



*Old Mill Community Council Inc.  
White Oaks Elementary School, Burke, VA  
Minutes of the Monthly Meeting*

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**Date of Meeting:** 3 April 2013  
**Date of Minutes:** 4 April 2013  
**Minutes Prepared by:** Karen Smith, Secretary

**Attendees:**

Brian Pascucci, Vice President	Sajid Farooqi, At Large
Karen Smith, Secretary	Michelle Arslan, Resident
Mike Roche, Treasurer	Mary Parker, Resident
Andrew Guillen, At Large	Eileen Longstreet, Resident

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**Meeting Minutes**

**Welcome and Remarks:** Mr. Brian Pascucci, Vice President opened the meeting at 7:35 pm.

**President's Report:** Waived.

**Officer Reports:**

- Vice President's Comments** – Mr. Brian Pascucci reported that Michael LaPrade of Legum & Norman would like to meet with the Board to walk the property and discuss any issues with the transition and community.
- Secretary's Report** – Ms. Karen Smith delivered the Secretary's report. The minutes of the February 2013 meeting were drafted by Mr. Pascucci and have not been approved. Mr. Pascucci will send the minutes to Ms. Smith to finalize. To review the subsequent minutes, Mr. Pascucci appointed Mr. Mike Roche, Mr. Andrew Guillen, and himself. One resident was concerned that not all individuals present at a meeting were sent the minutes to review and approved. It was determined that the Board was following correct protocol in regards to this.
- Treasurer's Report** – Mr. Roche distributed report from Legum & Norman. All bills are being paid by L&N. The amount of delinquent accounts is high due to the inclusion of all dues owed, irrespective of whether they are past 30 days.

**Committee Reports:****1. Website – Mr. Brian Pascucci**

Mr. Pascucci is working on filling out the questionnaire for the new website, to be hosted by Legum & Norman.

**2. Streets and Sidewalks – Ms. Cathy Moore**

Report was submitted via email in absentia. Bids for concrete work and pothole repair were solicited in early November. At the December HOA meeting, the Board and Streets and Sidewalks Committee agreed that we also wanted bids for striping (painting of parking spaces and fire lanes). By mid-December, we were still going back and forth with a vendor, TDS, to rectify unit pricing issues for concrete. TDS also requested a community map to determine fire lane measurements. After many e-mails, it was determined that we do not have the necessary maps and needed to take our own measurements for the fire lanes. The measurements were done by two board members early January. Mid-January information was presented to the committee on 3 vendors that submitted bids for striping. At this point a committee member produced pricing from a fourth vendor (TCMS) that appeared to be worth soliciting because their pricing was comparable and they had a better warranty. The committee agreed to solicit a bid from TCMS. Also, in mid-January, the committee initially was split about pursuing the pot hole repair (cost \$1500). In late January the bid was solicited from TCMS. By mid-February, there was no response from TCMS (this after an e-mail and phone call). At the end of February the committee decided to pursue concrete repair, striping, and pothole repair on Buffie with TDS.

On March 13, I contacted Greg about helping to coordinate a contract with TDS. Greg said a standard construction contract document needs to be prepared by our attorney and he can then help with the technical specifications and inspection details. Attorney contact was requested of the President on March 17. As of April 2, I am still awaiting attorney contact.

**3. Trash – Mr. Sajid Farooqi**

Mr. Farooqi reported that flyers explaining the trash policy went out to all community residents. A warning letter has been drafted and reviewed by the Trash Committee and Board. Mr. Farooqi will email a final version to the OMCC account, to be forwarded by Ms. Smith to the attorneys for review and approval. Residents were concerned about the time it was taking to send out warning letters.

**4. Architecture Committee – Ms. Karen Smith**

Ms. Smith reported that inspections need to occur soon. She will be emailing the Board and interested residents to assign partners and street assignments.

**5. Landscaping – Mr. Andrew Guillen**

Mr. Guillen continues to work with Premium. He reviewed an area of Teakwood that was having trash blown into yards. Premium continues to update him on contract minimums not being met.

**6. Parking – Vacant**

**Old Business:** None

**New Business:**

1. **Landscaping.** Resident at 9430 Cloverdale reported a tree overhanging onto her property and hitting her home. She also requested that Premium add more mulch to the common area near her home. The resident of 9463 Cloverdale turned in a complaint form to Mr. Guillen regarding common areas that have twigs and tree debris, and well as dead branches.

2. **Parking.** Two emails had been received regarding parking and towing issues. The first was regarding use of the visitor's spot on Buffie Court. The violation policy was shared with the resident. The second was a resident needing clarification of towing policy with regards to illegally parked cars. He was instructed to call the towing company, and if that did not resolve the issue, to contact the Board.

3. **Signs.** Mr. Farooqi noted that the "Amherest" community signs that were removed have never been replaced. He will research new signs and bring information to an upcoming Board meeting.

**Resident Discussion:** Ms. Longstreet was concerned about individuals doing work on their homes (specifically resident putting pavers in on Buffie Court) without approval. It was agreed that residents need to be contacting the Board for approval, but the Board is not able to inspect the property continually for violations. If a resident sees a violation, they are encouraged to fill out a complaint for and submit it for review. Ms. Longstreet also volunteered to help in any capacity needed.

**The meeting was adjourned at 9:00 pm.**

**Next Meeting:** The next Board meeting is scheduled for May 1, 2013, at 7:30pm at White Oaks Elementary School.