



## GENERAL BOARD MEETING MINUTES

Thursday, March 3, 2016

**Location: White Oaks Elementary School 6310 Shiplett Blvd. Burke, Virginia**

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/Trash</b>	Mrs. Eileen Longstreet	2016
X	<b>MEMBER-AT-LARGE/Parking</b>	Ms. Michelle Neely	2016
	<b>MEMBER-AT-LARGE/Streets and Sidewalks</b>	Mr. Salih Tirpanci	2016
	<b>MEMBER-AT-LARGE/ WEB MASTER</b>	Mr. Jovy Vidanes	2016
X	Home Owner(s) present	<b>1</b>	
	<b>SOCIAL/CULTURAL &amp; PUBLIC RELATIONS</b>		
<b>Quorum:</b>	<b>Yes. 6 of 7 Members</b>		

### Minutes

1. The regular meeting of the Board of Directors (BOD) of the Old Mill Community Council was convened at 7:04PM White Oaks Elementary School 6310 Shiplett Blvd. Burke, Virginia.
2. **Chair Welcome remarks:** President welcomed members, made opening remarks, and set forth with the agenda as scheduled. The Pres. announced that the next Monthly Meeting will be held on April 7, 2016 pm at White Oaks Elementary School.

*This document includes data that shall not be disclosed outside Old Mill Community Council, Inc Board of Directors and shall not be duplicated, used or disclosed-in whole or in-part without Old Mill Community Council, Inc's express written permission and approved by elected members of the Board of Directors.*

Old Mill Community Council, Inc. P.O. Box 114 Burke, Virginia 22009

Google Voice: [571-336-2205](tel:571-336-2205) Email us: [old\\_mill\\_community\\_council@hotmail.com](mailto:old_mill_community_council@hotmail.com) GMail: [omcc.org@gmail.com](mailto:omcc.org@gmail.com)



3. **Secretary's Report: The Sec'y** (interim) reported that Johnson, Bremer & Ignacio, CPAs reported Old Mill Community Council, Inc. 2013 Audit was incomplete and the following Monthly Meeting files were missing: May & June 2014; and March, May, and June 2013. The past Treasurer indicated OMCC reminded JBI that OMCC had notified them twice that minutes were available on the website and had returned the signed-audit for 2013 last year (mailed 7-2015). JBI is currently conducting FY14 & FY15 audits.
  
4. Jan. and Feb. 2016 minutes were submitted to Treasurer and distributed to BOD but not yet approved by the Board of Directors (BOD). February 2016 draft-minutes were distributed to entire Board, with the exception of the Treasurer or Old Mill Community Gmail account, by Longstreet on 2/22/2016. Subsequently, Ms. Neely forwarded the minutes to Mr. Dalmida and OMCC's Gmail account.

5. **Treasurer's Report:** Financial Statement Extracts as of March 2, 2016

<b>Legum &amp; Norman Financial Statement Extracts as of: Mar 2, 2016</b>				
	<b>Actual bal</b>	<b>Previous Balance</b>	<b>Current Balance</b>	<b>Variance</b>
Wells Fargo checking	\$0.02	\$0.02	\$0.02	\$ -
<b>Operating Funds: Union Bank</b>	\$101,159.54	\$105,001.79	\$125,463.65	\$20,461.86
<b>Reserves: Wells Fargo</b>	\$113,404.09	\$115,848.53	\$114,218.88	(\$1,629.65)
<b>Streets &amp; Sidewalks:</b>	\$62,695.72	\$57,792.86	\$61,877.58	\$4,084.72
<b>Total:</b>	<b>\$277,259.37</b>	<b>\$278,643.20</b>	<b>\$301,560.13</b>	<b>\$22,916.93</b>
<b>Check Disbursements: 01FEB16-02MAR16</b>		\$21,961.35	\$17,237.52	(\$4,723.83 )
<b>Delinquent Accounts as of:</b>		<b>Previous</b>	<b>Current Balance</b>	<b>Variance</b>
<b>30-Day Delinquent Accounts</b>	51	(\$36,201.15)	(\$12,624.63)	\$23,576.52
<b>31-60-Day Delinquent Accounts</b>	0	\$0.00	(\$268.40)	(\$268.40)
<b>61-90-Day Delinquent Accounts</b>	0	0	0	
<b>Over 90 Days Delinquent</b>	25	(\$31,247.06)	(\$20,899.00)	\$10,348.06
<b>Total:</b>	<b>76</b>	<b>(\$67,448.21)</b>	<b>(\$33,792.03)</b>	<b>\$33,656.18</b>
<b>Note1: L&amp;N notified 31-60-Day are late fees needed to be credited.</b>				
<b>Note2: Delinquent accounts due to late arrival payment booklets.</b>				
<b>Note3: L&amp;N Error- OMCC Signatories will need to xfr \$3,266.58 from WF acct# 5370-#3976.</b>				
<b>Note3: December financials are in review.</b>				

