

Attendees:

- Bud Parlette Erik Graves Mike Newman
 Lamarr Johnson Winnie Miller

Call to Order: The meeting was called to order at 7:00 PM.

Approval of Prior Meeting Minutes: As this was the first formal board meeting there were no minutes to review or approve.

Officers Reports: Currently the only officer is the Chairman. This meeting was devoted to realigning the ARB to follow the HOA Declaration and ARB Guidelines by discussing the roles of the required officers (Chairman, Vice Chairman, and Secretary) and holding elections.

The members determined the roles to be as follows:

1. Chair.
 - a. Presides over ARB meetings.
 - b. Reports monthly to the Dawson Landing BOD.
 - c. Maintains the DawsonLandingARB@hotmail.com email account and serves as the ARB interface to the Association.
 - d. Distributes completed change packages to the ARB for ruling.
2. Vice Chair.
 - a. Acts as the ARB Chairman in the Chairs absence.
 - b. Serves as the ARB interface to the Management Company.
 - i. Assembles change packages with ARB ruling and provides to the Management Company.
 - ii. Manages the Violation program run by the Management Company.
3. Secretary.
 - a. Records ARB meeting minutes.
 - i. Distributes by the following Thursday (1 week).
 - ii. Changes accepted by the following Thursday (1 week).
4. Other Members.
 - a. Maintaining officers is required by the Declaration and helps to spread the administrative burden. Those members who are not officers must actively recruit members who desire to become officers.
 - b. Participate in ARB functions to include voting on Architecture Change Requests submitted by members of the Association.

Meeting Location: Discussed meeting at members homes and local establishments.

Meeting Schedule: The Thursday prior to the 2nd Tuesday of each month. BOD meetings are the 2nd Tuesday of each month.

ARB Election Results:

1. Chairman Bud Parlette
2. Vice Chairman Michael Newman
3. Secretary Erik Graves

Old Business:

Review of outstanding Change Requests. None.

Repeat offenders. Discussed the perception that homeowners can violate guidelines without penalty. The problem is that the violation process is lengthy and some homeowners will ride out the process, make the correction to pass review, then repeat the violation to commence the annual cycle. The BOD is working with our attorney begin fines following notification of a repeat offence.

Questions for the BOD to raise to the attorney:

- How often can an individual be fined for the same violation?
- How can you determine when one fine period has ended, and what constitutes the initiation of a new violation?
- What is the total amount of each fine that can be levied?
- Is there a statute of limitations for a repeat offense? Annually or as long as the resident owns the home?
- What offences would be considered under the repeat offence? Would this include homeowners who habitually allow their grass to grow for several weeks between mowing?

New Business:

Review of ARB Guidelines. Members are to review guidelines and provide recommendations for change at the next ARB meeting. An update is due to reflect changes already accepted by the BOD regarding Trash and Daycare.

We will have a brief discussion of the Declaration at the next meeting then focus the association of the ARB, our role and limitations.

A draft Concept of Operations (CONOPS) and Standard Operating Procedures (SOPs) will be developed for the ARB to review and comment. The documents will be adjusted as ambiguities arise and addresses by the ARB. The outcome will become guiding documents adding specification to the Declaration and Architectural Review Board's Criteria and Standards.

Adjourn: The meeting was adjured at 8:50 pm.

Next Meeting: Thursday, Feb 8, at Heroic Aleworks, 14910 Persistence Drive, Woodbridge, VA 22191.