

**Westwood Towns HOA Meeting Minutes
Westbriar Elementary School
12 March 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	Not Present	Feb 2021
BCM	Terri Jenkins	Present	

Call to order: 7:05 PM by Sharon Fairbrother.

Financials:

- Reviewed Jan and Feb statements. Voted 3/0 to move \$58,000 from the CAB operating account to CAB CD for 15 months at 2%.
- BCM fees will go up 3% in March as their contract automatically renews. There was no charge in January of \$897.12, so we will see that in the March financials.

Minutes:

- Approved minutes 3/0 for Nov 2017 and Feb 2018.

Closed Actions

- ✓ (Oct) Board: Find history of dry pond cleaning
- ✓ (Nov) Board: Find out how much we paid for insurance in 2017 - (\$1,344)
- ✓ (Nov) Board: Start working the annual budget for 2018
- ✓ (Feb) Send out a notice that informs all home owners how to get in touch with the management company: BCM. - *This was covered in the newsletter and contact information was added to the invoice footer.*
- ✓ (Feb) Discussed adding a Twitter and/or Facebook page to help communicate community information. #WestwoodTowns - *Voted not to do this due to the time and maintenance commitments required.*
- ✓ (Feb) Trees need to be trimmed along the corner of WTW and Fawncrest. Additionally check if roots may cause damage to the homes. - *Franks is checking the trees and trimming as required. Franks also looked at the roots of trees along Fawncrest and WTW and did not find any issues.*
- ✓ (Feb) Concern that homeowners may be using their properties as an AirBnB. Investigate rules for doing that. - *Homeowners have been informed.*
- ✓ (Feb) Have the fire department come through the neighborhood and perform a smoke alarm check on all the homes. - *No action. Too hard to organize this for the entire community. This needs to be done by household.*
- ✓ (Feb) Some of our trees have a green fungus-looking mark on them. Investigate if this is a disease we need to take care of. - *This is normal and typically found on the shady side of the tree.*

Open Actions

- (Oct) Board: Buy more “no pooping” dog signs

- (Oct) Board: Talk to Frank's about fresh planting at the entrance
- (Oct) Board: Start reviewing the reserve plan.
- (Feb) Trees from park invade some property lines. Homeowners have the right to trim those trees back.
- (Feb) 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
- (Feb) By-Law Update: Driveway steps and painting: Stairs and driveways should have approved coloring so that "off" colors like grey cannot be used. - *Needs an update to the architectural guidelines or by-laws?*
- (Feb) By-Law Update: Exterior lighting cannot be colored except for holidays. - *Needs an update to the architectural guidelines or by-laws?*
- (Feb) By-Law 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.
- (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 to draft and cover letter.*

New business and Open forum

Ideas for community improvements

- Add up-lighting to the front of the community
- Install drip lines for all the trees along the front of the community
- Reseal the roadways and pay to have men monitor/prevent homeowners from driving on the roads while they are being repaired and curing

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.*

Meeting adjourned at 8:05

Next meeting: April 9 at 7:00 PM at Westbriar.