**MINUTES**

**Old Mill Community Council**

**Board Meeting**

**July 2, 2015**

A Meeting of the Board of Directors of Old Mill Community Council (OMCC) was called to order on Thursday, July 2, 2015 at 7:45 PM by Vice President Sajid Farooqi. The meeting was held in the Community Room of the West Springfield Government Office, 6140 Rolling Rd, Springfield, VA. Board members present were Sajid Farooqi, Eileen Longstreet, Michelle Neely, Mary Parker, Mike Roche, Heather Ruffner, and Maureen Thompson. Residents Lucille Lamb and Angela Tibbs were also in attendance.

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| **Motions** | | | **Made By:** | **Second By:** | **Approved** | **Rejected/**  **Table** |
| 1. To form a committee to review the Legum & Norman contract, develop an RFP, and provide to RFP to potential management company vendors. | | | Ms. Longstreet | Mr. Farooqi | Unanimous |  |
| 2. For future inspections, that the Architecture Committee have the authority to grant extensions without full Board approval, and report back the summary. | | | Ms. Longstreet | Ms. Ruffner | Passed 4/1 with 1 abstention |  |
| 3. To adjourn at 10:25PM. | | | XXX | XXX | Unanimous |  |
| **Subject** | **Description** | **Responsible Party** | **Action/Remarks** | | | **Status** |
| President’s Report | Update on Vetting New Management Companies | Mary Parker | Ms. Parker had contacted several management companies to research services and pricing, should OMCC change from Legum & Norman. Based on the two responses she received to date, the cost would range from $1600-$2000 per month for full service management. She was awaiting a response for other companies. | | | Still working |
| Treasurer’s Report  Treasurer’s Report | Review of  May Financials  Legum Norman Contract  Reserve Study  2014 Audit  Management Company RFP | Eileen Longstreet  Eileen Longstreet | Ms. Longstreet provided an overview of the May Financial Statements. She noted that only $500 of the $6000 budget allocated for legal fees was used. A $3000 fee reduction had been negotiated in the new trash collection contract. Collection fees were under budget by $5000. There was $4500 left in the tree budget. She pointed out that the Wells Fargo Statement should agree with the financial statement but it never does. She was looking into the discrepancy; citing that it may be a minor lag in posting.  The contract auto-renewed in July for another year. Ms. Longstreet had a meeting with Legum Norman (L&N) to discuss account management concerns. If OMCC continues to be dissatisfied with the service, they agreed to a discussion regarding cancellation/early termination. OMCC will receive a new account manager to replace Andrew Stone. Other items covered at the L&N meeting was the outline of “other” fees listed, and OMCC’s concern about the change to the delinquent account format on the financial statements. Ms. Neely questioned why the Board was not made aware of the notice of termination timeframe (60 days) prior to the auto-renewal. She polled residents on their opinion of L&N; the results were that most people were unhappy with the company.  Ms. Longstreet will order the reserve study, which is due every five years.  The 2014 audit has yet to be done. The goal is to have it complete in the near future.  A motion was made, and unanimously passed, to form a committee to review the current management contract, and develop an RFP to provide to potential vendors. Ms. Parker will chair the committee. Ms. Longstreet and Mr. Tibbs agreed to participate on the committee | | | No action  Awaiting information on new account manager  Pending completion  Pending completion  Updates pending |
| Committee Reports  Committee Reports  Committee Reports | Architecture Committee  Architecture Committee  Landscaping Committee  Parking Committee  Social Committee  Social Committee  Streets & Sidewalks Committee  Trash Committee  Website Committee | Maureen Thompson  Maureen Thompson  Eileen Longstreet  Shelly Neely  Mary Parker  Mary Parker  Heather Ruffner  Eileen Longstreet  Mary Parker | Ms. Thompson advised that re-inspections had not been complete, but were scheduled to be done. As OMCC cannot assess fines for architectural deficiencies, she requested that a decision be made on how to proceed with regard to the language used in the follow up letters sent to noncompliant homes. Ms. Parker suggested adding verbiage to the next letter stating that a “record is maintained and included in all resale packages.” It was discussed, and then decided to hold architectural hearings during the September meeting. Additionally, all follow up letters will NOT be sent via registered mail.  Premium Landscaping provided a list of trees they felt needed to be removed, as well as their suggestion for the area/row behind 6301 Buffie Ct. They proposed cutting the tree canopy back, add webbing to the ground, and extending resident downspouts. The board decided to have Ms. Longstreet get bids from both Premium and Strictly Stumps to reduce the canopy and lay the webbing behind 6300-6323 Buffie Ct. Resident Angela Tibbs voiced her concerns about Premium’s quality of work. She stated that they don’t regularly mow and pick up sticks/branches on the hill behind her residence on Teakwood. She noted that this was a service they used to perform. Ms. Longstreet requested that Ms. Tibbs submit a complaint via email to the Old Mill email account in order to document her concerns. Ms. Tibbs also questioned the Board about the common area near the front of her home, which had become overrun with weeds. She questioned whether this was something Premium would take care of. The Board advised her that residents may beautify the area themselves.  