

APPROVED
Meadows at Morris Farms Community Association

Board of Directors Meeting Minutes
October 15, 2008

A meeting of the Board of Directors of the Meadows at Morris Farms Community Association was held on Wednesday, October 15, 2008, at the Cedar Point Elementary School 12601 Braemar Parkway, Bristow, VA 20136.

Board Members Present: Rick Dengler, President
Jeff Rose, Director

Board Members Absent: Kim Mackmin, Secretary/Treasurer
Sara Kroll, Vice President

Others Present: Nick Mazarella, CMC, VP HOA Division
Hilary Lape, CMC, HOA Division Director
Sherry Rickard, CMC
John Brown, 14120 Redstart Court
Pam Newton, 14277 Catbird Drive
Doug & Heather Fries, 14221 Catbird Drive
Rickard Poulin, 14115 Catbird Drive
Peter Sabo, 14119 Catbird Drive

CALL TO ORDER

The meeting of the Meadows at Morris Farm Community Association Board of Directors was called to order at 6:30 p.m. by Rick Dengler, President.

RESIDENT FORUM

- Homeowners requested that Association write a letter to the builders in the community and ask that they show respect to the residents when working on weekends and to observe the county noise ordinance. Homeowners were told that if builders are not abiding by the noise ordinance to please contact the non-emergency police number. The Association is going to write the letter.
- Homeowners requested that the Association write a letter to NOVEC requesting that street lighting at Linton Hall Road and Rollins Ford Road be implemented as quickly as possible.

APPROVAL OF MINUTES

Jeff Rose MOVED to approve the minutes from the July 15, 2008 meeting. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

APPROVAL OF MANAGEMENT CONTRACT RENEWAL

Jeff Rose MOVED to approve the proposed management agreement with Community Management Corporation at a price of \$8.50 per settled unit per month through October 31, 2011. Jason Rittenhouse SECONDED the motion and PASSED unanimously.

REVIEW AND APPROVAL OF FY09 BUDGET

Jason Rittenhouse MOVED to approve the proposed FY09 Budget with monthly dues at \$139.60 for all types of properties. Jeff Rose SECONDED the motion which PASSED unanimously. The Board reminded those present at the meeting that the budget was prepared this year with the current economy in mind. Many vendors have been asked to keep their prices level and that is the reason for the \$1.00 per settled unit per month increase. Homeowner Associations typically see a 3-5% increase in annual dues each year. This years 1% increase is a direct result of the professional management company keeping their price the same as the current year, a reduction in a newly negotiated trash contract and a \$60,000 developer deficit funding contribution.

REVIEW AND APPROVAL OF TRASH CONTRACT

Jason Rittenhouse MOVED to table the motion and direct management to negotiate a favorable contract with American Disposal. Jeff Rose SECONDED the motion which PASSED unanimously.

APPOINTMENT OF COVENANTS COMMITTEE VOLUNTEERS

Jeff Rose MOVED to appoint Jennifer Capicchioni, 9020 Woodpecker Court, and Kate Cousins, 14311 Grackle Court to the Covenants Committee. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

REVIEW AND APPROVAL OF CHANGE TO ADMINISTRATIVE POLICY

Jason Rittenhouse MOVED to approve the proposed Administrative Policy for Procedures Relative to Suspension of Right to Use Facilities for Non-Payment of Sub-Association Assessments. Jeff Rose SECONDED the motion which PASSED unanimously.

APPROVAL OF TOT LOT MULCH REPLACEMENT PROPOSAL

Jeff Rose MOVED to approve the proposal for tot lot mulch replacement from Community Landscape Services at a price not to exceed \$2,520. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

APPROVAL OF ANNUAL MEETING DATE

Jeff Rose MOVED to plan the Association Annual Meeting for the second week of January 2009, pending meeting location availability. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

APPROVAL OF 2009 MEETING DATES

Jeff Rose MOVED to approve January, April, July and October as the dates of the quarterly Board meetings, pending location availability. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

MANAGEMENT REPORT

The Board received the management report.

FINANCIAL REPORTS

The Board received the financial reports for the periods ending July 31, 2008 and August 31, 2008. The Board tasked management to work with legal counsel to ensure that the collection policy resolution terms are proper for the current economic environment and also to develop a policy resolution for garnishing the rental income of delinquent owners.

COVENANTS COMMITTEE MINUTES

The Board received minutes from the June, July, August and September 2008 Covenants Committee meetings.

SUSPENSION OF MEETING

Jason Rittenhouse MOVED at 7:00 p.m. to suspend the meeting and reconvene in 45 minutes. Jeff Rose SECONDED the motion, which PASSED unanimously.

RECONVENE

The meeting was reconvened at 7:45 p.m.

EXECUTIVE SESSION

Jeff Rose MOVED to convene in Executive Session to discuss homeowner accounts and violations. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

Jason Rittenhouse MOVED to exit Executive Session. Jeff Rose SECONDED the motion, which PASSED unanimously.

