

**Westwood Towns HOA  
Board Meeting Minutes  
Oakton Library  
14 Aug 2017**

Position	Name	Attendance
President	Sharon Fairbrother	Present
Vice President	Aziz Wakilpoor	Present
Treasurer / Secretary	Mike Murphy	Present
Member	John Tincoff	<i>Resigned</i>
Member	Roger Morton	Present
BCM	Terri Jenkins	Present

**Call to order:** 7:02 PM by Sharon Fairbrother.

**Executive session for homeowner appeals:** NA  
**Homeowner Open forum (§55-510):** NA  
**Architecture report:** NA  
**Treasurer's report:** NA

Minutes of July 2017 were approved with comments (4/0)

**Round Table Discussion**

- John Tincoff resigned.
- The Board ratified an architectural plan for a deck on Fawncrest, 4/0.
- Parking rules: We would like to revisit the parking rules. The board discussed cutting the amount of time a car can be left in a regular parking spot, to three (3) days. Visitor slots would be limited to 24 hours. A car can be cited once those numbers are reached. After the citation is placed, they have 48 hours to move the vehicle or be towed. If any spot is needed longer, then the homeowner must contact the management company and provide the make, model, year, plate number, and house number.
- The Board will look into buying No Trespassing signs for display along the front entrance, the Battery Park entrance, and the trail head coming from Freedom Hill Park.
- The Board formally cited the homeless man that was continually trespassing on our property. He has been cited five more times since the original citation was issued. We have a court date on Sept 7 to have warrants issued for the other five trespasses.
- The final discussion of the evening addressed a complaint issued against our management company: Burke Community Management (BCM), with the Department of Professional and Occupational Regulation (DPOR). Board member Roger Morton filed a formal complaint against BCM without the concurrence or knowledge of any of the other board members. BCM contacted the board to ask about the complaint and that's when the Board's President, Vice President, and the Secretary/Treasurer found out about the complaint.

The remaining board members do not have any issues with BCM and consider this to be a very serious matter. It is their belief that Mr. Morton has overstepped his position and put our community at risk. He has decided to take a serious stance against BCM which could result in the loss of their license. Not only could people lose their jobs, but a loss of their license would leave our community without a management company. When we asked Mr. Morton if just wanted answers or whether the removal of their license was his true objective, he shrugged and said “if that’s what it takes.” He then refused to answer any more questions and left the meeting.

**Closed Actions (some actions get closed in the same month they appear)**

- ✓ Board: Update the Capital One 360 signatures (President and Vice President have signed the account; Roger and Mike have been removed)
- ✓ Board: John directed the board, via email, that he should be removed as acting Treasurer.
- ✓ Board: Retrieve John Tincoff’s treasurer paperwork
- ✓ Board: Sign 2016 Federal taxes and mail them in – submitted to BCM
- ✓ BCM: Sent out second notices for violations
- ✓ Road repairs completed Aug 18

**Open Actions:**

- Board: (July) eFile the tax return for VA – submitted to BCM
- BCM (July): Will ask the auditor about refunding the lawyer charge of \$450 to 2016 (July)
- BCM (July): For 2017, have any funds been reimbursed to the WTHOA due to collections?
- BCM (July): 2017 legal-collection charges were determined to be \$315 and should be reflected in the next financials

**New Actions**

- BCM (Aug): Explanation of the postage charges
- Board: Look into purchasing no trespassing signs
- Board: Examine updating the parking rules in the community bylaws, and te rules associated with doing that
- Board: Place a few more “no pooping” dog signs

Board meeting adjourned at 7:59 PM

**Next meetings:** Next meeting scheduled for 9/11/17 at Westbriar Elementary

**Other meetings:** 10/9/17, 11/13/17, and 12/11/17.