

Old Mill Community Council

July 2013

No Board Meeting held

Old Mill Community Council

August 2013

No Board Meeting held



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

Date of Meeting: 4 September 2013
Date of Minutes: 11 September 2013
Minutes Prepared by: Karen Smith, Secretary
Attendees:

Maureen Thompson, President
Karen Smith, Secretary
Mike Roche, Treasurer
Cathy Moore, At Large

Sajid Farooqi, At Large
Michelle Neely, Resident
Lucille Lamb, Resident

Meeting Minutes

Welcome and Remarks: Ms. Maureen Thompson, President opened the meeting at 7:35 pm.

President's Report: At the August meeting, quorum was achieved, thus Ms. Thompson and Ms. Smith heard resident concerns.

Officer Reports:

1. **Vice President's Report** – vacant, waived
2. **Secretary's Report** – To review the subsequent minutes, Ms. Thompson appointed Ms. Moore, Mr. Farooqi and herself.
3. **Treasurer's Report** – Accounts are all in order.

Committee Reports:

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

Work will begin by mid to late September. The sidewalks have been assessed for any new areas that needed to be added after the summer. Striping will be done following the concrete work. Emails will be sent to residents, as well as notices in doors and on mailboxes explaining procedures for moving cars.

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

Reinspections have been completed, approximately 40 homes still have violations. Letters will be sent to residents notifying them that their voting rights will be revoked following hearings to take place at the next general Board meeting. It was noted that there is an unauthorized pathway at 6356 Teakwood. A notice will be sent to the owners that they have 30 days to return the land to the original state or the Board will pay to have the work done and pass the cost to the owners.

3. Website Committee – Ms. Thompson

The website will be updated with information regarding upcoming meetings. A notice will also be placed regarding new community signs.

4. Landscaping – Mr. Andrew Guillen (not present)

Mr. Guillen continues to get bids for sign installation. He is addressing resident concerns when emailed.

5. Trash – Mr. Sajid Farooqi

No report.

Old Business: none

New Business:

Monthly board meetings will now be held on the first Thursday of the month at 7:30 pm. Mr. Roche will secure space at White Oaks Elementary.

The Annual Meeting will be October 10 at 7:30pm. Ms. Smith and Ms. Thompson will work to mail the call and proxy.

Ms. Karen Smith moved to increase the dues within the 3% allowed by the bylaws, seconded by Ms. Moore. The motion passed with 5 yes votes.

Ms. Karen Smith moved to remove Mac Holt as a board member, seconded by Ms. Moore. Mr. Holt had verbally resigned from the Board, but had not done so in writing. The motion passed with 5 yes votes.

A nominating committee of Ms. Thompson, Mr. Farooqi, and Ms. Smith was formed to solicit nominees for the Board of Directors, to be voted on at the Annual Meeting.

Resident Discussion: Ms. Neely requested the Annual meeting date be changed.

The meeting was adjourned at 8:15 pm.

Next Meeting: The next Board meeting is scheduled for October 3, 2013, at 7:30pm at White Oaks Elementary School.



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

Date of Meeting: 3 October 2013
Date of Minutes: 7 October 2013
Minutes Prepared by: Karen Smith, Secretary
Attendees:

Maureen Thompson, President
Karen Smith, Secretary
Cathy Moore, At Large
Andrew Guillen, At Large
Michelle Neely, Resident
Lucille Lamb, Resident
Hector Jimenez, Resident

Christine Cheung, Resident
Akbar Karbasi, Resident
Tai Nguyen, Resident
Angela Tibbs, Resident
Rachel George, Resident
Eileen Longstreet, Resident

Meeting Minutes

Welcome and Remarks: Ms. Maureen Thompson, President opened the meeting at 7:15 pm. The Board moved into Executive Session to hold architectural hearings. Following the hearing, the meeting was reopened at 7:40 pm.

