



BKHOA Annual Meeting
September 10, 2019 7:30pm

WT Woodson High School, 9525 Main Street, Fairfax, VA 22031
Room E207

Meeting Call to Order: The meeting was called to order at 7:30pm by President D. Herrington. Members present were Vice President F. McGann, Treasurer A. Fox, Member B. Knapp and Secretary J. Meyer.

Role Call and Certification of a Quorum: A roll call of all members was waived since Chris McGann took attendance and stated a quorum was present for the meeting. Sixteen homes were present and an additional four residents had sent in proxies. Given a quorum, the meeting was certified.

Proof of Notice of Meeting: Board President Herrington stated that proof of notice of the meeting had been appropriately sent out via letter dated August 16, 2019. The letter was sent to all members via electronic mail.

Reading & Approval of Minutes: The reading of the previous annual meeting minutes was waived. J Meyer made a motion for approval of meeting minutes from 2018 Annual Meeting & the June 2019 Quarterly meeting A Fox seconded and approved unanimously.

V. Announce Petition Nominees and Invite Discussion: President Herrington reported that nomination forms for each of the current Board members had been received to fill the two vacancies on the Board for a three year term. A call for nominations from the floor was made and no further nominations were made. Board agreed to forego the election and appoint the two, Jim Meyer and Aaron Fox by acclamation.

VI. Report of Board of Directors: President Herrington first thanked the 4 other Board and 20 Committee members for excellent service and solicited others to participate as able.

- A. President Herrington asked Board member Knapp to report on our recent meeting with the State Farm Insurance agent who briefed the Board on BKC's insurance coverage and profile.
- B. President Herrington gave a brief status report on the possible development of the adjacent property currently the Metro Church. EYA agrees to meeting with interested BK residents to hear residents' concerns and explain their plans.
- C. President Herrington specifically thanked the Facilities and Ground Committees for their fine efforts toward maintaining and improving our community.



D. President Herrington addressed the ongoing Board effort to complete the 2020 budget forecast. He emphasized our intent to increase our reserve contribution per direction of the 5 yr reserve study as required by Virginia statute. Ongoing improvements plus increasing reserve contribution will likely result in a dues increase or assessment.

VII. Appointment of Inspectors of Election (if Required) No action further required.

VII. New Business: The following motions were presented to the Board.

One

-VP F McGann made a motion was made that the Board endorse expenditure to Dominion Paving and Sealing for additional concrete and labor required to repair a sink hole discovered during the sidewalk repair work. The expenditure will not exceed \$500 and will be drawn from HOA reserves. J Meyer seconded and motion passed without objection.

Two

-VP F McGann made a motion that the Board endorse additional expenditure to Auto Gate Electric for loop detector labor and parts that were specified in a revised proposal submitted after the Board had approved an amount not to exceed \$4,500. The additional expenditure will not exceed \$1,985 and be drawn from HOA reserves. A Fox seconded and motion passed without objection.

Three

-VP F McGann made a motion that the Board endorse expenditure to clean out the accumulated debris and blockages in the BK-owned underground storm water detention facility located on ANCC. We have a firm bid from a city approved storm water company. We will be seeking additional bids. The expenditure will not exceed \$8,500 and will be drawn from HOA reserves. B Knapp seconded and the motion passed without objection.

Four

-VP F McGann made a motion that the Board endorse expenditure to prep, prime and repaint, as needed all metal fencing, railings and gates on Barristers Keepe common property. We have a firm bid from a qualified painting contractor and will be seeking additional bids. The expenditure will not exceed \$13,000 and will be drawn from HOA reserves. J Meyer seconded and motion passed without objection.

Five

-VP F McGann made a motion that the Board endorse expenditure to have Community Landscaping Services replace a blocked, non-functional storm drain on the east side of the fountain. The work will include installing a larger drain and laying new drainage pipe underground and connecting into the main storm



water system drains. The expenditure will not exceed \$3,500 and be drawn from HOA reserves. A Fox seconded the motion and motion passed without objection.

Six

-Board Member B Knapp made a motion that the Board endorse expenditure to have community's three pipestems enhanced by removing dead plants, overhanging limbs, pruning and mulching. The expenditure will not exceed \$2500 and will be drawn from HOA reserves. J Meyer seconded and motion passed without objection.

X. Election of Board of Directors: Appointment of inspectors for the election was dispensed with since there was only one nominee each for the two available positions.

VII. Committee reports:

A. Covenants: Chair A. Patenaude provided the following report that, in her absence, was read by B Knapp:

Walk-around.

The Covenants Committee is conducting the walkaround and will email results to residents by the end of September. We have most of the results completed. Many of the homes have improved from last year's inspections. We do have five to six homes that we will try to meet with the homeowners to discuss some of the issues. Homeowners will have 30 days to correct issues or write a letter to the Covenants committee stating when the work will be completed in 2019. At the end of 30 days, outstanding issues will be reported to the Board for resolution. The Board's options include fining the homeowner until the repairs/actions are complete or completing the necessary work and charging the homeowner for the cost of the work. Thanks to everyone who works hard to keep our community a beautiful place to live.

Requests for architectural change.

The Covenants Committee is doing a certification of all requests for architectural change. This will be starting with 2019 and working back through the years. Updates will be given starting with the winter board meeting. We have noted that there are some homes that made changes but did not submit a request. This will be noted in the walk-around results.

Parking.