*This document includes data that shall not be disclosed outside Old Mill Community Council, Inc Board of Directors and shall not be duplicated, used or disclosed-in whole or in-part without Old Mill Community Council, Inc's express written permission and approved by elected members of the Board of Directors.*

*Old Mill Community Council, Inc. P.O. Box 114 Burke, Virginia 22009*

*Google Voice: 571-336-2205 Email us: [old\\_mill\\_community\\_council@hotmail.com](mailto:old_mill_community_council@hotmail.com) GMail: [omcc.org@gmail.com](mailto:omcc.org@gmail.com)*



**6. Treasurer's Report: (Continued)**

**Discussion: Treasurer** reported that there are 51 accounts that are 31 days overdue and the 31-60 day late fees will need to be credited due to residual delay in L&N's production of the payment booklets, which were received on/around Jan. 16, 2016. In addition, the OMCC former treasurer identified an error in which monies needed to transfer from Reserves to Streets and sidewalk.

Ad hoc discussion: The Treasurer gave update on operating account balance, reserve balances. It was discussed that the current interest rate being paid by Wells Fargo (WF) is only 3/10ths of 1 percent. While interest rates are very low, there may be a better rate somewhere other than WF.

Action: The BOD accepted the Treasurer's report without any further comments.

**7. Architecture Report:**

Discussion: The Chair discussed the pending inspections and reports on debris in the community.

**8. Landscape/Common Area Maintenance/Snow Report:**

Discussion: Chair mentioned that snow plows didn't show up on Buffie Ct. and that Premium Landscaping (has the snow contract) gives the BOD very little recourse to reject the recent bill from Premium Landscaping of approx. \$6k.

Ad hoc discussion: Various BOD members expressed concern about Buffie Ct. not being plowed when Premium said it had been. Now specific maps are in places which dictate where snow should be plowed and where to pile it. PO Boxes were blocked by snow plowed around the Boxes by the plowers so it was discussed that Premium should not be paid for removing the snow from the PO Boxes where Premium had piled the snow. The Cmte Chair has timelines showing where Premium was on certain days and times. He noted "Buffie Ct. was shoveled out by residents." Chair has drafted Snow Removal and Landscaping contract language for future use and stated that "it should be reviewed."

The Committee Chair intends to have a Request for Proposal (RFP) ready by May 16, 2016 for the Board to review and vote on. A BOD member reminded the BOD that the contracts are in place for another two years so approving a RFP now is not a priority.

Chair indicated one resident (Teakwood) complained about natural residue on the hill behind the BOD member pointed out that the owner has attempted several times to have OMCC BOD clear the berm (hill) behind the residence even

*This document includes data that shall not be disclosed outside Old Mill Community Council, Inc Board of Directors and shall not be duplicated, used or disclosed-in whole or in-part without Old Mill Community Council, Inc's express written permission and approved by elected members of the Board of Directors.*

*Old Mill Community Council, Inc. P.O. Box 114 Burke, Virginia 22009*

*Google Voice: [571-336-2205](tel:571-336-2205) Email us: [old\\_mill\\_community\\_council@hotmail.com](mailto:old_mill_community_council@hotmail.com) GMail: [omcc.org@gmail.com](mailto:omcc.org@gmail.com)*



though the accumulation of natural residue protects the berm from erosion and clearing it would not improve the natural integrity of the berm and would cause erosion.

