



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

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**Date of Meeting:** 6 February 2014  
**Date of Minutes:** 19 February 2014  
**Minutes Prepared by:** Karen Smith, Secretary  
**Attendees:**

Andrew Guillen, Vice President  
Cathy Moore, Treasurer  
Karen Smith, Secretary  
Sajid Farooqi, At Large  
Eileen Longstreet, At Large

Mary Parker, At Large  
Michelle Neely, Resident  
Andrew Stone, Legum Norman  
Sherry Rickard, Legum Norman

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**Meeting Minutes**

**Welcome and Remarks:** Mr. Andrew Guillen, Vice President, opened the meeting at 7:30 pm.

**President's Report:** Waived

**Officer Reports:**

1. **Vice President's Report** – Will be working with the President to develop procedures to maintain Board duties if officers are unavailable.
2. **Secretary's Report** – Minutes from January 2013 meeting were approved and submitted. To review the subsequent minutes, Mr. Guillen appointed Ms. Parker, Ms. Moore, and Mr. Farooqi.
3. **Treasurer's Report** – no report

**Presentation by Legum Norman:**

Ms. Rickard reviewed the process required to obtain documents for resale or refinance. The Board was instructed on how to handle such requests for information. All requests for said information should be made through the Legum Norman portal.

Mr. Andrew Stone is our new account representative. It was determined that:

- all correspondence between the OMCC Board of Directors and Legum Norman should go through Ms. Karen Smith.
- all email correspondence should be copied to the Old Mill hotmail account.
- monthly minutes will be sent to Mr. Stone each month for inclusion in the Disclosure documents.

- Mr. Stone will provide the Board with a copy of the current Disclosure packet, in full, including the Master Questionnaire for Board review and approval.

- Legum Norman is capable of, at no additional cost to the community, conducting home inspections prior to sale, as required by Virginia law. The Board will be utilizing this service after providing documentation of architectural requirements.

- Old Mill is charged a \$25 fee each time a direct deposit account is set up. It was determined this was an acceptable fee to ensure prompt and easy payment from home owners.

Additionally, Legum Norman strongly suggests having an attorney review the Disclosure packet every five years, as well as having our yearly budget and financial statements audited.

### **Committee Reports:**

#### **1. Streets and Sidewalks – Ms. Cathy Moore**

TDS did not receive payment for services rendered. The President was contacted via email three times and text once as follow up, but there has been no response. It was decided to stop payment on the check and issue a new one.

PSI is being contracted to conduct striping. They anticipate setting up a schedule in early March, with work to be done in late March/early April, weather dependent.

#### **2. Architecture Committee – Ms. Karen Smith**

After review by the Council's attorneys, it was recommended that residents not be allowed to install walkways on community property. The Board may choose to explore the option of walkway installation throughout the community at a later time.

#### **3. Landscaping – Mr. Andrew Guillen**

Premium was notified to drop extra salt and sand on problem areas in the community, including the Buffie Court hill, Teakwood turn, and Meadow Grove Court, when snow/ice are present or forecasted. Trees were removed in December, including one that was falling into Torrance Street, however the stump was left in place.

Ms. Moore moved that the Landscaping committee should not replace a fence when or if it breaks if it is deemed cosmetic. Ms. Smith seconded. Ms. Longstreet offered a friendly amendment that the broken fence will be removed. Ms. Moore approved of the friendly amendment. The motion passed with six yes votes (Farooqi, Guillen, Longstreet, Moore, Parker, Smith).

#### **4. Website – Ms. Mary Parker**

A template for the newsletter is being developed.

#### **5. Social – Ms. Mary Parker**

No report.

**6. Trash – Ms. Eileen Longstreet**

Many residents continue to violate the trash policy. The Health Department will now be contacted when a situation warrants such intervention. It was suggested by Ms. Parker that boxes should be allowed to be built in front of homes to store trash. The Trash and Architecture Committees will need to address this option.

**7. Parking – Mr. Sajid Farooqi**

As noted by Streets and Sidewalks, there are still concerns regarding the lack of painted numbers on the curb. A car on Buffie Court is currently on lifts and should be notified.

**8. Declarations/Amendments - Ms. Eileen Longstreet**

No report.

**Old Business:** none

**New Business:** none

**Resident Discussion:**

**Michelle Neely:** (1) A “No Parking” sign on the top of Buffie Court is down. (2) Requested an update on the Buffie Court landscaping issue, including a copy of the report from Brian at CAE. (3) Limbs are hanging behind her property.

**The meeting was adjourned and the Board then moved into Executive Session**

Mr. Guillen moved to contact Legum Norman to immediately begin sending late notices for accounts 15 days overdue. Mr. Farooqi seconded. The motion passed with six yes votes (Farooqi, Guillen, Longstreet, Moore, Parker, Smith).

**The meeting was adjourned at 9:35 pm. Next Meeting:** The next Board meeting is scheduled for March 6, 2014, at 7:30pm at White Oaks Elementary School.