



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

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**Date of Meeting:** 28 October 2014  
**Date of Minutes:** 7 November 2014  
**Minutes Prepared by:** Karen Smith, Secretary  
**Attendees:**

Maureen Thompson, President  
Karen Smith, Secretary  
Eileen Longstreet, Treasurer  
Sajid Farooqi, At Large  
Cathy Moore, At Large

Mary Parker, At Large  
Mike Roche, At Large

MANAGEMENT COMPANY:  
Andrew Stone, Legum Norman

**Residents:**

Heather Ruffner  
Lucille Lamb  
Norieja E. James  
Matt Smith  
Jeffrey F. Lin

Michelle Neely  
Greg Eklund  
Aleece Dahl  
Michael Rodriguez  
Robert Cushing

Rachel George  
Fasika Metafria  
Gloria Vivicochea  
Bentsu Ro  
Adam White

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**Meeting Minutes**

**Welcome and Remarks:** Ms. Maureen Thompson opened the meeting at 7:05 pm.

Matt Smith moved to accept the agenda as written, seconded by Heather Ruffner. The motion passed with voice acclamation, 1 nay.

**President's Report:**

Landscaping/Snow – The committee was very active this year removing dead trees and trimming trees from the common property and away from the houses. Despite the amount of snow experienced, only \$7,000 in bills was incurred.

Streets and Sidewalks – Despite many obstacles, all the fire lanes and parking spaces have been newly painted.

Website – A new website has been set up in the last few weeks. It looks great and is a great source of information. As we are moving into the winter months, use this site as a tool to gather updates on plowing and potential trash pick-up announcements.

All committees meet on a regular basis and are open for new members. An updated list of committees will be posted on the website soon.

Resident attendees were requested to provide their email address at the check-in table to receive community updates. By signing next to each address the resident agrees to authorize the Board to communicate with the resident via e-mail for official business.

To serve as tellers to count votes, Lucille Lamb, Mary Parker, and Greg Eklund were appointed.

To approve meeting minutes, Eileen Longstreet, Cathy Moore, and Heather Ruffner were appointed.

**Legum and Norman Presentation:** Review of year end financials. We are ending the year with a \$10,000 deficit. All accounts and expenses are in order and appropriate for our community. Any resident may access current community financials via the Legum Norman website by setting up an account using their account number from their coupon book.

**Old Business:**

The Streets and Sidewalks Committee has finished the task of painting fire lanes and parking spots.

**New Business:**

**Nominating Committee – Maureen Thompson, Chair**

The Nominating Committee was comprised of Mary Parker, Heather Ruffner, and Maureen Thompson. The following people were selected by the Committee to serve a three year term: Cathy Moore, Heather Ruffner, and Karen Smith. Michelle Neely nominated herself from the floor.

One proxy ballot gave voting powers to the Board of Directors. The Board voted to accept the recommendation of the Nominating Committee, with Ms. Longstreet voting against. The proxy was therefore cast for Moore, Ruffner, and Smith.

The Tellers reported that Cathy Moore, Heather Ruffner, and Karen Smith were elected to three year terms.

A one year position on the Board was open due to a previous Board member resigning. Michelle Neely nominated herself from the floor for the position. Matt Smith moved that she be voted in by voice acclamation, Heather Ruffner seconded. The motion passed. Michelle Neely was elected to serve a one year term by voice acclamation.

**Budget –**

Matt Smith moved to accept the Board approved 2014-2015 budget as presented, Lucille Lamb seconded. Ms. Longstreet explained that reserve funds are required by state law. Mr. Eklund was concerned about the cost of trash removal and suggested that trash be picked up only once a week. The Trash Committee will explore the option, and report on the price of such service at the next annual meeting. Ms. Longstreet reported that she

negotiated the trash contract to remain the same price and service for the next two years, followed by up to a 2% increase in the third year.

The budget passed with voice acclamation.

**Resident Discussion:**

**Eileen Longstreet:** Attempted to make a motion to amend the By-Laws. Matt Smith called a point of order that residents were not given the required 60 day notice for By-Law changes, nor had the procedure to amend the By-Laws been followed. Ms. Longstreet referred to her intent to have the Board formally agree to submit receipts to the management company or to her (as treasurer) and to sign Non-Conflict of Interest documents to protect the Board and assure the residents that there are no family or business ties between or with any of the vendors used by the Association and the members of the Board. She indicated that this is common practice and that the absence of such documents leaves the Board vulnerable.

Ms. Smith recommended that the Conflict of Interest forms and requirement for original receipts could be included in the Standing Rules. Ms. Longstreet refused and insisted it be included in the By-laws so as to have permanent effect on this and future Boards. There was no resolution to this matter.

**Adam White:** Expressed concerned that financial documents are being stored in the private home of a resident. It was agreed that all records in Ms. Longstreet's possession be given to Legum Norman for storage. Ms. Thompson asked Legum Norman whether they should be in electronic form: Andrew Stone agreed.

**Rachel George:** Expressed concerned about the row of 6325 Teakwood which has dead trees that need to be removed and has not been maintained. A copy of the Landscaping Contract will be provided to her.

**Gloria Vivicochea:** Indicated 6328 Buffie has a tree that is damaging her property with droppings. She described the tree as "half dead" and located on the side of her property.

**Fasika Metafria:** Expressed concerned about neighboring property on Meadow Grove Court with overgrown front shrubs and possible termites in the shared shed. While the Board is unable to address the two-sided shared shed, it is aware of issues with the front of the house but cannot discuss details regarding ownership or other matters due to privacy requirements.

**The meeting was adjourned at 8:30 pm.**