

**Englewood Mews
Board of Directors Meeting
April 21, 2014**

Attendance:

Eric Freitag	Shannon Cook, Sequoia Management Company
Pete Michel	Genel Clark, Sequoia Management Company
Gabrielle Hickey	

Absent:

Hla Wai

Call To Order:

Eric Freitag called the meeting to order at 6:16pm.

Resident Forum:

None present

Approval of Minutes:

The Board reviewed the meeting minutes from February 17, 2014.

Eric Freitag made a motion to approve the meeting minutes from February 17, 2014 as amended. Pete Michel seconded. All were in favor.

Committee Reports:

Landscape Committee:

Landscaping maintenance annual contract proposal discussion tabled until August 2014 meeting.

Communications Committee:

(M) Management to update the meeting date on the website to the May 2014 meeting.

Architectural Committee:

The Board reviewed on resident application to stain their deck.

Pete Michel made a motion to approve the application for account # 65634. Gabriele Hickey seconded. All were in favor.

The Board reviewed one resident application to install a white storm door.

Gabriele Hickey made a motion to disapprove the application for account # 313818 as all storm doors must be full view and must match the trim surrounding the front door. Pete Michel seconded. All were in favor.

The Board reviewed one resident application to replace their front door and surrounding trim.

Gabriele Hickey made a motion to approve the application for account # 65612 so long as the paint colors and style match the existing colors and style. Pete Michel seconded. All were in favor.

The Board reviewed the architectural standards updates.

The Board discussed the paint colors used within the community.

(M) Management to send color charts to the Board for review.

Management Reports:

The Board reviewed the management report.

The Board reviewed the financial reports for February and March 2014.

Management stated there were no new sales.

Unfinished Business:

The Board reviewed the tennis court repair proposals.

Eric Freitag made a motion to approve the tennis court repairs and color touch up through Mid-Atlantic in the amount of \$4590.00. Pete Michel seconded. All were in favor.

The Board discussed the asphalt repair proposals.

(M) Management to e-mail the color version of the Dominion bid and have Nathan Reed contact Eric Freitag to walk the community.

Management stated that per the new reserve study, repairs and replacements should be done this year and recommended that asphalt work be completed in 2014.

Management gave an update on the basketball courts, stating that work was currently being completed.

Management gave an update on the notary status, stating that Pete Michel is now a fully certified notary.

(B) Pete Michel to remit his notary fee receipts to management for reimbursement.

Nastos:

Vanessa Rubio and Ray Amirian were present from Nastos to discuss the current issues regarding the monuments.

Mr. Amirian stated that all work completed thus far had been per the contract and that Nastos was only working with the approved permits.

Ms. Rubio stated that Management provided them the address for the permits.

Management stated that the original location and location of the sign were provided to Nastos and that the address for the permit was given with the stipulation that Ms. Rubio advise the County that it was not the exact location.

Mr. Amirian stated that they would contact the County to request a copy of the signed permits as well as an exception to the location of the sign and the requirement to have a planter box.

Mr. Amirian stated that approval for the project from the County had already been obtained they could continue work on the monuments.

Management stated that they had advised Linda Blank, Fairfax County, that Nastos would not be completing any additional work until after the permit issues had been rectified.

(C) Nastos to contact the county, obtain copies of the approved permits, and/or request and exemption for the sign location and report back to management.

(M) Management to e-mail Nastos a color copy of the landscaping plan.

New Business:

The Board reviewed the street sweeping proposals.

No action at this time.

The Board reviewed the Pesticide signage proposal from Palmers.

Gabriele Hickey made a motion to ratify the e-mail approval of the Palmers pesticide signage installation. Pete Michel seconded. All were in favor.

The Board reviewed the power washing proposals for the common area sidewalks.

Pete Michel made a motion to approve the PSI proposal in the amount of \$3875.48 to power wash/clean all common area sidewalks. Gabriele Hickey seconded. All were in favor.

The Board reviewed the updated reserve study.

(M) Management to send the reserve study to the Board via e-mail.

(B) The Board to review the reserve study and forward any questions or concerns on to management.

(M) Management to contact Falcon in regards to the funding options and notes location within the reserve study.

The Board reviewed the 2013 Federal and State taxes.

Management stated that no payments needed to be made for either return.

Eric Freitag made a motion to approve the 2013 Federal and State taxes. Gabriele Hickey seconded. All were in favor.

The Board reviewed the Chadwick Washington quarterly newsletter.

The Board reviewed the operational calendar.

Management stated that Shannon would not be available for the May 19, 2014 meeting and Genel would be present in her stead.

(M) Management to send a flyer to the community including information about the power washing, no common area dumping of waste, yard waste collection days and properly securing recyclables and trash.

Executive Session:

Pete Michel made a motion to move into executive session at 8:05pm. Gabriele Hickey seconded. All were in favor.

Gabriele Hickey made a motion to reconvene in open session at 8:46pm. Pete Michele seconded. All were in favor.

Pete Michel made a motion to approve all decisions as discussed in executive session as noted below. Gabriele Hickey seconded. All were in favor.

- 213921 – Place account on repeat offender list and assess \$50.00 per occurrence.
- 65626 – Place account on repeat offender list and assess \$50.00 per occurrence.
- 95621 – Place account on repeat offender list and assess \$50.00 per occurrence.
- 95675 – Take no further action violation is closed.
- 105519 – Take no further action violation is closed
- 105521 – Grant an extension until June 30, 2014 then assess \$10.00 per day.
- 105541 – Grant an extension until June 1, 2014 then assess \$10.00 per day.
- 105555 – (weeds) Grant an extension until April 30, 2014 then assess \$10.00 per day.
- 10555 – (deck) Grant an extension until June 15, 2014 then assess \$10.00 per day.
- 105547 – Grant an extension until May 15, 2014.

(M) Management to send a list of the open violations for the rears of the home to the Board for inspection.

Gabriele Hickey made a motion to approve Parking Resolution 2014-01. Pete Michel seconded. All were in favor.

(M) Management to draft a parking mailing and send to the Board for review via e-mail.

(M) Management to find a location for the special meeting and provide available dates to the Board for review.

Gabrielle Hickey made a motion to approve Due Process Resolution 2014-02. Pete Michel seconded. All were in favor.

Gabrielle Hickey made a motion to waive \$183.50 in late fees on account # 313804. Pete Michel seconded. All were in favor.

Adjournment:

Eric Freitag made a motion to adjourn the meeting at 8:48pm. Pete Michel seconded. All were in favor.