President's Report: Waived

Officer Reports:

1. **Vice President's Report** – vacant, waived
2. **Secretary's Report** – To review the subsequent minutes, Ms. Thompson appointed Ms. Moore, Mr. Guillen and herself.
3. **Treasurer's Report** – waived.

Committee Reports:

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

Sidewalks are scheduled to be finished October 4. Asphalt patching is to follow, as well as striping. The water company will be contacted regarding a section of Cherry Oak of concern. Residents and the Board are pleased with the work done by the contractor to date.

2. Architecture Committee – Ms. Karen Smith

Letters sent to approximately 40 residents with active violations following the re-inspections. Following the results of the evenings hearings and Board's subsequent decisions, letters will be sent to the residents who appeared in person or wrote in regarding their violations. Legum Norman will be sent a list of properties that still have violations and are unable to vote at the annual meeting.

3. Landscaping – Mr. Andrew Guillen

Bush clearing and weeding will be done in the Fall in order to remain within the contract's schedule and save money. Strictly Stumps is preparing an estimate on tree removal in the community, as a large scale tree clean-up is needed. Other tree bids are also being procured. Mr. Guillen is working to get more bids on signs for the community. There is currently no one on the landscape committee.

Old Business:

1. Status of Accounts – Ms. Thompson

Currently 13 properties are in collections, 8 have been there since 2011 and 5 were opened in May 2013. Nine more properties will be voted on in Executive Session. Legum Norman will be running check in at the annual meeting and monitoring which residents may or may not vote due to account status.

2. Website Committee – Ms. Thompson

Ms. Thompson will send Ms. Smith the sections that need to be written for the website. Ms. Smith will provide first drafts to Mr. Guillen. A new website will be launched through Legum Norman once copy is available.

New Business: none

Resident Discussion: Ms. Neely requested the Annual meeting date be changed.

Rachel George would like to ensure that once Premium has cleared the brush on Teakwood that it is maintained. Mr. Guillen assured her it would be done in the fall and spring as noted in the contract.

Angela Tibbs is concerned regarding leaves being blown into the trees and coming right back into yards. She was encouraged to email if she sees this happening. She also noted that Premium mows the hill on Teakwood in the rain, destroying the grass.

Michelle Neely asserts that new concrete stairs on Buffie Court done with the sidewalk work are not within Architectural guidelines, but declined to give specific addresses. Trash on Buffie Courts continues to be a problem. Regarding the landscaping and potential erosion concerns behind Buffie Court, Ms. Smith met with Brian of CAE to review the issue. Brian is putting together a report of his findings and short and long term suggestions for maintenance.

Eileen Longstreet continues to have trash concerns. She would like to see the trash picked up earlier, and all bags to be taken, including small grocery bags. The Board agreed and encouraged residents to call the trash company. Ms. Longstreet also requested the fence by her home between Cloverdale and Box Oak be removed, as the slats continue to break. The Board agreed and voted to remove the fence.

The meeting was adjourned at 9:00 pm. The Board then moved into Executive Session.

Next Meeting: The next Board meeting is scheduled for immediately following the Annual Meeting on October 10, 2013, at 7:30pm at White Oaks Elementary School.

Old Mill Community Council

November 2013

No Board Meeting held



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

Date of Meeting: 5 December 2013
Date of Minutes: 16 December 2013
Minutes Prepared by: Karen Smith, Secretary
Attendees:

Maureen Thompson, President	Mary Parker, At Large
Andrew Guillen, Vice President	Mike Roche, At Large
Cathy Moore, Treasurer	Michelle Neely, Resident
Karen Smith, Secretary	Lucille Lamb, Resident
Eileen Longstreet, At Large	

Meeting Minutes

Welcome and Remarks: Ms. Maureen Thompson, President opened the meeting at 7:35 pm.