There are still some residents who are parking in the visitor lots on a regular basis. Covenants will again start issuing notice to those residents that they must park in their garage or driveway. If you have too many cars for your residence, you can apply to pay for parking at the church next door.



Garage doors

The Covenants Committee conducted a 100% survey of all homeowners to determine whether to allow windows in the garage doors. The response was split, with 20 homes in favor, 20 homes opposed. The results were sent to the Board.

B. Facilities Committee Report: Board VP F. McGann reports:

In spite of the weather interruption we were able to get the road replaced last month at a price that was \$7500 less than the 2017 Reserve Study estimated. Thanks to Facility Committee ---Tom, Curtis, Shon and especially George who was there for the entire project and spent countless hours in ensuring that we got a very good job.)

Also invested in the Storm Water system to reduce the amount of overflow that we've been experiencing during rain storms. Storm Water issue remains in the "alley" where storm water runs down the slope from the top of the hill and pools below. Steps must be taken to control/slow down this flow.

The gate is scheduled to be repaired this week. Problem is a break in the telephone line that runs from the call box to the control panel located behind the BK Wall. We believe that Verizon did damage to the cable when they buried the fiber optic cable in July. Locating a break in the cable is difficult and may require replacing the entire cable. Witnessing the repair is important to BK so that if there is Verizon responsibility, we can document it as it is being repaired. AGE wants their best technician to do this repair and his schedule and my schedule have not synced up.

VP McGann noted much work lies ahead in our now 23 year old community. (Fence painting, detention facility, storm water control),

C. Finance Committee: A Fox reports:

Presented a brief update on GHA Transition status. All is going well with management company, transition is over and we are happy with their services. While they are a bit more expensive than the prior company, they are also a lot more professional, responsive and helpful.

Budget - we are working on the budget for 2020 mindful of the various projects being discussed this evening and going forward. The budget will be approved at the next meeting in November. The Finance committee will be conferred with for their input on the budget.



Collections - Would strongly recommend residents use autopay feature from Gates Hudson to avoid late payments. Late payment policy is 10 days grace period, then \$50 fee. The late fee continues at \$25 a month until paid.

2019 Audit - Audit firm is performing audit fieldwork this month and we should have the draft report available by next quarterly meeting. The audit is required by state of Virginia for all HOA's.

D. Grounds: Chair M. Meyer reports that the Grounds Committee conducted several walk-arounds to observe common areas in neighborhood. The following were identified:

Dead Trees: Bids for removal and replacement have been obtained.

Three Pipestems in need of enhancement by removing dead plants, overhanging limbs, pruning and mulching. It was recommended and approved by the board to begin work on the three pipestems at this time.

Side note: There's a broken electrical box in one of the pipe stems. COX Communications has been notified with no response to date. Fairfax City Hall was notified 5 Sept; response was reassuring in that issue would be investigated and follow-up provided.

Recommended work for 2020:

Front Entrance by the Exit gate: Requires enhancement in keeping with the overall improvement of community. The committee recommends replacing two spruce trees, mulching and plantings to compliment work.

Concrete Cleaning; Two bids were received for concrete cleaning/power washing of common areas and front entrance to include columns and column caps. Committee recommends using enhanced power washing technique in spring.

Sprinkler System: The Storm water project necessitated modification/repair of the sprinkler system. Necessitates budgeting for repairs other than seasonal maintenance.

Common Area Turf: The Committee discussed the increasing distribution and frequency of dead turf in the neighborhood as a result of pet urine. Recommend that Board consider possible solutions.



E. Social: Chair C. Prattes reported on the significant events completed and planned by the Social Committee.

5 May: The Cinco De Mayo / Chili Cookoff had 26 residents attending. Due to inclement weather, fete was held in Prattes home. Attendees all brought a Mexican inspired dish to share. Three residents provided Chili for the Cook Off. Judges were Tom Burrell, Paul Schwartz, George Prattes. 1st place to Chris McMenomy. Runners up Bedard's and Machabee's. Social Committee supplied Margaritas & beer. Many residents were out of town that weekend.

10 Sep 19: Annual Board Meeting Social Committee provides ice cream bars for attendees at pre-meeting social time.

28 Sep 19: OktoberFest Celebration (the 29th is rain date). Social Committee provides all food & drinks. \$7.00 per person cost / under 12 Free. RSVP deadline is September 23. Annual Food Drive will be held in conjunction with event.

1 – 8 Dec 19: TOYS FOR TOTS Drop off gifts to Prattes or Burrell homes / box on porch.

8 Dec 19: Winter Holiday Party. Need Host Home. Attendees bring dish to share. Social Committee provides beverages. Thank you to the Schnabels for hosting last year, and who have graciously agreed again to host this year.

Thank you to the Social Committee members for all their hard work & support this year...Kathleen Fisher, Bonnie Burrell, Patty McMenomy, Nancy Webster, Anna Pfeifer.

XI. Citizen Time:

Residents of three homes along the ANCC fence line reported numerous fox traffic inside our fence. Words of caution were given to preclude storing anything edible outside particularly in the back, and to be very careful with allowing domestic pets outside unless under watch.

XII. Adjournment: It was announced that the next HOA meeting is scheduled for 19 Nov at Woodson HS. Details will follow. There being no further business, A. Fox moved to adjourn with the motion be seconded by J. Meyer, the meeting was adjourned at approximately 8:30 pm.

Respectfully submitted,

Jim Meyer/HOA Board Secretary