



Twin Oaks Farm HOA

Meeting Minutes September 17, 2013

Meeting start time: 7:31pm

Quorum met: Board attendees – J. Schoolcraft, M. Blas, B. Bell, C. Sharp, M. Bilock, C. Fillinger

Additional attendees: Property Manager Sam Morrison, resident Chris Curling

Resident concern: follow up on ARC application submitted → Board informed the resident that it has approved her application and she will be receiving confirmation of approval via GHA Mgmt. The Board is reviewing/taking action on ARC applications in interim of finding an ARC Chairperson.

Motion to accept August 2013 meeting minutes: C. Sharp 1, C Fillinger 2: APPROVED

President's report:

- Pool liaison duties to be transferred to Brent Bell as Cyndi Fillinger will be helping out with ARC duties while a chairperson for the ARC is sought.
- Formal resignation received from former Board member at large Julia Gruta.

Treasurers' report:

- 1 CD rolling over in August.

Grounds report:

- Caitlin Sharp and Sam Morrison met to discuss what to include in the upcoming RFP (request for proposal) for landscaping companies. Sam to obtain 5 proposals for the Board to review by November 1.
- Cherry trees and other trees in the neighborhood are diseased and losing leaves already. Need to talk to landscaping company about rectifying this situation.

ARC report:

- In search of new chairperson for ARC as current chairperson has stepped down.
- Cyndi Fillinger and Margi Bilock reviewed all pending ARC applications last week and have reached a resolution on all of the applications. Notices to go out to homeowners from GHA in the next few days.
- Board to allow print out of ARC member email votes to suffice as a confirmation of vote for approval/disapproval purposes in lieu of manual signatures.

Communication report: None

Social Committee report:



- Received proposal from committee chair, Nicole Raymo, for Fall community party to be held on November 2nd.
- Not able to use pool house for bathroom access as it is filled with all of the pool furniture.
- Board has requested a cost breakdown in order to provide a check for supplies and services beforehand. Breakdown to be provided to the Board by the next meeting for review/approval.

Management report:

- Community sign was not completed today as was promised. Sam Morrison to contact contractor to get explanation. Sam to provide Board with official update following this conversation.
- 2 of 3 installments paid to contractor for sign. 3rd payment to be made upon completion of sign and accompanying landscaping.
- Palmer Landscaping meeting with Sam regarding diseased cherry trees.
- Loan has been “technically approved” through Capital Bank for pool house renovation project. Looking at ~\$2,100/month on a \$200K loan.
- Preparing 2 RFPs to be going out for our community next week.

Pool report:

- RFP to go out to 3 pool service companies and be obtained by November 1.
- Bonuses to be given to lifeguards for their exemplary jobs this summer.

New Business:

- Concern voiced from resident regarding extensive use of basketball courts by non-residents. Resident proposed rules to be enforced for the courts including 2 guests allowed for each TOF resident and a permanent sign posted at the courts stating as such. Resident also affiliates these non-residents with the vehicles speeding down Maple Ridge. Different resident present at meeting states that she has not seen the basketball players speeding and she lives right by the courts. Board does not feel it fair nor prudent to limit the amount of guests a TOF resident can have with them at the basketball courts when it is the TOF residents who pay for the court.
- Rules for use of the basket ball courts will be developed and posted to the TOF website like we have for the pool rules.
- **Motion made to add community to the No Trespassing list for Prince William County to allow PWC police to remove individuals from community property without prior board approval: 1 B Bell, 2 J Schoolcraft; for: B. Bell, against: C. Fillinger, J Schoolcraft, M Bilock, C Sharp: DENIED**

Motion to enter into executive session at 8:40pm: C Fillinger 1, C Sharp 2: APPROVED

Motion to exit executive session at 9:31pm: C Sharp 1, J Schoolcraft 2: APPROVED

Motion to confirm that no motions were made in executive session: J Schoolcraft 1, C Sharp 2: APPROVED

Motion to adjourn meeting at 9:36pm: J Schoolcraft 1, C Sharp 2.: APPROVED