



**Annual Meeting of Members September 11, 2018 (Tuesday)
W.T. Woodson High School, Room E204 Fairfax, Virginia 22031**

**7:00 p.m. – Registration and Ice Cream Social
7:30 p.m. – Call to Order**

AGENDA

I Following the traditional Ice Cream Social, the annual meeting was called to order at 7:30pm by Vice President David Herrington. Board members present were Treasurer Aaron Fox, Secretary Jim Meyer, and Member at Large Nancy Webster. Absent: Tom Burrell, President.

II A roll call of all members was waived since Kathleen Fisher took attendance and stated a quorum was present for the meeting. Thirty-one members representing twenty-one homes were present and an additional sixteen members had sent in proxies. Given a quorum, the meeting was certified.

III Proof of Notice of Meeting:

IV Reading and Approval of Minutes: The reading of the previous annual meeting minutes was waived. A motion for approval of meeting minutes from the 2017 Annual HOA meeting and the June 12, 2018 Board meeting was made by Aaron Fox, seconded by David Herrington and approved by a majority.

V Announce Petition Nominees and Invite Discussion: The four nominees for the vacant three spots were named and given the opportunity to introduce themselves and briefly elaborate on reasons for seeking a Director's position and plans if elected.

Nominees for Directors/HOA Board:

Burrell, Tom
Herrington, David
Knapp, Brian
McGann, Frank

VI Appointment of Inspectors of Election: Kathleen Fisher and George Prattes were appointed as required as Inspectors of the election and were asked to count the votes and announce the election results.

VII Election of Board of Directors: Ballots were distributed according to eligibility and proxy designations. Eligible attendees voted, and the ballots were collected by Kathleen and George.



VIII Report of Board Directors: David Herrington reviewed completed efforts to channel better the community water run-off and forthcoming contracts needed to update our street and finish started projects. Aaron Fox reported that our required outside audit is ongoing and that our income to pay out ratio is correct.

IX Reports of Committees

a. *Covenants Committee*: Brian Knapp reported that the Committee had developed a new standard for roof replacement and vinyl siding, and the Community Reference Document should be updated accordingly. Other Committee highlights cited the approval of two long-term parking permits, approval of tree removals, and approval of a new patio installation. He also discussed frequent non-compliance with design standards, tree removal in violation of procedures, and continuing disregard for visitor parking. He noted this year's annual walk around inspection did not occur. He also noted that the Committee does not have a Chairman. Finally, he noted that a homeowner has applied to install three new windows (2 garage, 1 bathroom). The Covenants Committee, which could not develop a consensus on the application, sent the window application to the Board for review and requested that a survey of homeowners be conducted to review the idea of installing such new windows.

b. *Communications Committee*: Frank McGann reported on continuing efforts to resolve front gate maintenance efforts to include trying to find a more responsive contractor for same. He highlighted the other tasks of the committee, specifically the BKC Directory and website. He also noted that the newsletter has been discontinued.

c. *Budget & Finance Committee*: Aaron Fox informed that our budget expenditures are less than forecast and that according to an interim report from the ongoing audit, BKC is doing very well from the financial aspect. He also noted the ongoing efforts to find a more productive investment for our reserve fund monies that now resides in a secure certificate of deposit paying virtually no interest. He noted the ongoing search for an alternative management company as the contract with AAA is expiring at the end of the calendar year, and there is a sense not to renew with them. Aaron noted that the Budget Committee is working on the 2019 budget, and it does not look like HOA dues will need to be increased in 2019.

d. *Grounds Committee*: Mikal Meyer reported on the status of landscaping maintenance and the impending renewal of the ground's contract. David Herrington noted that a RFP has been sent to CLS (our current landscaping contractor) and to 2 other landscape companies. Resident's expressed concern on the trimming schedule and voiced wanting trim completion by Thanksgiving if possible.

e. *Social Committee*: Christine Prattes discussed forthcoming BKC Oktoberfest on September 30th and conceptual plans for this year's community holiday party. She noted the other members of the Social committee and solicited assistance of a few men to help with some of the heavier tasks. She asked homeowners to consider hosting the annual Christmas gathering, which will be held on December 9th.



X New Business On the impending issue of a requested architectural modification involving installation of garage windows, it was moved by Aaron Foxx and seconded by Jim Meyer to table discussion due to the lateness of the meeting. Several homeowners urged the Board to conduct a homeowner survey on the matter.

XI Citizen Time: One homeowner recommended that further steps be taken to highlight our one-way street (paint arrows on the street.) This same homeowner urged residents to lower their speed on our street.

XII Results of election: The following residents were elected as Directors to the Board of Directors:

Herrington, David
Knapp, Brian
McGann, Frank

The new Board will convene within the next week to decide board positions and committee assignments.

XIII Adjournment: There being no further business, Aaron Fox moved to adjourn with the motion seconded by Jim Meyer, the meeting was adjourned at approximately 9:10 pm. The next meeting will be held on and location to be determined.

Respectfully submitted,
Jim Meyer
HOA Board Secretary