

**Huntington Station Homeowners Association  
Board of Directors Meeting Minutes, January 26, 2017  
Cameron Elementary School, Library  
3434 Campbell Drive, Alexandria VA**

**Attendees:** Woody Davis, Lori Randall, Todd Schmid, Arlene Dee Carlson, Brian Moon  
(via telephone)

**Call to Order:** 7:10 pm

**Homeowner Forum (5 minutes per owner):** Andrew Olsen, Anita Babink & Phyllis Seidler voiced their concerns with the proposed new building behind Midtown Alexandria Condos. Todd Schmid stated they had not completed the approval process and believes it would be 2020 before construction would begin. They also expressed their dissatisfaction with the recent rezoning in the area that now that requires homeowners to obtain flood insurance. Todd Schmid indicated that some homeowners have obtained waivers. FEMA seems to be the cheapest and that once the U.S. Corps of Engineers completes the dyke; flood insurance should not be an issue. Homeowners can contact James Thurber, a land surveyor, at 540-207-3348. Lastly, Andrew Olsen asked what the requirements were for a new roof. Lori Randall stated he should complete the architectural form and submit it. Jane Owen sent an e-mail to Lori Randall in reference to the "For Rent" sign still posted when the unit is no longer for rent. Lori contacted the point of contact listed, but they were very uncooperative. Lori will try to contact the homeowner.

**Master Calendar and Summit Team Information:** Reviewed calendar.

**Approval of Minutes:** Minutes from December 5, 2016 meeting passed with no objections.

**Financial Review:** As of November 30, 2016, \$15,360 in operating cash and \$95,341 in a reserve account. Variances to report in the income and expense report are unchanged from previous meetings, snow removal and electrical repairs were higher than planned in 2016.

**Homeowner Communications:** One application for new roof shingles approved. Two residents have inquired on the status of whether owners need flood insurance. See discussion above.

**Community Manager Action List:** Letter to Hoffman Trust, owners of property behind 2308 Huntington Station Court. Lori met with an individual on 11/23/16 to discuss the dead tree. He acknowledged the tree was on the Hoffman property and on 01/17/17 the tree was topped and is no longer within striking distance of HS homes. Additionally, the diseased Leyland Cypress was removed. We will look at the others in the spring. A board meeting sign was purchased and will be used to advise community of board meetings. Todd Schmid will display the sign when meetings are scheduled.

**Auditor Recommendations:** **a)** Moving \$5,000 to reserves. Current member's equity is \$11,3000 and the recommendation is between 10 and 20% of assessments (\$5,000 - \$10,000) Based on October financials, association may end up with a small net loss, which would reduce the equity position. Lori recommends the Board delay discussion on the auditor's recommendation until December financials are available. **b)** Investment policy (reserves in CD). Reserve account money market interest is .25%. Todd Schmid motioned to move \$90,000 to Alliance Association Bank at .85% for 14 month CD. 4-yes and no opposed. Motion granted.

**Maintenance – Special Assessment:** Retaining Wall Railings, Trees, Erosion, Common Grounds (power washing) and Streets (yellow curbing & white lines) are projects needed; however, funding is not available. Lori Randall will draft a letter to the community giving them notice that a special assessment is being considered and that a special board meeting will be held in March to vote on this assessment.

**Maintenance – Reserve Projects:** Lights in trees and between property and homes on left are out. (Approximately \$1,500) – Lori Randall will make arrangements and have lights fixed. Cleaning and sealing benches are included in common ground and railing quotes. These projects are postponed until April.

**Architectural:** Board will provide a list of “approved” stain colors available at Home Depot and Lowes. Lori Randall obtained brochures and sample colors. She will narrow down the list of stain colors that will be approved. Awning restrictions need to be updated and then enforced. Lori will look to see if any approvals have been given.

**Communications:** Domain name renewed with Network Solutions. Account Number and contract information: Account Number: 27699408, New Accounting Contact: Lori Randall; Contact Type: Primary Contact. Austin Associates provided a proposal for the re-creation of the Huntington Station website @ \$250.00 with a hosting plan for an additional \$118.08 and landing page changes @ \$25.00 per hour. Todd Schmid mentioned the board to accept Austin Associates proposal if funding is available. 4-yes no opposed. Motion granted. Project will be funded from the Legal Services account.

**Parking Policy:** A revised parking policy will be draft and submitted to the board for comments at the March special meeting.

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

**Next meeting:** March special meeting. Exact date, time and location, to be determined.

Meeting adjourned at 8:03 pm.