9. **Parking Cmte.** – Chair indicated a taxi cab is using a resident’s parking place and it has markings on it so it isn’t allowed to be in a reserve parking place and must park on the street. Chair asked about when the speed hump will be replaced on Cherry Oak. The Landscaping Committee Chair indicated, Premium Landscaping Services accidentally damaged the speed hump during snow removal and is scheduling replacement with an estimated date of April 15, 2016.

10. **Social Cmte.** – Chair was not present and discussion was tabled.

11. **Standing Rules Cmte.** – No Report (Chair continues to advocate for Standing Rules for BOD meetings be developed., approved and disseminated for this BOD and future BOD use as a tool and control mechanism.)

12. **Streets and Sidewalks Cmte.** –Chair was not in attendance: No report. Discussion ensued about pothole growing at the “T” of Buffie court.

13. **Trash Cmte.** – Chair reported that there was one resident on Cloverdale Ct. cited for putting out trash early and putting out uncollectible items.

Ad hoc discussion: Residents complaining about rats infiltrating area and cars. HOA is not responsible because infiltration is due to residents putting out garbage too early, putting it out in bags when lidded-cans would protect better, and perhaps leaving filled-garbage cans in back yards without lids.

14. **Website Cmte.** Chair was not present and discussion was tabled.

15. **Old Business:** Treasurer indicated he is “knee deep “into discussion with L&N and thus far they have been cooperative.

Ad hoc discussion: Introduction of a third party subcontractor by L&N (Enterprise) to verify the insurances, bonding and other licensing info. of vendors. The third party required vendor payment registration in which OMCC’s Legal Advisor indicate the BOD does not have responsibility. The Board indicates its rejection of the development of such a service as purely additive in cost. (i.e. just another way to charge more for mgmt... services)

*This document includes data that shall not be disclosed outside Old Mill Community Council, Inc Board of Directors and shall not be duplicated, used or disclosed-in whole or in-part without Old Mill Community Council, Inc’s express written permission and approved by elected members of the Board of Directors.*

*Old Mill Community Council, Inc. P.O. Box 114 Burke, Virginia 22009*

*Google Voice: [571-336-2205](tel:571-336-2205) Email us: [old\\_mill\\_community\\_council@hotmail.com](mailto:old_mill_community_council@hotmail.com) GMail: [omcc.org@gmail.com](mailto:omcc.org@gmail.com)*



Ad hoc discussion: A The BOD member wanted to know “what specific problems L&N (Andrew Stone) had to clear up” to get the January, 2016 Financials finalized. This included questioning several L&N administrative expenses. Also noted, were Delinquent Assessment Notices’ and fees of \$85.50 for 9 notices which were questioned. The Board Member expressed concern that credit balances were not being routinely refunded to the owners who have credit balances and that this should be remedied.

Actions: The Treasurer indicated, he will engage with JBI & L&N to audit the entire OMCC account for refunds and other discrepancies. See: Secretary & Treasurer’s Reports and engagement with JBI, CPAs. A Board member recommended that accounts over 90 days in arrears should be sent to Rees-Broome.

16. New business: Policy should be discussed, developed and confirmed at April 7 meeting regarding what dollar amounts of overdue assessments and late fees, and after what period of time has elapsed, should be referred to Rees-Broome.

17. **Meeting Adjourned** at 8:45pm

There being no further business to conduct, the meeting adjourned at: 8:45pm and went into Exec. Session.

18. The next regular meeting of the BOD will be held on Thursday April 7, 2016 at 7 p.m. at the White Oaks Elementary School, 6130 Shiplett Blvd, Burke, VA 22015.

Respectfully submitted,

OMCC Treasurer

Drafted by: Mrs. Eileen Longstreet

Edited by: OMCC Treasurer

Reviewed by: BOD

Pending Approval

*This document includes data that shall not be disclosed outside Old Mill Community Council, Inc Board of Directors and shall not be duplicated, used or disclosed-in whole or in-part without Old Mill Community Council, Inc’s express written permission and approved by elected members of the Board of Directors.*

*Old Mill Community Council, Inc. P.O. Box 114 Burke, Virginia 22009*

*Google Voice: [571-336-2205](tel:571-336-2205) Email us: [old\\_mill\\_community\\_council@hotmail.com](mailto:old_mill_community_council@hotmail.com) GMail: [omcc.org@gmail.com](mailto:omcc.org@gmail.com)*