

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

**Date of Meeting:** January 10, 2023,

**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 Phan, Dir. Collins, Dir. McCann; Dir. Roopan. Dir McNeil (M) was absent, and Dir. J. McNeil was absent.
3. **Approval of the Minutes.** Motions were made to approve the minutes from the December 13, HOA Board Meeting. The motion carried with the note to make an update to item 6h. The minutes were updated to reflect the corrected language in item number 6h.
4. **Reports From Officers, Boards and Standing Committees.**
  - a. **Architecture Review Board (ARB).**
    - i. Received several inquiries regarding mailbox violations.
    - ii. Received verbal inquiry about the water well. The homeowner was advised to put their inquiry in writing to the ARB. The ARB will share the written copy with the Board.
    - iii. The ARB violation hearing is scheduled for January 12, 2023. Approximately 35 violations are on the list to be heard. The list will be submitted to board members upon receipt from MJF.
    - iv. The ARB Dir. Phan received a list of ARB prospective members. He has reached out to those on the list and is waiting to hear back.
    - v. MJF is reporting a total of 87 open violations. Also, MJF collected a total assessed value of \$4, 350.00 in fees in 2022.
    - vi. A homeowner expressed concerns regarding the need to clearly identify trees that the Board is requesting to be removed by using a method such as tying a ribbon around the trunk of the trees so that they are easily identifiable. Also, because we are in the winter months it is difficult to tell if a tree is dead or alive. It was recommended that MJF should also send photos of the specific trees that they recommend should be removed.
  - b. **Grounds.**
    - i. **Open Deficiencies.** Dir. Indira Roopan is acclimating to her role as the Director of Grounds and has reached out to her POC at PWC. Dir. Roopan noted there are 23 open deficiencies as of 2021 that are open in our community. She will receive additional updates from MJF for 2022.

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- ii. **Grounds Contract.** Dir Roopan will review the existing Grounds Support contract to gain an understanding of its content and identify if it continues to meet the needs of the Dawson Landing Community.

5. **Old or Unfinished Business.**

- a. **Traffic Calming Analysis.** Dir. Collins informed the BoD of her intent to initiate the traffic calming analysis discussion with VDOT before the end of January.
- b. **Dawson Landing Community Events Planners.** Dir. Collins drafted a flyer requesting event planning volunteers from the Dawson Landing Community. The flyer was approved to be posted on Next Door and the Dawson Landing Community website.

6. **New Business.**

- a. **HOA BoD Members Annual Training.** A motion was put forward to move the BoD annual training to the month of March. The motion passed unanimously.
- b. **Update the Violation and Collection Policy.** A motion was made to request the attorney to update the Violation and Collection Policy. The motion passed unanimously.
- c. **Accounts for New Dawson Landing Board Members.** Dir Parlette is in the process of updating passwords for exchanged officer email accounts for new Dawson Landing board members.

7. **Open Forum.** Nothing presented.

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

The next meeting of the board will be held on Tuesday, February 14, 2023, at 7:00 P.M.

Until then, please stay safe.

*Respectfully Submitted By: Dir. Marilyn Collins*