**OLD MILL COMMUNITY HOA**

**4 JUNE 15**

**White Oaks Elementary School Library**

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| **ATTENDANCE-Enclosure (1) attached  AGENDA-Enclosure (2) attached** | | | | | | | |
| **Item** | **POC** | **Next Review** | | **Completion Target Date** | | **Outcome / Status** | |
|  |  |  | |  | | **Item: CALL TO ORDER *Time 7:34 pm*** | |
|  |  |  | |  | | **Item: ANNOUNCEMENTS**  Meeting minutes for 7 MAY 2015 endorsed with changes.    **Next meeting:** 2 JUL 2015 at 7:30 pm at the Supervisor’s Office, Springfield Government Office (if available). Location change will be posted on website and sent to residents via email. | |
| **COMMITTEE REPORTS** | | | | | | | |
|  | President | 2JUL15 | |  | | **Item:** President’s Report  **Discussion:** Review of best practices from other HOAs. One HOA invited youth representative as a way to increase participation. | |
|  | OMCC Board | 2JUL15 | |  | | **Item:** Officer Report (Secretary)  **Discussion:**  Secretary position vacant. Vice President position vacant.  **Action/Recommendation:** Member-at-large Sajid Farooq accepted nomination as Vice President. Member-at-large Heather Ruffner accepted nomination as Secretary.  **Item:** Officer Report (Treasurer)  **Discussion:** Treasurer report deferred due to absence.  **Action/Recommendation:** No action. Financials will be presented at the next meeting. | |
|  | Architecture Committee | 2JUL15 | |  | | **Item:** Annual survey of property  **Discussion:** Architecture inspections completed; not all done by deadline or by 2 people. Inspections for Buffie Ct were only performed by 1 person; non-violations (such as sheds and satellite dishes) were edited from original reports. Assistance from Ms Neeley and Ms Ruffner appreciated! Re-inspections will be done by original auditors and address only violations cited in letter. Two people will reinspect the Buffie Ct violations.  **Action/Recommendation:** Reinspections will be done 16, 19, 22, 28 June. Letters will be sent out, but hearings will not be done until August due to requirement for 15 days following notification. Specific date for hearings will be established at July meeting.  **Item:** Procedure for requesting extension for violations.  **Action/Recommendation:** Submit request for extension in writing to HOA Board. Most requests for extensions granted.  **Item:** Complaint regarding clearing of twigs and branches.  **Action/Recommendation:** No resolution; still working. | |
|  | Landscaping, Common Area Maintenance, and Snow Removal Committee | 2JUL15 | |  | | **Item:** Tree near Cherry Oak and Meadow Grove has dead braches overhanging parking spot; resident would like tree pruned.  **Discussion**: Landscaping Committee member not present.  **Action/Recommendation:** Mr Farooq will look at tree and forwarded email to Ms Longstreet and OMCC for action.  **nItem:** Tree in Buffie Ct.  **Discussion:** Resident concerned about tree proximity to residence.  **Action/Recommendation:** Action tabled to next meeting. | |
|  | Parking Committee | 2JUL15 | |  | | **Item:** Dominion Towing  **Discussion:** 2 vehicles towed from Cherry Oak and 1 vehicle from Buffie Ct for fire lane violations. 1 vehicle towed after exceeding 48 hours in visitor parking during 30 day period. Vehicle still parked in visitor space (new month). | |
|  | Social Committee | 2JUL15 | |  | | **Item:** Welcome for new residents  **Discussion:** No official notification of new residents. Request for disclosure packet is closest notification (only good for home sales, not rentals).  **Action/Recommendation:** None. | |
|  | Standing Rules Committee | 2JUL15 | |  | | **Item:** Posting on website for committee members and Chair  **Discussion:**  **Action/Recommendation:** Review website to ensure standing rules document is posted. Some rules were adopted and some were sent back to committee for review and are located in the president’s notebook. **Update:** None. Action tabled. | |
|  | Streets & Sidewalks Committee | 2JUL15 | |  | | **Item:** Nothing to report.  **Discussion:** Bridge will be discussed in new business.  **Action/Recommendation:** Bridge will be discussed in new business. | |
|  | Trash Committee | 2JUL15 | |  | | **Item:** Nothing to report.  **Discussion:** Committee chair absent.  **Action/Recommendation:** None. | |
|  | Website Committee | 2JUL15 | |  | | **Item:** Website widgets being uploaded to enhance events notification and other functionality.  **Discussion:** None.  **Action/Recommendation:** Continue to upgrade website. | |
| **OLD BUSINESS** | | | | | | | |
| 0002-15-03 | OMCC Board | 2JUL15 | |  | | **Item:** OMCC HOA Board Training.  **Discussion:** Members agree this is a good idea; however, no date established.  **Action/Recommendation:** Discuss training at next meeting. Rees Broome offers regular free training for Board members. **Update:** Monthly education offered by Rees Broome will be forwarded to OMCC Board members. | |
| 0005-15-03 | OMCC Board | 2JUL15 | |  | | **Item:**  Legum-Norman contract  **Discussion:** Continuing to investigate other options.  **Action/Recommendation:** Will get telephone number and website from Mr Roche to discuss costs for full management for OMCC. | |
| 0004-15-02 | OMCC Board | 2JUL15 | |  | | **Item:** Disclosure to community regarding resignation of OMCC president.  **Discussion:** Board discussed in Executive Session.  **Action/Recommendation:**  Tabled for next meeting. | |
| **NEW BUSINESS** | | | | | | | |
| 0004-15-04 | Resident | 2JUL15 | |  | | **Item:** Sod on corner. Follow-up from resident request submitted last year regarding beautification.  **Discussion:** Pavers should be similar in appearance to pavers on other corners.  **Action/Recommendation:**  Still waiting for additional information on paver costs. | |
| 0001-15-05 | Streets and Sidewalks | 2JUL15 | |  | | **Item:** Bridge over creek leading to school between fence posts on either side (entry from Buffie Ct) failing.  **Discussion:** Culvert appears to be blocked.  **Action/Recommendation:** OMCC (Streets & Sidewalks) will evaluate blockage. (1) Plan to complete before school starts in fall. (2) Recommend completing project in toto vs piecemeal to decrease costs. (3) Mr Tavousi (resident) has resources for assisting board in collecting bids for this project. | |
| 0001-15-06 | Resident | 2JUL15 | |  | | **Item:** Resident requested publication of board names with motions and voting.  **Discussion:** Previous minutes did not consistently provide this information; resident stated this is important when voting in future board members.  **Action/Recommendation:** Discussed in Executive Session. | |
| Executive Session | OMCC Board | 4JUN15 | |  | | **Item:** Publication of board member voting. Motion to keep voting to numbers as currently done; exact voting may be obtained by contacting the secretary approved. | |
|  |  |  | |  | | **Item: ADJOURN -** Meeting adjourned at 2200*.* | |
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| PRESIDENT SIGNATURE / DATE | | |  | |  | |