

Dawson Landing Homeowners Association

BoD Meeting Minutes

Tuesday, September 12, Agenda

Date of Meeting: September 12, 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. Collins, Dir. J. McNeil; Dir. M. McNeil; Dir. Phan

Absent: Dir. Roopan, Dir. McCann

3. **Approval of the Minutes.** A motion was made to approve the August 8th, 2023, Dawson Landing HOA Meeting Minutes with one change to reflect Phan was absent during the meeting.

4. **Reports From Officers, Boards and Standing Committees.**
 - a. **Vice President:** Nothing new to report. Will meet with the Dawson Landing HOA Secretary to discuss creation of a flyer for the upcoming Yard Sale tentatively scheduled for October 14, 2023. The President agreed to send the Vice President the name of the homeowner who has an interest in supporting the Dawson Landing Community Yard Sale. A set of presumably lost keys were identified as hanging on the Marsh Overlook Drive stop sign located close to the DL BoD President. The VP will pick up the keys and the President will post on the website.

 - b. **Grounds:** Progress has been made. The Grounds management people took pictures and sent them to the county to clear us of last year's inspection findings. Dir. Roopan was instrumental in getting this done. The Grounds people were holding back with the expectation of being paid to clear trees, but it was too costly, another organization was chosen to get the work done. PWC inspections are now cleared.

 - c. **Financials. Dir. McCann.** Nothing to report.

 - d. **Secretary.** Nothing to report.

 - e. **Architecture Review Board (ARB).**
 - i. Three disapprovals were issued for privacy and lattice fence and lattice trash enclosures for not meeting ARB fencing guidelines. There are no guidelines to address this issue, therefore a violation was issued to the homeowners.

 - ii. A homeowner replaced his chicken wire garden fence (due to a violation finding) with a chain link fence around their vegetable garden, the homeowner replaced the chain link fence with a wood fence. The wood fence violates

Dawson Landing Homeowners Association

BoD Meeting Minutes

Tuesday, September 12, Agenda

height requirements of 36 inches for fencing or the immediate surrounding fencing. Will follow up again with the ARB and will have additional discussions with the BoD President. We may need additional guidelines in managing this issue. 12.24 Metal fences can be no higher than 36 inches, but wooden fences can be as high as 4 feet per BoD president. Dir. Phan will have a follow-up discussion with the ARB. Trash enclosures will also have to meet the fencing height requirement also. Per the BoD VP, we the Board need to establish guidelines for trash enclosures also. Dir. Phan will meet with the homeowner ASAP to share the BOD recommendation.

- iii. **Shutter Color Request was approved.**
- iv. **Request submission (old business), Solar Panel installation** on Marsh Overlook. The installer continues to submit independent assessments which do not meet the Virginia code. The ARB denied this request.
- v. **Fee Reversals Requested.** Two requests received:
 - 1. A homeowner on Whistling Swan Way is requesting a reversal of their fees. The violation finding is painting the window sash. The homeowner did not attend the hearing. Fees accumulated. The violation is closed but the Homeowner did not attend the hearing until after he had accumulated violation fees. A motion was made and seconded that we (the BoD) deny the homeowners request for reversal of fees. The motion carried. A formal denial request form needs to be prepared, signed by the Dir. ARB and submitted to MJF who will send the homeowner the denial package in the mail.
 - 2. A homeowner located on Marsh Overlook had a mailbox violation. The homeowner was made aware of the violation June 30, 2022, an ARB hearing was scheduled for January 12, 2023, but the homeowner did not attend the hearing. The homeowner commented that the letters from MJF were not clear, but the homeowner did not seek clarity of the issue before being assessed with fines. The BoD could not justify a reason to support a reversal of these fines. A motion to deny the reversal of fees was made by the BoD and approved. A formal denial request form needs to be prepared and signed by the Dir. ARB and submitted to MJF will send the homeowner the denial package in the mail.
- vi. **2nd Violation Notice (for driveway repair)**. A homeowner on Duckling requested a delay in making the driveway repairs until May 2024 due to other repairs the homeowner is making to his home. The homeowner also requested an ESL language interpreter be available to help with communications. The BoD ARB Dir.

Dawson Landing Homeowners Association

BoD Meeting Minutes

Tuesday, September 12, Agenda

would like to circle back to ask the homeowner about getting a seal coat. A motion was made to deny the extension and it was unanimously approved.

- vii. The BoD President will meet with attorney regarding our responsibility in providing ASL language interpreters.
- viii. It was recommended that the ARB present photos (before and after) of violations when giving presentations to the BoD.

5. Old or Unfinished Business.

- a. **Traffic Calming Analysis.** Nothing new to report.
- b. **The Audit.** The Dawson Landing Financial Audit was signed by the BoD President. The BoD should receive the final audit report soon.
- c. **Reserve Study.** The BoD President reached out to MJF for potential candidates for the reserve study and received three candidates. The three candidates responded and said they would send a proposal, (Mason and Mason, Miller Dobson, Reserve Advisors)
- d. **Resale Certificate.** The Resale Certificate replaces the disclosure package that was given to future homeowners in Dawson Landing. The BoD President provided updates to the resale certificate. BoD members were asked to review the Declaration to identify areas where we can provide additional clarification.

6. New Business.

a. **Bi-Annual Prep:**

- i. Next Bi-Annual Meeting will be held November 14 at the McCourt Building, Occoquan Room. The Ferlazzo Building was not available. Pizzas, sodas, and water will be served. Dir. McNeil will investigate additional source for Pizzas (i.e., Marcos) and share at the October meeting. The Bi-Annual meeting is an election meeting therefore it will be face to face only.
- ii. Woodbridge Supervisor Margaret Franklin is not available. The BoD agreed to hold off and seek a speaker for the May Meeting.
- iii. There is one seat up for reelection.

- 7. **Open Forum.** The homeowner from 15414 Bald Eagle asked if we as a community can send a letter to our supervisor and request that they cut the grass that has extended into the streets like they currently do for the islands on Rippon. The grass on the islands is being cut by the county but the grass that grows in the street is not being cut. The BoD president and VP will call VDOT to see what they have to say. The BoD VP will take some photos to share with the BoD.

- 8. **Meeting Adjournment.** The meeting was adjourned at approximately 9:06 P.M.

- 9. **Next Meeting.** The next meeting of the board will be Tuesday, October 10, 2023, at 7:00 P.M.

**Dawson Landing Homeowners Association
BoD Meeting Minutes
Tuesday, September 12, Agenda**

Until then, please stay safe.

Respectfully Submitted By: Dir. Sec. Marilyn Collins