

**Westwood Towns HOA Meeting Minutes
Westbriar Elementary School
9 April 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	Present	Feb 2021
Member	Marie Hooshmand	Not Present	Feb 2019
BCM	Terri Jenkins	Not Present	

Call to order: 7:01 PM by Sharon Fairbrother.

Financials:

Minutes:

- Approved minutes 3/0 for March 2018 (Beth had not arrived when we voted).

Closed Actions

- ✓ 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.
- ✓ (Feb) Trees from park invade some property lines. Homeowners have the right to trim those trees back. (One cherry tree root was cut back)

Open Actions

- (Oct) Board: Buy more “no pooping” dog signs (need to order the signs from Terri)
- (Oct) Board: Talk to Frank’s about fresh planting at the entrance
- (Oct) Board: Start reviewing the reserve plan.
- (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. (REGULATORY RESOLUTION NO 08-01)
- (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*
- (Feb) By-Law Update: Exterior lighting cannot be colored except for holidays. - *Needs an update to the architectural guidelines*
- (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. - *Needs an update to the architectural guidelines*
 - 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.

- (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.*
- (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.*

New business and Open forum

- (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) Talk to Frank's about adding stones for drainage
- (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
- Next walk-through scheduled for May 13

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 so that the trees are individually watered instead of sprayed from the sprinklers
- 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.

Meeting adjourned at 7:43

Next meeting: May 14 at 7:00 PM at Westbriar.