



Dawson Landing Homeowners Association, Inc.  
A Virginia Corporation  
Post Office Box 4401, Woodbridge, VA 22194

## Minutes of the meeting of January 10, 2017

### Board Members Present

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Lamarr Johnson (President)	Amy Chaffman (Landscape Coordinator)
Vern McHargue (Vice President)	Bud Parlette (Architectural Review Board Chair)
Germaine Roseboro (Treasurer)	Maureen Parlette (Member)

### Architectural Review Board (ARB) Members Present

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Bud Parlette	Lamarr Johnson
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### Homeowners Present

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2 homeowners present in addition to the 6 Board/ARB members

### 1. Call to Order and Welcome

The President, Ms. Parlette, called the meeting to order at 7:10 PM.

### 2. Election of Officers

The President initiated the 2017 Board of Directors Officer election. A question regarding a proxy vote was raised and after discussion withdrawn.

- a. Mr. Lamarr Johnson was elected as PRESIDENT.
- b. Mr. Vern McHargue was elected as VICE PRESIDENT.
- c. Ms. Germaine Roseboro was elected as TREASURER.
- d. Ms. Kate Loving was elected as SECRETARY.

A request was made for a recount of the votes to record the tally. The ballots were recounted and the election results were verified since the Secretary was absent.

### 3. Homeowners Forum

Homeowners Jane Morrissey (1621 Whistling Swan Way) and Yvonne Moxness (15470 Marsh Overlook Drive) attended the meeting.

Concerns were expressed regarding homes on Heron and Widgeon Way both with multiple vehicles parked in front of the houses. Widgeon Way has what appear to be multiple commercial trucks with snowplows in the driveway and on the street. Ms. Morrissey stated the CCR stated cars could not park on the street. Discussion revealed that must have been stricken from the original version as it is no longer in the CCR.

### 4. Officer Reports

- a. The President, Mr. Johnson, accepted the office of President and asked Ms. Parlette to preside over the meeting.
- b. The Treasurer reported that the HOA's financial statements are not in proper order or on correct accounting forms. Ms. Roseboro recommended conducting an audit of the books by an outside source. A discussion of cost ensued and it was agreed that research of auditing firms would be appropriate.

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- c. The Secretary was absent. Meeting minutes from July, August and September 2016 were resubmitted for approval. The BoD unanimously voted (6 in favor and 0 against) to approve and post the minutes on the Dawson Landing website.

**5. ARB Chair Report**

The ARB Chair reported there were several approvals by the ARB for roof replacement due to hail damage.

Concerns were raised regarding a home on Widgeon Way which had failed to correct problems and was a repeat offender for debris on the side of the garage. The issue of trash cans remaining visible days after pickup was also a concern. Possible solutions such as a flyer or sticker on the trash cans reminding the homeowner of the trash regulations was discussed.

It was also discussed that the ARB lost a member and Mr. Parlette will pursue candidates to fill seats on the committee. (Ms. Loving, who had been serving on the ARB since 2015, stepped down prior to the January 10<sup>th</sup> Board of Directors (BoD) meeting due to her role on the Board.)

**6. Landscape Coordinator Report**

The Landscape Coordinator reported that she will be gathering bids from at least 3 landscapers (including any referrals from the BoD) for the 2017 season and presenting them to the Board in the February 2017 meeting. Ms. Chaffman will add extra line items that would be outside the normal scope of the job. Breaking costs out for each main section of the contract (such as “watering” and “planting annuals”) was discussed to more clearly compare bids.

**7. New Business**

- a. The use of parliamentary-type procedures, such as Robert’s Rules of Order while conducting meetings with large groups such as the biannual membership meeting was discussed.
- b. A new reserve study was recommended which is typically conducted every 5 years.
- c. The BoD discussed with homeowner Jane Morrissey the questions she had raised in an email to the Board before the December 2016 biannual meeting. A document prepared based on questions asked on the bi-annual meeting was distributed. Ms. Morrissey was contented based on the discussion.

**8. Goals for 2017**

Goals:

- Conduct an outside financial audit of the books spanning 2 years
- Conduct a reserve study
- Conduct a homeowner survey
- Plan a summer party (need a coordinator)
- Start a neighborhood watch (need a coordinator)
- Update the Dawson Landing website

**9. Adjourn**

There being no further business, the meeting adjourned at 9:00pm.