HOMEOWNER REQUEST – Account #317-8997

Jeff Rose MOVED to credit Account #317-8997 \$132.69 and sign confidentiality agreement. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

HOMEOWNER REQUEST – Account #301-8659

The Board took no action. Brookfield Homes is going to look into this issue and try to assist homeowner with their request. Management will forward contact information to Brookfield

HOMEOWNER REQUEST – Account #301-1504

Jeff Rose MOVED to deny the request to waive a \$25 Exhibit B letter charge from Account #301-1504. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

HOMEOWNER REQUEST – Account #297-0756

Jeff Rose MOVED to deny the request to waive a \$75 mowing charge from Account #297-0756. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

ARCHITECTURAL DECISION – 8864 Song Sparrow Drive

Jeff Rose MOVED to require homeowner to submit a landscape plan which includes at least three evergreen trees a minimum of 6-8 feet in height that would create a screen for the deck. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

ARCHITECTURAL HEARINGS

14240 Catbird Drive – Violation: The garage door is damaged and needs to be repaired. **Hearing Results:** It is understood that the violation was corrected prior to today's scheduled hearing. No further action will be taken.

14401 Parula Way – Violation: There is a commercial vehicle parked in your driveway (703/392-0725). This is a violation of the community's documents. Commercial vehicles must be stored out of view or off premises. Please remove commercial vehicle from your driveway. **Hearing Results:** If corrective action is not taken with 15 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8609 Sedge Wren Drive – Violation: Please contact the Association regarding the location of your satellite dish on the roof of your front porch. **Hearing Results:** Satellite dish must be installed per the Design Guidelines of the Association: Not to be installed on the front façade of a residence so long as another location exists. They are to be located so as to be visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the receipt of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard, below the height of privacy fencing. If they must be installed at roof level, then they should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home. To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners. If corrective action is not taken with 60 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

14289 Sharpshinned Drive – Violation: There is a patio on your property comprised of pavers, slab and loose stones for which there is no application on file. Please submit an application for this item. The concrete slab for grill and walkway are in poor construction and need finishing. **Hearing Results:** Corrective action must be taken to repair and make aesthetically pleasing the grill concrete slab and walkway and application must be turned in. If corrective action is not taken with 30 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8905 Song Sparrow Drive - Violation: Please repair post lamp light fixture. **Hearing Results:** It is understood that the violation was corrected prior to today's scheduled hearing. No further action will be taken.

8836 Song Sparrow Drive – Violation: There is no approved application on file for the 2 decorative statues in front yard. Please submit an application for remove statues. **Hearing Results:** If corrective action is not taken with 0 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8821 Yellow Hammer Drive – Violation: Please remove the weeds from backyard. **Hearing Results:** It is understood that the violation was corrected prior to today's scheduled hearing. No further action will be taken.

8805 Yellow Hammer Drive – Violation: Front flower beds need to be mulched and the planting in the front flower beds still needs to be replaced. **Hearing Results:** Please submit a landscaping plan to the Covenants Committee. . If corrective action is not taken with 30 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8865 Yellow Hammer Drive – Violation: Please remove the weeds from front flower bed. **Hearing Results:** It is understood that the violation was corrected prior to today's scheduled hearing. No further action will be taken.

8821 Yellow Hammer Drive – Violation: There is no approved application on file for the fence or patio on your property. Please submit an application for review. Also, the weeds need to be removed from front, side and rear yards. **Hearing Results:** ABATE – Weeds need to be removed from front, side and rear yards. OPEN – No approved application on file for the fence or patio on your property - . If corrective action is not taken with 90 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8868 Yellow Hammer Drive – Violation: Remove weeds from front, back and side yards and front flower beds. The front back and side yards need to be re-seeded to establish new turf. Also, the trash needs to be removed from front yard. **Hearing Results:** . If corrective action is not taken with 15 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8868 Yellow Hammer Drive – Violation: Trash toter in view on a non-collection day. Please store out of view on non-collection days. **Hearing Results:** . If corrective action is not taken with 15 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8875 Yellow Hammer Drive – Violation: Tree in front yard is broken. Remove and replant a similar tree at least 2" in caliper. **Hearing Results:** . If corrective action is not taken with 30 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

8875 Yellow Hammer Drive – Violation: Remove the weeds from front, side and back yards or apply weed control. The front, side and back lawns need to be re-seeded to establish new turf. **Hearing Results:** . If corrective action is not taken with 30 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

9000 Woodpecker Court – Violation: Replace the dead tree on property and replace with a similar tree. If corrective action is not taken with 30 days from today, the Board will assess a charge of \$10 per day until the violation is corrected, up to the maximum allowed by law. If the violation is not corrected within 30 days from today, our legal counsel shall file for injunctive relief for the violation, and for fees and charges, from the court. In addition, the Board exercises the right of the Association to suspend the owner's voting privileges and the right to use of the recreation facilities and common area parking.

Jeff Rose MOVED to confirm the decisions of the above hearings. Jason Rittenhouse SECONDED the motion which PASSED unanimously.

BOARD REPORTS

The Board received the Delinquency Status Report.

RECOMMENDATION OF BAD DEBT WRITE OFF

Jason Rittenhouse MOVED to create an "uncollectible debt" expense line item and move the amount recommended as write off by the attorney into this line item and continue to attempt to collect. Jeff Rose SECONDED the motion which PASSED unanimously.

NEW BUSINESS

No new business was introduced.

ADJOURNMENT

The Board moved by acclamation to adjourn the meeting at 8:15 p.m.