

Minutes  
Mount Woodley Manor Homeowners Association Annual Meeting  
March 23, 2014  
3:00 p.m.  
Sherwood Hall Library Main Meeting Room

Meeting Chair: Justin Harris, MWMHOA President

Attendees:

Nabil & Silvia Assabahi: 7831 Mt. Woodley Place  
Susan Brock: 2711 Woodwalk Court  
Belinda Byrd: 7833 Mt. Woodley Place  
Bart Cable: 7820 Mt. Woodley Place  
Justin Harris: 2703 Woodwalk Court  
Saruhan & Kavita Hatipoglu: 7829 Mt. Woodley Place  
Hawa & Indrias Hussein: 2714 Sherwood Hall Lane  
Carroll & Beulah Johnson: 2724 Manorhaven Court  
Barbara and Donald Parker: 7903 Mt. Woodley Place  
Pilar Stack: 2712 Woodwalk Court  
Jo Ann Toledo: 7827 Mt. Woodley Place  
Mary Weekley: 2731 Manorhaven Court  
Jo Ann Williamson: 2706 Sherwood Hall Lane

Proxies:

Angela Layman: 2701 Woodwalk Ct.  
Susie Hockaday: 2709 Woodwalk Ct.  
Roni Larsen: 7832 Mt. Woodley Place  
Kun Yong Ha: 7905 Mt. Woodley Place  
Ruth Bracken: 2702 Sherwood Hall Lane  
Phil Beasley: 2704 Sherwood Hall Lane

## MINUTES

Justin Harris welcomed attendees and introduced the Board and ARC Chairperson:

Susan Brock, Treasurer  
Jo Ann Toledo, ARC Chairperson  
Susie (Polly) Hockaday (not in attendance)  
Angela Layman, Member at Large and acting Vice President (not in attendance)

### 1. Treasurer's Report – Susan Brock

Note: The Financial Report is available at [www.mtwoodleymanor.com](http://www.mtwoodleymanor.com) under Association Information/HOA Documents

- HOA funds are held in two financial institutions: the reserve funds (although not labeled as such on the financial report) are held at Burke & Herbert Bank and the operating funds are held at John Marshall Bank and managed by Jeffrey Charles & Associates with oversight from the treasurer.

- The annual income is based almost exclusively on the homeowner assessments which total \$43,690 annually.
- The current fiscal year (April 2013 to March 31, 2014) should end with an approximate surplus of \$3,000.
- Four homeowners are not current with the semi-annual assessments; of these four, two have been served with a warrant in debt by our attorney; to date, a settlement has been reached with one homeowner, the other is in the discovery process with a June court date.
- The Board has approved an annual assessment increase of \$30 but the increase has not yet been implemented. The reason for the planned increase is to help defray costs for an annual audit, a reserve study, the management company, and the expected increases in grounds maintenance while allowing for continued common area improvements.
- The bylaws require an annual audit; the last audit was performed in 2001. After comparing bids from three CPA firms, the Board has signed an agreement with Singleton & Bardowski to perform the work.
- MWMHOA is now registered with the Virginia Common Interest Community Board Community Association as required by VA law.
- Virginia Property Owners Association and Condominium Acts require Boards of homeowners associations and condominiums to conduct a reserve study at least every five years which may be conducted by the Board or a third party. The Board has received proposals from several companies but has not yet decided how to proceed.

#### Questions Raised

- Has the Association filed with the VA Commonwealth Corporation Commission? Yes, the Association files annually; the \$25 annual fee is included in the Filing Fees Expense on the Profit and Loss statement.
- What services does Blade Runners provide to the community? Ground maintenance of the common areas (grass mowing, flower bed weeding, shrub pruning, mulching, tot lot mulching, snow removal, leaf blowing and removal)
- Is MWMHOA a member of the Mt. Vernon Civic Association? No, but we are a member of the Gum Springs Civic Association.

#### Areas Needing Attention

- Manorhaven sidewalk – dip in sidewalk has standing water after a rain. (Chamberlain Concrete and Paving will assess this week and will include estimate with pot hole repair on Mount Woodley Place)
- Mount Woodley Sign at entrance to the development, repair or replace

## 2. Board of Directors Nominations and Election

- Traditionally, the Association has elected five members to the Board of Directors; of these, four have been elected to serve as president, vice president, treasurer and secretary, with the fifth serving as member at large.
- Prior to opening the floor for nominations, the duties of each position on the Board were described.
- No nominations were received.