No parking concerns at this time.  Ms. Parker was working to revamp the newsletter, noting it was not cost effective to print it. Newsletters will be posted on the website and sent via email. She stressed the importance for obtaining homeowner’s correct email, and maintaining an up to date contact file. With regard to content for the newsletter, her ideas included interviewing homeowners with well landscaped home, for ideas and suggestions they could share with other residents. OMCC could also request to have speakers from Home Depot or Lowes hold “seminars” for the community.  Ms. Ruffner provided the Board with two bids to repair the path from the community to White Oaks ES. Her suggestion was to move forward with the company that would replace the deteriorating metal culverts with high density plastic culverts. Ms. Neely stated that after speaking with other companies on her own, and speaking with a resident knowledgeable about this type of project, replacing the culverts was not enough to fix the problem. After considerable discussion, Ms. Ruffner resigned from the Streets & Sidewalks Committee. Ms. Neely will now be responsible for the pathway project. New proposals will be required prior to the next meeting.  Fairfax County advised OMCC of a regulation change mandating that residents not put trash out prior to 8PM the night before collection. Ms. Longstreet acknowledged that no resident wanted to turn in their neighbor for putting out trash early. She suggested that a note be sent “from your neighbor” to the offender.  Ms. Parker updated the officer information on the website. The minutes will also be uploaded. | | | Re-inspections to be completed.  Notices to be sent regarding delinquent corrections.  Awaiting bids for landscaping services  No action  Ongoing effort for newsletter  New bids will be obtained for repairing the pathway to the school  No action  No action |
| Old Business  Old Business | Board Training  Board Training  Legum & Norman Contract  Corner Beautification  Pathway to School Repair | OMCC Board  OMCC Board | Ms. Longstreet sent a standard No Conflict of Interest Notice to each board member, and requested that they sign it. The members will bring the completed notices to the next meeting.  Ms. Parker suggested that Roberts Rules training be done at each monthly meeting, noting it would help the meetings to run smoother. Ms. Ruffner agreed to provide information at each meeting. Ms. Longstreet reminded the members that Rees Broom also provides free training.  Topic discussed during financial report.  Topic tabled indefinitely, no updates.  Ms. Neely to take over project management. | | | BOD members to return document  No action  Bids to be obtained |
| New Business  New Business | Reimbursements  Audit Report  Damaged Trees  Architecture Inspections Extensions  Resident Complaint |  | Mr. Farooqi noted that L&N was behind in reimbursing BOD members for out of pocket costs. Ms. Longstreet confirmed that all documents had been submitted to them for processing, and reimbursements should be issued at the next check run. Discussion ensued regarding L&N’s shortfalls. Members were reminded to submit concerns in writing, to serve as formal documentation.  Ms. Neely requested that all BOD members approve or disapprove the audit, and that it should not be only one member doing so. Ms. Longstreet will provide all members with a copy of the report.  Several residents have emailed the OMCC account about damaged trees near their property. Ms. Longstreet will have Strickly Stumps look at the noted trees for their opinion on the potential threat. She is responding the emails as they are forwarded to her.  Ten residents asked for extensions to rectify violations, all of which were granted. One resident requested that a violation be closed, also granted. A motion was made requesting that, in the future, the Architecture Committee have the authority to grant extensions without full BOD approval.  Ms. Neely advised the Board that a resident emailed the OMCC account asking that a BOD member contact him via telephone. Ms. Neely contacted him and he provided her with the details of a domestic dispute between him and a neighbor. There was nothing the board was required to do, he only wanted to apprise the Board of the situation. | | | No action  Report to be sent to all members  Continue to have landscaping concerns reviewed as it comes in  No action  No action |
| Executive Session |  | OMCC Board | Motion made to draft, and submit notice to the BOD members, giving them seven days to approve or disapprove. Non responses would be considered approvals. Responses would be considered for final revision. Motion passed unanimously. | | |  |

Respectfully Submitted,

Heather Ruffner

Secretary