



## GENERAL BOARD MEETING MINUTES AGENDA

January 7, 2016

**Location:** Terra Centre Elem. School, 6000 Burke Centre Pkwy., Burke VA

ATTENDANCE	POSITION	NAME	Term Ends
X	<b>PRESIDENT</b>	Mr. Sajid Farooqi	2019
X	<b>VICE PRESIDENT</b>	Mrs. Celia Farver	2017
	<b>SECRETARY</b>	Vacant	-
X	<b>TREASURER</b>	Mr. Alvin Dalmida Jr.	2017
X	<b>MEMBER-AT-LARGE/RECYCLING &amp; GARBAGE</b>	Mrs. Eileen Longstreet	2016
X	<b>MEMBER-AT-LARGE/Parking</b>	Ms. Michelle Neely	2016
	<b>MEMBER-AT-LARGE/ WEB MASTER</b>	Mr. Jovy Vidanes	2016
X	<b>MEMBER-AT-LARGE/ WEB MASTER</b>	Mr. Salih Tirpanci	2016
X	Home Owner(s) present	<b>Only 1</b>	
	<b>SOCIAL/CULTURAL &amp; PUBLIC RELATIONS</b>		
<b>Quorum:</b>	<b>Yes. 6 of 7 Members</b>		

1. The regular meeting of the Board of Directors (BOD) of the Old Mill Community Council was convened at 7:00PM January 7, 2016 by the President at Terra Centre Elem. School, 6000 Burke Centre Pkwy., Burke, Virginia.
2. Chair Welcome remarks: The presiding chair made opening remarks and in the absence of a Secretary, the Treasurer will record today's meeting. Mrs. Eileen Longstreet graciously volunteered to record meeting minutes during the months of February through April. The Board voted 5-0 to approve her as the temporary Secretary during this period of time. The next Monthly meeting is tentatively scheduled for February 4, 2016 at 7:00 pm at Rolling Road police station.

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3. Vice-President Report: The Vice President welcomed everyone and led a discussion regarding architectural and common area maintenance which was further discussed during the meeting.
  
4. Secretary's Report:
  - Approval of Minutes- Minutes from the Annual Meeting is not recorded on file.
  - Approval of Minutes: November 5, 2015.
  - Approval of minutes: December 3, 2015 with 1 Abstention.
  - Correspondence- No official correspondence was recorded.
  - Discussion: The Committee Chair reported on the following key points for home inspections results in the month of November:
  - Results: The BOD discussed end of terms in office and agreed to the following:
 

President	2019
Vice President	2017
Treasurer	2017
Secretary	Vacant
Members-at-Large	2016

5. Treasurers Report:  
 Treasurer Report/Membership Financial Reports as of January 3, 2016.

**Financial Statements as of January 3, 2016**

	Previous Balance	Current Balance	Variance
<b>Operating Funds: Union Bank</b>	\$ 103,216.65	\$ 100,671.54	\$ (2,545.11)
<b>Reserves: Wells Fargo</b>	\$ 113,392.83	\$ 113,392.83	\$ -
<b>Streets &amp; Sidewalks:</b>	\$ 51,256.98	\$ 52,890.31	\$ 1,633.33
<b>Total:</b>	<b>\$ 267,866.46</b>	<b>\$ 266,954.68</b>	<b>\$ 911.78</b>

**Check Disbursements:** \$ 18,834.15      \$ 11,261.38      (\$7572.77)

			Current	Previous	Variance
<b>Delinquent Accounts as of:</b>					
<b>30-Day Delinquent Accounts</b>	1	\$	244.00	\$ 648.17	\$ (404.17)
<b>60-Day Delinquent Accounts</b>	0	\$	-	\$ 523.00	\$ (523.00)
<b>90-Day Delinquent Accounts</b>	98	\$	25,728.73	\$ -	\$ 25,728.73
<b>Over 90 Days Delinquent</b>	14	\$	19,147.33	\$ 20,083.03	\$ (935.70)
<b>Total:</b>	<b>113</b>	<b>\$</b>	<b>45,120.06</b>	<b>\$ 21,254.20</b>	<b>\$ 23,865.86</b>

Note: L&N could not order coupons until the Board adopted a budget. As a result, coupons were mailed after November 1, 2015.

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- Discussion: The Board of Directors discussed Legum & Norman's delayed delivery of booklets. The Treasurer indicated a Cure Notice will be sent to address the deficiency.
  - Treasurer reiterated that there is a need to identify the status of all contractual efforts for the community. This includes addendum which need to be written with identifying indemnity, insurances, and clauses
  - Discussion: The Treasurer also noted that Last audit was in CY2013 and concurrently work is being done to conduct a new audit.
6. Architecture Report:
- Discussion: The Committee Chair reported on the following key points for home inspections results in the month of December:
  - Results: The Committee reported a homeowner requested to install a video doorbell and will schedule Inspections in the month of May.
7. Landscape/Common Area Maintenance/Snow Report:
- Discussion: The chair reported on the progress of drafting a Statement of Work.
  - The committee chair also discussed the need for mulch in common areas and playgrounds during the month of April 2016. The BOD discussed paying for mulch at Lake Braddock high school and having students distribute in areas that need to be covered.
  - Results: No further discussion or action taken.
8. Parking Management Report:
- Discussion: The Committee Chair discussed the new agreement with Fairfax police  
The last agreement was signed in CY 2004.
  - Results: Results: The Chair provided updated documentation for Fairfax Police, Towing Company Insurance & Addendum's.
9. Streets and Sidewalks Report:
- Discussion: The Committee Chair reported on street lights and need for repairs in the following areas: Lights between Buffie and Teakwood, repairs on light on pathway to Burke Town Plaza, and BOD contracting a vendor or self-help to remedy the issues.
  - Results: The Chair discussed reimbursements and a need for petty cash distribution.  
The BOD discussed Michael & Son's, Evert Electrical, and a third bid proposal to fix street lights. Subsequently, a motion was made to approve the most technically acceptable bid not to exceed \$1,600 in repairs. The motion was unanimously approved by 5 votes and 1 abstention. Furthermore, votes approved funding for reimbursement for replacement bulbs at \$52.

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10. Trash Management Report:

- Discussion: The Chair indicated there were no major significant issues to report.
- Results: No further discussion or action taken.

11. Website Management:

- Discussion: The Web Manager indicated there were no major issues to report. However, improvements are progressing forward and several errors were corrected on the site.
- Results: No further discussion or action taken.

12. Old Business:

- Discussion: The BOD discussed several key issues including the assignment of a Member to conduct market research of Property Management.
- Results: A BOD Member was tasked to conduct market research.

13. New Business, Membership Comments & concerns:

- Discussion: The BOD discussed several key issues including the assignment of a Member to conduct market research of Property Management.
- The BOD discussed a need to assess play ground lighting in the entire community.

Specifically, the playground between Buffie Court & Teakwood Court.

- The BOD discussed the performance of the Landscaping company, trees & leaves,

and debris and personal property in the back of homes.

- The BOD discussed concerns on a vacant property in the community and a need for

Legal advice.

The BOD discussed boulder in stream

- A need to address internal processes for Loan Refinancing Questionnaires.
- Attorney Billing for BOD investigation to exclude a former BOD from running for election.
- Results: No further discussion or action taken.

The meeting adjourned at \_10:00 PM.

Drafted by: Mr. Al Dalmida Jr.

Reviewed by: Ms. Shelly Neely

Approved: Tentative (March 3, 2016)

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