**BOARD OF DIRECTORS MEETING**

**Tuesday, December17, 2024**

6:30 p.m.

**Meeting Minutes**

**I. CALL TO ORDER & ROLL CALL (Proof of Quorum) -** 6:32pm

**II. Kim Hart- Guest Speaker Updating New Apartments Across from DSHOA**

Good Housing will need approval to work on HOA property to tap into sewer line. Kim will provide the BOD a plan to fix the disrupted area.

**III. COMMUNITY DISCUSSION PERIOD** (3 Minutes per Speaker)

No speakers stepped forward

**IV.** **APPROVAL OF AGENDA**

Approved by Mehdi, Seconded by Curtis, approved unanimously.

**V.** **APPROVAL OF MINUTES – October 15, 2024 BOD Mtg**

Approved by Mehdi, Seconded by Donna, approved unanimously.

**VI. COMMITTEE REPORTS**

 **A. Architectural Review Committee (ARC)**

Corrected Donna’s e-mail address to ensure she received the ARC applications for review.

 **B. Communications Committee**

All meeting minutes have been updated on the website. Website calendar has been updated with all Clubhouse usage and events.

 **C. Shared Facilities Committee**

BOD will work with Dinesh to incorporate gym and Clubhouse applications through the current pool pass system.

**VII. MANAGER**’**S REPORT**

1. Financial Management
2. Total Operating Cash was $287,760 against liabilities of $53,675

 of the liability amount, $43,416 represents Prepaid Owner Assessments

1. Association Investments total $1,842,009. Reserves are booked at $2,118,652.
2. As of November 30, 2024, the Association has an un-audited deficit of $36,657 as compared to a budgeted deficit of $28,797.
3. 2025 Budget – The BoD approved the 2025 budget. The 2025 assessment letter and budget was mailed out to all DSHOA Homeowners with dues remaining the same at $110.00.
4. Contract Services – Management has meet with several contractors over the last month including grounds maintenance, irrigation, tree maintenance, electric and handyman services.
	* 1. Ground Maintenance-site walk with contractor fall flowers were installed and second leaf removal is scheduled for December 16th.
		2. Tree work trimmed back 2 large Oaks in common area behind 21979 Box Car Square.
		3. Site walk 11/27 with Board President Mehdi Kohanbani and Mac, from Rock Water Farm walked the pond area and the asphalt path behind Baggett Ter.to review lighting opening up a walking trail around pond.
		4. Met with VDOT at SFMC and provided all the documents needed to start new handicap Bus stop ramp.
		5. Met with Full Service to review gutter leaf guards for the new clubhouse gutters.

**VII. OLD BUSINESS**

N/A

**VIII. NEW BUSINESS**

1. Review updated Parking Resolution
	1. Request was made by Austin for the following;
		1. Amount WPP is generating from hosting Dominion Station Parking program
		2. Total # of vehicles towed by quarter
		3. Reason for towing the vehicles.
		4. Number of complaints by residents stating there isn’t enough parking
		5. Number of abandoned vehicles cited during enforcement by quarter
	2. Board agreed to add to the HOA website the following;
		1. Total # of vehicles towed by quarter
		2. Reason for vehicles being towed from the community
2. New Gutters to be installed around the clubhouse by Full Service at the end of this month.
	1. Proposal for gutter covers was approved by Mehdi, seconded by Donna and carried unanimously.
3. Replacing the old ground lights on asphalt trail by pond and along asphalt trail behind Baggett Ter.

**IX. ADJOURN INTO EXECUTIVE SESSION -** 7:45pm

**X. EXECUTIVE SESSION**

1. Review of Delinquency Report
2. Legal Collections Review
3. Review 2025 Board Meeting Dates
4. GYM Applications
5. Proposals

**XI. ADJOURN EXECUTIVE SESSION -** 8:12pm

**XII. RECONVENE OPEN SESSION**

 Motion made by Mehdi, seconded by Donna to reject request for $3,200 assessment waiver, carried unanimously.

 Motion made by Donna, seconded by Curtis to approve $754/month payment plan, carried unanimously.

 Motion made by Mehdi, seconded by Curtis to approve 2025 Board Meeting Dates, carried unanimously. Dates will be added to FB & HOA website.

 Motion made by Mehdi, seconded by Curtis to appoint Christian Jatras to an at-large position on the BoD for 2025, carried unanimously.

**XII. ADJOURN -** 8:17pm

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**Attendees:** Mehdi Kohanbani; Curtis White, Donna Gottenkieny, Christina Jatras, Frank Martin

**Prepared by:** Mehdi A. Kohanbani, President