

**Englewood Mews
Board of Directors Meeting
August 18, 2014**

Attendance:

Eric Freitag
Noreen Rich

Genel Clark, Sequoia Management Company
Becky York, Sequoia Management Company

Absent:

Hla Wai

Call To Order:

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

Resident Forum:

One resident was present to deliver a petition to remove the Guideline that requires homeowners to have a tree in the front yard.

The Board stated that they are currently updating the Guidelines and will discuss the tree section and amend, as appropriate.

The Board reviewed an email from a homeowner requesting that the roots from a recently removed tree behind their home be removed.

(M) Management to obtain bids.

The Board reviewed an email from a homeowner regarding an overgrown common area tree on the side of their home at 13900 Melton Place.

(M) Management to obtain bids to have the tree removed.

The Board reviewed a proposal to trim overgrown common area trees touching the homes at 5515 Stroud Court and 13915 Barnsley Place.

Eric Freitag motioned to approve Palmer's proposal in the amount of \$409.00. Noreen Rich seconded. All were in favor.

Approval of Minutes:

The Board reviewed the July 9, 2014 meeting minutes.

Eric Freitag motioned to approve the July 9, 2014 meeting minutes, as amended. Noreen Rich seconded. All were in favor.

Committee Reports:

Website Updates:

The Board discussed website updates.

(M) Management to update the website with a trash can reminder and next Board meeting date.

Architectural Applications:

The Board reviewed resident applications for exterior modifications.

Eric Freitag made a motion to accept all decisions as noted below on the remitted applications. Noreen Rich seconded. All were in favor.

- Account #65620 – Deck Stain – Board to look at and vote via email.
- Account #213915 – Fence – Approved.

- Account #95611 – Basketball Hoop – Approved, contingent upon the basketball hoop being stored out of public view when not in use.
- Account #95689 – Deck Stain – Disapproved, as it is not an approved color.
- Account #65624 – Deck Stain – Approved.
- Account #213917 – Deck – Approved, contingent upon the submission of the color of the posts and pickets.
- Account #95601 – Deck Stain – Approved.

Paint Color Discussion:

Management advised that Sherwin-Williams stated that they cannot match the original Duron colors.

(M) Management to go to a Sherwin-Williams with the Duron color chart and match the colors as closely as possible.

Management Report:

The Board reviewed the financial report for the months June and July 2014.

The Board reviewed the resale report, noting three new owners in the community.

Unfinished Business:

The Board reviewed an email from Bishop’s Tennis regarding the pooling water and gravel that is washing onto the basketball court during storms.

Bishop’s Tennis recommended installing a filter fabric to strain the gravel and then to seed and straw the area to grow grass and prevent more gravel from washing down onto the basketball court.

(M) Management to obtain bids for other options and for installing filter fabric, seed, and straw to prevent the gravel from washing onto the basketball court.

The Board discussed the tennis court repairs.

Management stated that a formal contract from MATCS has still not been received, after multiple attempts to reach them. Management advises that the Board obtain a new contractor to complete the tennis court repairs.

(M) Management to obtain additional bids for long term crack repair with a minimum five year warranty and to be sent to the Board via email. Management to continue to reach out to MATCS.

The Board discussed the NASTOS and the monument sign.

Management stated that Bruce Miller, with Zoning, has requested a meeting to discuss the sightlines regarding the location of the monument.

(M) Management to attend the meeting and update the Board, accordingly via email.

The Board discussed the updated 2014 reserve study.

Management stated that they are currently waiting for updated bid numbers from Dominion and will send to Michael Palmer to update the Reserve Study numbers, once received.

The Board reviewed the recommended coverage increases for insurance from CAU.

Noreen Rich motioned to approve the CAU policy amendments for Property Manager Employee Dishonesty Coverage amended to full. Eric Freitag seconded. All were in favor.

The Board reviewed proposals for tick treatment throughout the community.

No action at this time.

The Board reviewed grounds maintenance proposals.

Tabled until next meeting.

(M) Management to send all ground maintenance proposals to the Board via email for review.

The Board reviewed pet waste removal proposals.

Noreen Rich motioned to approve Pet Waste Stations of Virginia, LLC's proposal in the amount of \$2,704.00 annually. Eric Freitag seconded. All were in favor.

New Business:

The Board reviewed the Palmer's tot lot mulch proposal.

Tabled until next meeting.

(B) Board to look at each tot lot to ascertain mulch needs.

The Board reviewed the 2013 Draft Audit.

Eric Freitag motioned to approve the 2013 Draft Audit. Noreen Rich seconded. All were in favor.

The Board reviewed the 2015 Draft Budget.

Management recommends adding an asphalt line to the budget.

(M) Management to add a line to the budget for tennis court crack repair.

The Board reviewed the operational calendar.

(M) Management to move the Annual Meeting date to November 17, 2014 to be held at the Sequoia Management Offices.

(M) Management to inquire with Verizon about the reimbursement for the previously damaged and repaired wire on Barnsley Place.

Executive Session:

Eric Freitag made a motion to move into executive session at 8:03PM. Noreen Rich seconded. All were in favor.

Eric Freitag made a motion to reconvene in open session at 8:41PM. Noreen Rich seconded. All were in favor.

Eric Freitag made a motion to approve all decisions as discussed and made in executive session as noted below. Noreen Rich seconded. All were in favor.

- Account # 113818: No action.
- Account # 213917: Assess \$10/day
- Account # 213925: Assess \$10/day
- Account # 65612: Assess \$10/day
- Account # 65616: Assess \$10/day
- Account # 75559: Complete, no action.
- Account # 75561: Assess \$10/day
- Account # 105511: Extension until September 30, 2014, then \$10/day.
- Account # 105541: Complete, no action.
- Account # 105555: 30 day extension, then \$10/day.

The Board reviewed a violation abatement request from account #113816 regarding a tree removal.

Eric Freitag motioned to approve the abatement request for the tree removal violation for account #113816. Noreen Rich seconded. All were in favor.

The Board reviewed a waiver request from account #413824 for rules violation charges in the amount of \$400.00.

Noreen Rich motioned to waive the \$400.00 rules violation charges for account #413824. Eric Freitag seconded. All were in favor.

The Board reviewed a waiver request from account #95687 for rules violation charges in the amount of \$404.50.

Noreen Rich motioned to waive the \$404.50 rules violation charges for account #95687. Eric Freitag seconded. All were in favor.

The Board reviewed a waiver request from account #113822 for rules violation charges in the amount of \$758.50.

Noreen Rich motioned to waive the \$758.50 rules violation charges for Account #113822. Eric Freitag seconded. All were in favor.

Adjournment:

Noreen Rich made a motion to adjourn the meeting at 8:42pm. Eric Freitag seconded. All were in favor.