President's Report: Waived

Officer Reports:

1. **Vice President's Report** – waived
2. **Secretary's Report** – Minutes from November 2013 meeting were approved and submitted. To review the subsequent minutes, Ms. Thompson appointed Ms. Parker, Ms. Moore, and herself. It was noted that residents can be appointed to review minutes, not just Board members.
3. **Treasurer's Report** – waived. Mr. Roche noted that the Wells Fargo account will be changed to use the Old Mill email account rather than his personal email account.

Committee Reports:

1. Architecture Committee – Ms. Karen Smith

No residents have contacted the committee to inform them that outstanding violations have been addressed. There are numerous homes that will be discussed in Executive Session.

2. Landscaping – Mr. Andrew Guillen

Premium will be providing sanding and ice melt for \$8.50 per pound. The first hour of tractor for snow removal will be provided for free. Strictly Stumps completed tree work in the community. It was noted that homes that have installed pavers are interfering with the ability of Premium to provide landscape services. A home on Cherry Oak was concerned about leaves being picked up behind their row of homes, Mr. Guillen worked with Premium to ensure that the leaves were taken care of by Premium.

3. Parking – Mr. Sajid Farooqi (absent)

It was noted that there is still an issue with how to have cars towed if the paint is not legible or on the curb. Ms. Smith will ask Mr. Farooqi how residents should deal with this.

4. Streets and Sidewalks – Ms. Cathy Moore

Ms. Moore has received a complete bid for striping from PSI. She will be contacting Brothers and Star for more information for their bids. Work will be conducted based on bids received and weather permitting. Ms. Smith moved to allow the Streets and Sidewalks committee to spend \$10,000 on striping. Mr. Guillen seconded. Ms. Moore offered a friendly amendment to raise the amount to \$11,000. Ms. Smith approved of the friendly amendment. The motion passed with six yes votes (Guillen, Moore, Parker, Roche, Smith, Thompson) and one no vote (Longstreet).

5. Trash – Ms. Eileen Longstreet

Letters were hand delivered to all residents with violations. Many of the violations involved issues in the rear of homes. The concerns of 9518 Cherry Oak were addressed. Ms. Thompson will check with the attorneys to see if letters can be sent to residents in collections. It was also noted that letters should be signed from the Trash Committee, without any personal names. This should be done with any correspondence sent from any committee.

6. Website – Ms. Mary Parker

Ms. Smith will upload a previously created FAQ document to Dropbox.

7. Declarations – Ms. Eileen Longstreet

Researching the votes needed to change the Declarations is being done.

8. Social – Ms. Mary Parker

No report.

Old Business: none

New Business:

Architecture – Ms. Karen Smith

There are homes that are installing unauthorized pavers and walkways onto community property. Not only is this against Architectural Guidelines, but it makes it difficult for the landscaping crew to complete their work. Residents are welcome to file complaints against neighbors with such walks, and the committee will investigate said claims. The committee will also look to review the issue as to whether guidelines should be established for installation of pavers in the rear of homes that are difficult to access. Language will be added to the website reminding residents that such walkways require prior approval.

Community Signs – Ms. Eileen Longstreet

Ms. Longstreet suggested purchasing moveable signs that could be placed around the community regarding changes in trash pickup, meeting notices, and other community information. It was suggested that the option of having space to post announcements be reviewed when new community signs are re-examined in the spring.

Resident Discussion:

Michelle Neely: Requested an update on the Buffie Court landscaping issue, of which the Board is waiting for the report from Brian (it has been requested multiple times).

Ms. Neely is concerned about how to have cars towed from unauthorized spaces that are not currently painted. Ms. Smith will email Mr. Farooqi to try and secure an answer and follow-up with Ms. Neely.

There is a sign that has been knocked down on Buffie Court by the mailboxes. Mr. Roche will review the situation.

It was asked if the Board had a digital camera in its possession. It does not.

Eileen Longstreet: There is a broken sign on Box Oak. Mr. Guillen will collect the sign and have it re-installed.

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

Next Meeting: The next Board meeting is scheduled for January 9, 2014, at 7:30pm at White Oaks Elementary School. This is moved one week to accommodate the holiday schedule of the school facility.