted deficit of \$10,415

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B. Contract Services – SFMC management has met with several contractors over the last month on site.

- I. On 5/8//24 Met with Full Service contractor and went over work to be done throughout clubhouse
- II. On 5/11/24 met arborist on site to review pruning on Grand Central, Reading Ter., Golden Spike
- III. On 5/20/24 met with Loudoun County Health dept & Millennium Pool for pool inspection.
- IV. Clubhouse 5/27/24 met with Empire carpet to get a quote in replacing clubhouse carpet and Specialty Services never showed up.

## VII. OLD BUSINESS

- A. Tree pruning work completed at Grand Central, Reading Ter., Golden Spike
- B. New hand dryers install in upstairs and downstairs bathrooms
- C. Upstairs bathroom men’s and ladies bathroom walls were repainted and downstairs bathroom wall, floor, and safety rubber mats were installed
- D. On 5/15/24 DS asphalt trail was started
- E. On 5/16 Power was run to the electrical box for the pond fountain installation

## VIII. NEW BUSINESS

- A. New Clubhouse Carpet
- B. New Ground Lights
- C. New Padding in hallway as you enter clubhouse downstairs
- C. Tennis Court resurfacing
- D. Extend mulch Bed

## IX. ADJOURN INTO EXECUTIVE SESSION- PRESIDENT, Mehdi Kohanbani

Motion to adjourn the meeting into Executive Session made at 7:21 pm by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

## X. EXECUTIVE SESSION - PRESIDENT, Mehdi Kohanbani

- A. Condo rental
- B. Waivers
- C. Landscape contract
- D. Clubhouse locks
- E. Review of Delinquency Report
- F. Legal Collections Review

## XI. ADJOURN EXECUTIVE SESSION

- Motion to adjourn Executive Session made at 7:57pm.by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

## XII. RECONVENE OPEN SESSION

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- Condo Rental- Remove Jessica Fuentes from access to any shared facilities.
- Motion to refund Hugo Martinez \$25 late fee by Mehdi Kohanbani, seconded by Curtis White, Approved Unanimously.
- Frank to get proposals from Landscape Company and 2 Trash Companies (American and Patriot).
- Clubhouse locks need to be re-keyed and add a camera hardwired inside the entryway of the clubhouse, using the camera from downstairs in the clubhouse.
- Yard clean up for 22017 Manning Square and charge the homeowner.
- Motion to approve Full Services LLC for \$2,895 to add Solid Rubber Floor Tile in entryway from pool to locker room by Mehdi Kohanbani, seconded by Christiana Jatras, Approved Unanimously.
- Motion to approve Empire Today Radius Carpet for clubhouse for \$4,578.22 by Mehdi Kohanbani, seconded by Abby Glauberman, Approved Unanimously.

## **XII. ADJOURN**

- Motion to adjourn made at 8:03 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, Christina Jatras

**Prepared by:** Frank Martin, SFMC