



## Twin Oaks Farm HOA

Meeting Minutes

March 18, 2014

Meeting start time: 7:33pm

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

Additional attendees: Property Manager Sam Morrison

**Motion to accept February 2014 meeting minutes: 1 C. Sharp, 2 J Schoolcraft: APPROVED**

President's report:

- Newsletter draft to get final sign off by Board members this week

Treasurers' report:

- Directors & Officers and Liability Insurance policies were renewed since last meeting. Only change was to include a Workers Compensation (WC) rider to the liability insurance policy. This would provide coverage for any directors or homeowners volunteering on behalf of the HOA that may get hurt while completing these duties. It also extends coverage to cover any contractors providing services to the HOA in the event there is a lapse in their WC coverage.

Grounds report:

- Caitlin, Director-at-large – Grounds, will contact "Keep Prince William Beautiful" to obtain a voucher for the dumpster to be used during community cleanup day in April.
- Suspect that a resident cleaned up the fallen tree along Oak Farm Drive

ARC report:

- Several applications received and processed.
- 1 ARC member not responding to emails, need to confirm contact information

Communication report:

- Changing auto-response from ARC email address to notify applicants of ARC response guidelines

Social Committee report:

- Preparations underway for 3<sup>rd</sup> annual Easter Egg hunt. Notifications of event to go out as part of newsletter, on Facebook page and on community sign.



Pool report:

- Pool rules revised by Brent to allow for more authority for lifeguards. Rules to reviewed and approved via email once all changes have been made.

Management report:

- Discussed in Pool and Walking Trails excerpts below

Old Business:

- Pool Contract Update:
  - o Brent Bell reviewed all contract proposals and recommended that we change from Virginia Pools to American Pools for a \$10K annual savings. Property Manager recommended that we invite a senior representative from American Pools to next Board meeting for Board and any community members to voice concerns.
  - o **Motion to approve the American Pool contract for 2014 season with the modification of amending the hours of operation to end at 9pm on Friday and Saturday nights after schools end for the summer: 1 B Bell, 2 C Sharp - APPROVED**
- Pool Renovation Update:
  - o Work will not start until Sept 2014, permit applications to be sent to PWC ASAP to allow adequate time for us to get those permits. GHA will provide permit statuses at monthly meetings through start of the project.
- Pool Loan Update:
  - o Loan finalized and completed, no work will commence until money is drawn from account and delay in construction will not affect the approved loan.
- Walking Trail/Playground Update:
  - o PWC rep has given written confirmation to property manager certifying that the BOD has met all legal requirements for the maintenance of common areas within the community.

New Business:

- Trash Removal:
  - o Refuse companies were not able to provide trash service to any community where their workers had to walk to pick up trash cans as this was a Workers Compensation concern to them if their workers were to slip/fall due to the icy conditions. This explains why they did not pick up trash on or following snow days this winter.
- Spring Newsletter:
  - o Newsletter to go out this month.

**Motion to enter into executive session 8:25pm: C Sharp 1, C Fillinger 2: APPROVED**

**Motion to exit out of executive session at 8:29pm: C Sharp 1, J Schoolcraft 2: APPROVED**



**Motion to confirm no motions were made while in executive session: C Sharp 1, C Fillinger 2:  
APPROVED**

**Motion to adjourn meeting at 8:30pm: B Bell 1, J Schoolcraft 2: APPROVED**

**Next meeting will be April 15, 2014**