



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

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**Date of Meeting:** 6 March 2014  
**Date of Minutes:** 15 March 2014  
**Minutes Prepared by:** Karen Smith, Secretary  
**Attendees:**

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

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**Meeting Minutes**

**Welcome and Remarks:** Ms. Maureen Thompson, President, opened the meeting at 7:30 pm.

**President's Report:** The community has not yet received a bill for snow removal. The Board continues to follow legislation that is moving forward in the State Assembly that would allow HOAs to fine. The President then turn leadership of the meeting to Mr. Andrew Guillen, Vice President.

**Officer Reports:**

1. **Vice President's Report** – The broken light between Teakwood and Buffie needs to be addressed, but it is unclear under which committee jurisdiction falls. It was determined that the Landscaping committee is responsible and will solicit bids.
2. **Secretary's Report** – Minutes from February 2013 meeting were approved and submitted. To review the subsequent minutes, Mr. Guillen appointed Ms. Parker, Mr. Roche, and Mr. Silliman.
3. **Treasurer's Report** –
  - a. Legum Norman has asked that we split the charges from their staff attending our annual meeting without our prior approval of said charges. The Board rejected that proposal, and Ms. Smith will inform Mr. Stone that OMCC will not pay any amount.
  - b. Mr. Roche has multiple years of invoices and financial documents in hard copy. He will bring them to the next meeting for the Board's review. Discussion took place as to how the documents should be archived, and perhaps scans prior to being provided to Legum Norman.

- c. A resident has requested numerous documents from Legum Norman, which the Board has been notified will result in some charges for administrative fees. It was discussed as to whether such fees should be the responsibility of the requestor, or the Board. No decision was reached.
- d. Proposals for annual audits have been secured from Goldberg and Ahlberg. Ms. Moore will ask each firm to provide details regarding the percentage of each's work that is non-profit.

**Committee Reports:**

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

Ms. Smith met with a representative of Legum Norman on site to review how the committee conducts inspections for resales. Legum Norman will now be handling such inspections.

It was discovered that the Colonial Williamsburg paint is now being produced and sold by Benjamin Moore. This will require a change to the website and Architecture Guidelines. Ms. Longstreet moved that the website be changed to state that what is generally understood in the marketplace to be currently known as Colonial Williamsburg approved colors, regardless of manufacturer, be approved. Ms. Smith seconded. The motion passed with 7 yes votes (Farooqi, Guillen, Longstreet, Moore, Parker, Roche, Smith). Mr. Guillen moved for the Board to approve paying \$15 for the new color wheel of the Colonial Williamsburg palate. Mr. Roche seconded. The motion passed with 7 yes votes (Farooqi, Guillen, Longstreet, Moore, Parker, Roche, Smith).

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

A bill was passed in the State Assembly to allow HOAs to fine, which is now in Senate Committee. Ms. Longstreet continues to follow its progress and has contacted various Representatives' offices in regard to the issue.

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

Mr. Guillen met with Premium in regard to snow removal. Premium will work on not plowing so close to cars, widening lanes on Buffie, and procuring flags or cones to mark fire hydrants and mailboxes.

Some residents were displeased with the results of snow removal. Concerns included a lack of clearing snow away from cars and off the streets. It was determined that Premium will be reminded of such requests, but given the infrequency of snow in the Community such inconveniences are anticipated.

The Committee will also procure bids for repair of the light between Buffie and Teakwood.

**4. Parking – Mr. Sajid Farooqi**

Three cars in the past month have been ticketed and towed. Cars are being given 48 notice before being towed for any violation, including expired tags or in visitor's spots. It was discussed that the By-Laws allow for only 24 hours' notice, which the Board would like followed. In addition, the tow company should give the 24 hours' notice and provide the Board with documentation of said notice.

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

TDS has been paid.

**6. Trash – Ms. Eileen Longstreet**

Recycling was not picked up due to snow removal, causing debris to be left out for an extended period of time. It was anticipated all would be collected the following week. The Health Inspector has been called to various homes that are in violation of trash policy for the community and county.

**7. Website – Ms. Mary Parker**

Working with Demosphere to update the site. Mr. Guillen and Ms. Parker will work to get the new site online.

**Old Business:**

Andrew Stone of Legum Norman sent out copies of the Disclosure packet the Board for review. No Board members had edits or concerns.

**New Business:**

Andrew Stone of Legum Norman was contacted because of difficulty a new owner was having getting financial documents updated. Mr. Stone was able to resolve the issue, however the Board believes it should have been addressed earlier and not required the homeowner to have to become so involved. Ms. Smith will address the issue with Mr. Stone.

**Resident Discussion:**

**Michelle Neely:** Asked where old proxies votes are kept. The Board reported that they are destroyed after the annual meeting. It was noted that all proxies should be sent to the PO Box, not delivered to a Board members home, particularly if the member is up for re-election.

Requested monthly financial statements. Ms. Moore will be asked to provide these at the beginning of each meeting. Ms. Parker noted the Board can also find said information on the Legum Norman website.

**Eileen Longstreet:** Has requested a variety of documentation from Andrew Stone and feels the information is being kept from her. It was discussed that the issue was payment for such services as the administrative time will be charged. Ms. Longstreet will review our contract with Legum Norman to see what services are covered and if any fees should be levied for said request.

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

Mr. Guillen believes that the community needs a tree policy to address when trees fall on private property and assist homeowners in resulting issues.

**The meeting was adjourned at 9:45 pm. Next Meeting:** The next Board meeting is scheduled for April 3, 2014, at 7:30pm at White Oaks Elementary School.