

**Westwood Towns HOA Meeting Minutes
Westbriar Elementary School
11 Jun 2018**

Position	Name	Attendance	Next election
President	Sharon Fairbrother	Present	Feb 2021
Vice President	Aziz Wakilpoor	Present	Feb 2020
Treasurer/Secretary	Mike Murphy	Present	Feb 2019
Member	Beth Fleshman	Not Present	Feb 2021
Member	Marie Hooshmand	Removed from board	Feb 2019
BCM	Terri Jenkins	Present	

Call to order: 7:02 by Sharon Fairbrother

Open Forum: N/A

Financials:

- County raised trash fees from \$846.91 to \$922.20 per month

Minutes:

- Special meeting to restrict Board membership to home owners only. Proxies and votes approved restricting Board membership to home owners only.
- Voted Marie off the board
- Approved minutes 3/0 for April 2018
- Approved 3/0 for road resurfacing
 - Do it on a Monday
 - No trash on Tuesday
 - No parking on the streets (where will they park)
 - Discuss hiring a security guard(s) to prevent in/out traffic
- Approved door color of Old Carriage Brown
- Approved 3/0 for new parking rules
 - 48 hours for visitor parking
 - 72 hours for all other parking slots
 - Extended parking can be requested via BCM
 - Where will this be documented?

Closed Actions

- (April) Get a tree guy to come look at all of our trees
- (April) Have Frank's pull out the stump behind FCC, corner house
- (April) Next walk-through scheduled for May 13
- (Feb) By-Law Update: Discussed restricting board membership to home owners only. - *Motion to move forward with board membership update. Estimate \$900 to \$1,200 for the lawyer to draft content and cover letter.*

New Actions

- (June) what are the Fairfax rules for rentals
 - How many unrelated people can live in a house?

- Can homes be used for ARBnB type renting?
- (June) Get estimate from Franks for weeding and tree trimming around the tennis court
- (June) Get a tree guy to come look at all of our trees.
 - Phase one completed in June
 - Phase two will address the trees along the Chain Bridge wall
- (June) Talk to Frank's about adding stones for drainage - stump removal required first.
- (Feb updated) **By-Law Update:** Parking should be changed so that visitor parking is 48 hours and regular parking slots are 72 hours. Longer times can be approved through the management company on a case by case basis. Three violations can result in towing. (REGULATORY RESOLUTION NO 08-01)
- (Feb updated) **Architectural Guideline Update:** Driveway steps and painting: Stairs and driveways should have approved coloring so that "off" colors like grey cannot be used. Colors provided in June. Need to add a statement to the Guidelines.
- (Feb updated) **Architectural Guideline Update:** Exterior lighting cannot be colored except for holidays.
- (Feb updated) **Architectural Guideline Update:** Trash and recycle containers must be taken in by Noon the day following pick up. All Trash and recycle containers must be stored out of sight of the street.
 - Residents must store trashcans and recycling bins out of public view. Homeowners may place these containers at the curb no earlier than sunset on the night before scheduled collection. Containers must be removed from the curbside no later than the morning following collection. All garbage placed at the curb should be contained within a trashcan or bin, unless it will not fit into such containers.

Open Actions

- (April) Need an update to the by-laws for short-term rentals or individual room rentals
 - This is discussed in detail in the latest Quorum magazine
- (April) Board: Buy more "no pooping" dog signs (need to order the signs from Terri). We don't like the signs we received and would like to see if we can return them and/or replace them with something less industrial. We prefer a sign that says something like "Please be respectful" with a no pooping squatting dog icon.
- (Oct) Board: Talk to Frank's about fresh planting at the entrance
- (Oct) Board: Start reviewing the reserve plan.
- (April) For sale signs
 - Signs should only be placed out front on the weekends
 - Signs cannot be placed out front along the strip of grass between the street the sidewalk
 - Note: VDOT states signs should be at least 10/15 feet from road edge and not near right of way
 - What we have currently: One real estate sign may be placed in each of two places: the front area of the available property and the front entry of the neighborhood. All signs must be immediately removed upon completion of the sale or rental transaction. - *I think we need to update Guidelines for this to say "For Sale" so that "Coming soon" is not included.*

Ideas for community improvements

- Install drip lines for all the trees along the front of the community so that the trees are individually watered instead of sprayed from the sprinklers

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- Reseal the roadways and pay to have men monitor/prevent homeowners from driving on the roads while they are being repaired and curing. We need to fix the underlying problem and get a warranty for cracking.
 - Power wash sidewalks

Meeting adjourned at 8:10

Next meeting: Aug 13 at 7:00 PM at Oakton Library.