- Recruitment Drive: After a brief discussion, it was decided that a letter should be written and delivered to all homeowner (those in residence to receive the letters at their doors; others by mail) urging them to volunteer to sit on the Board.

### 3. Property Manager

- Jeffery Charles & Associate, the company managing the Association, is responsible for accounts receivable (assessment billing), accounts payable (bill payment) and the ARC inspections.
- During the transition period to the management company, the assessment invoices went out regular mail and no late fees were charged on past due assessments.
  - Late fees will resume April 20<sup>th</sup> when the spring assessments are due.
  - Fall assessment invoices will be sent via e-mail when possible; by regular mail when the homeowner has not provided an e-mail address or requested the invoice in hard copy.

### Questions Raised

Why are assessments checks not processed in a timely manner?

Jeffery Charles & Associates will be asked to process the checks in a more timely manner.

### 4. Sherwood Hall Lane Update

Justin Harris provided the following information regarding the repaving and restriping of Sherwood Hall Lane:

- No widening of road
- No on street parking – MWM will lose those parking options
- Bike lanes on both side of the road
- Two lanes for traffic with turning lanes down the middle
- Left turning lane at Fordson Road when traveling towards Richmond Hwy.
- No right turning lane at Fordson when traveling towards Richmond Hwy.
- Residents are encouraged to submit comments to the County.

Note: A handout provided by Fairfax County describing the proposed restriping is available at [www.mtwoodleymanor.com/community news](http://www.mtwoodleymanor.com/community%20news); this includes the procedure for submitting comments.

### 5. Parking Issues

With the loss of on-street parking on Sherwood Hall Lane, the parking situation in Mt. Woodley will become worse. Present situation:

- Each homeowner has two assigned parking spaces
- Several homeowners have three or more vehicles and use curb parking on Mt. Woodley Place
- Several of these vehicles rarely move, in essence, claiming these public spaces as their own.

- Other vehicles park along the “peninsulas” on Woodwalk and Manorhaven making it difficult for residents to back out of their assigned spaces
- Several renters are known to have in excess of three cars.
- Action needs to be taken

### Under Consideration

#### Short-term Solution

- Require all homeowners to register their vehicles with the association and display a resident parking permit on their vehicles – a registration fee could be collected.
- Only two vehicles per household to be parked in Mt. Woodley.
- Each homeowner would be assigned a certain number of guest passes which guests must display on the dashboard when parking in Mt. Woodley
- Vehicles not displaying a permit or guest pass could be subject to towing

**Action Item:** Jo Ann Toledo will draft a plan to implement the above.

#### Long-Term Solution

- Convert the “peninsulas” to parking spaces
- Could be reconfigured when the streets are repaved
- Ask the Fairfax County fire department to review the fire lane configuration to see if additional parking spaces can be created especially on Sherwood Hall within the development

### 6. Long-Term Planning

- Board voted earlier to conduct a reserve study during the coming fiscal year.
- The study is needed to determine what financial resources will be needed in the future to maintain the common areas, including the streets.
- The next Board will decide whether to hire a third party to perform the study or to conduct the study in house.
- Repaving streets in Mt. Woodley
  - 20 year plan anticipates repaving in 2018 with an estimated cost of \$100,00 (see attached)
  - Options for paying for the project:
    - One-time assessment to homeowners to cover the cost
    - A bank loan (as allowed in the bylaws) which may require an increase in annual assessments to repay.

### Question Raised

What documents are included in the resale package?

Current Balance sheet, proof of insurance, Bylaws, Covenants, ARC governing documents, approved paint colors, ARC Change Request form, ARC resolution regarding fines, List of Board members, Treasurer report, ARC Inspection letter, Newsletter, Board Meeting Minutes (last 6 meetings), Welcome Letter from the President, Parking Assignment List,

Move your car Form, Request for Disclosure Form, Notice of ARC Authority, Common Interest Community Board Notice.

7. Upcoming ARC Inspections

- April 1 – next ARC inspection
- Jeffrey Charles will conduct the inspection with Jo Ann Toledo supervising.
- Homeowners are urged to get in touch with the ARC chair or Board if there is an issue with the inspection results
- If more time is needed to complete deficiencies, get in touch with the ARC chair. Time extensions are always granted.

Meeting adjourned: 4:40 p.m.