

Dawson Landing Homeowners Association  
Board Of Directors Meeting Minutes  
See Events: [www.dawsonlanding.com](http://www.dawsonlanding.com)

**Date of Meeting:** December 13, 2022,

**Location of Meeting:** Virtually via ZOOM

1. **Call To Order.** The BoD President called the meeting to order promptly at 7:00 P.M.
2. **Determination of Quorum.** A quorum was present with the following directors in attendance: Dir. Parlette, Dir. McNeil (J); Dir Phan, Dir. Collins, Dir. McCann; Dir. Roopan. Dir McNeil (M) was absent.
3. **Approval of the Minutes.** Motions were made to approve the minutes from the September 13, October 11, BoD Meetings, and the November 8<sup>th</sup> Dawson Landing Bi-Annual Meeting. The motions carried.
4. **Reports of Officers, Boards and Standing Committees.**
  - a. Dir. Parlette shared with the BoD the importance of collecting as many proxies as possible before a Bi-Annual meeting to ensure a successful meeting outcome. There are 265 homes in the Dawson Landing community requiring 27 members for a quorum. Each BoD member was encouraged to build a relationship with your neighbors and let them know the importance of attending these meetings or at a minimum assigning their proxy to you
  - b. **Architecture Review Board (ARB).**
    - i. A motion was made to hold the violation hearing on January 12, 2023, at 7:00 P.M. There are 43 outstanding violations to be heard. The motion carried.
5. **Old or Unfinished Business.** No topics were brought forth for further discussion.
6. **New Business.**
  - a. **HoA Fees.** The Dawson Landing community will not see an increase in their HOA fees in 2023.
  - b. **Trash Pick-Up.**
  - c. **Dog Waste Collection Station.** The topic was discussed. A motion was not put forward to proceed with this topic.
  - d. **Legal.** A discussion ensued regarding receipt of a foreclosure letter for a property that is for sale in the Manassas court. A motion was made and seconded that the DL BoD Director should call the Dawson Landing attorney to determine what actions can be taken by the BoD to collect unpaid fees.
  - e. **Audit Review.** A motion was made to pursue a new reserve study required by the PW County to determine if it is a mandatory requirement. The motion carried. The last reserve study was in 2017.

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- f. **Yard Waste**. Pickup for yard waste will end December 2022 and begin again in March 2023.
- g. **Events**. Dir. Parlette asked the BoD to identify prospective events that could take place within the Dawson Landing community for 2023. Lead support for the event would come from a community volunteer and the BoD would provide support to the community lead volunteer. Dir. Collins will draft a Flyer to encourage events.
- h. **Deferred Assessment Resolution**. A motion made to pass the annual deferred assessment resolution. The motion passed unanimously.
- i. **ZOOM**. A motion was made to have the management company, the holder of the BoD ZOOM account, make annual payments. The motion passed unanimously.
- j. **Traffic Calming Analysis**. Director Collins shared the 8-step process VDOT employs to determine appropriate methods to implement traffic calming. The first step begins with initial contact and a review by VDOT to determine basic eligibility requirements. Dir. Roopan agreed to work along with Dir. Collins to begin this first step with VDOT.

**Looking Ahead (BOD Calendar Review)**

- k. A motion was made to contact the attorney to schedule the BoD annual training on 2/14/23. The motion passed unanimously.

**7. Election of Officers.**

- a. President – Mr. Robert Parlette
- b. Vice-President – Mrs. Jannie McNeil
- c. Treasurer – Mr. Paul McCann
- d. Secretary – Mrs. Marilyn Collins
- e. ARB Interface – Mr. Minh Phan
- f. Grounds Coordinator – Mrs. Indira Roopan

8. **Open Forum**. Nothing presented.

9. **Meeting Adjournment**. The meeting was adjourned at approximately 8:45 P.M.

The next meeting of the board will be January 10, 2023, at 7:00 P.M.

Until then, please stay safe.

*Respectfully Submitted By: Dir. Marilyn Collins*