

**Huntington Station Homeowners Association  
Board of Directors Meeting Minutes, December 5, 2016  
Cameron Elementary School, Library  
3434 Campbell Drive, Alexandria VA**

**Attendees:** Woody Davis, Lori Randall, Arlene Dee Carlson, Todd Schmid

**Absent:** Brian Moon

**Call to Order:** 7:37 pm

**Homeowner Forum (5 minutes per owner):** Jane Odom expressed a concern about the current parking situation. There was a discussion about possibly posting "Towing" signs and to start enforcing the parking policy.

**Master Calendar and Summit Team Information:** Reviewed calendar. Next year's meetings will be held on a Tuesday, Wednesday or Thursday.

**Approval of Minutes:** Minutes from September 19, 2016 meeting passed with no objections.

**Financial Review:** As of October 31, 2016, \$17,172 in operating cash and \$95,322 in a reserve account. Variances to report in the income and expense report: 1) audit/tax prep, insurance, reserve study, and management and grounds contracts were under budgeted. These were not increased as needed in 2016 but have been addressed in the 2017 budget. 2) Snow removal costs exceed budget due to unusual snow event in early 2016. 3) Many lights went out this year and budget was only sufficient for one report. This will be addressed in the 2017 budget.

**Homeowner Communications:** One resident would like the HOA to know they prefer coupon books over invoices. Noted.

**Community Manager Action List:** 1) Annual Inspections - Non-compliant letters will be sent again in the Spring. Need to establish a grace period and provide a list of samples (Olympian or Baer) for deck staining. 2) Resale Inspection on 2374. 3) HOA Insurance Renewed. 4) Community Update letter distributed to owners with Notice of Assessment. 5) Final version of reserve study received. 6) Late Fee Waiver – Invited home owner to next meeting to discuss waiver. No further word. 7) Hoffman Trust

acknowledged responsibility for dead tree behind 2308 and stated they would either remove it or top it so it's not within striking distance of HS wall or property owner.

**Auditor Recommendations:** Moving \$5,000 to reserves. Based on October financials, association may end up with a small net loss. Board delaying discussion on auditor's recommendation until 2017.

**Maintenance:** Lights, Retaining Wall Railings, Erosion, Common Grounds (power washing) and Streets (yellow curbing & white lines) - Special assessment is being considered and will be discussed further once all quotes are evaluated.

**Architectural:** Board will provide a list of "approved" stain colors available at Home Depot and Lowes. Awning restrictions need to be updated and then enforced. Reminders to owners that gardens need to be maintained (locations discussed) and notices considered for violators.

**Communications:** Discussion to renew our domain name (huntingtonstation.org) at the price of \$37. Lori will be the primary POC. Jane will see if she can locate the password.

**Parking Policy:** The policy is being updated and a draft will be provided and reviewed at the January meeting.

**Reserve Account Signature Authority:** Insurance Company will be informed that the President and Treasurer will also have signature authority on the reserve accounts.

**Tree Removal:** The diseased Leyland Cypress will be removed. Seeking 2<sup>nd</sup> quote because the Board believes the \$550 quote is too high and a price around \$250 is more reasonable.

**Signs:** Summit (Lori) will purchase a double sided corrugated 18" x 24" sign that can be placed out approximately a week before Board meetings. This will comply with Property Owner's Act concerning the notice of meetings requirement.

**Next meeting:** January 26, 2017, 7:00 pm, at the Cameron Elementary School Library.

Meeting adjourned at 8:42 pm.