

Birchfield Woods Cluster Association
Board Meeting Minutes
May 21, 2003

The following individuals attended the meeting:

James Juran, President
Julie Schoenman, Treasurer
Dick Fagan, Board Member
Keary Buhler, Board Member
Julie DeLong, Walkabout Committee
Anne Juran, Communications Committee

The meeting was called to order at 7:30pm. Due to Mary Tchirout's absence, meeting notes were recorded by Anne Juran.

The draft minutes from the previous meeting were accepted with no corrections.

The Board approved the sending of a letter to Lisa-Maria Padilla regarding the parking issue discussed at the previous meeting.

A disclosure documents committee consisting of Dick Fagan and James Juran was created to prepare an updated version of the disclosure packet for home sellers. Several updates are needed to bring the document into compliance with recent changes in state law.

James Juran reported on the rules enforcement workshop held by Reston Association. He reported the following:

- The Reston Association deed requires notice be given to residents and a hearing held before the board can adopt or change a rule or regulation
- The RA deed also requires the rules and regulations to be periodically published
- Rules typically are not included in bylaws, but are written as a standalone rules and regulations document.
- Assessments of up to \$50 per violation or \$10 per day for an ongoing violation may be imposed for violations of rules.

The board decided to create a standalone rules and regulations document. Dick Fagan, Julie DeLong, and James Juran were appointed to create a draft rules & regulations document and present it at the next board meeting. This group will consider changes to existing rules, such as:

- Opening visitors' spaces to residents for parking outside of "peak" hours
- Defining a policy for enforcing visitors' spaces violations

The walkabout originally planned for May 31 has been postponed to June 29. It will focus on yard maintenance, such as overgrown grass and trash in yards. It will also review siding in need of repair. Julie DeLong will call Heidi Foster, RA covenants advisor, to review design guidelines.

James Juran reported that Heidi Foster said the green paint recently used by several homeowners may not be the correct shade. The paint palette has old colors that have to be custom-matched, and are not always perfectly consistent. Heidi offered to help us choose a new palette with standard paint colors. Julie DeLong will look into this issue.

Keary Buhler will be meeting with BladeRunners to do a walkthrough of the neighborhood to evaluate needed maintenance. Julie Schoenman reported that her grass has been cut by BladeRunners, and asked Keary to review the property boundaries with them. One of the items to be reviewed in the walkthrough is a pine tree in the inner circle in the 1530s that has grown over the sidewalk. They will also review the condition of the Bradford pear trees.

The April 2003 financial report was reviewed. This was the year-end report for fiscal 2002-2003. The board questioned a check written to James Duvall. It was assumed that this was a refund for pre-paid assessments. Julie Schoenman will check on this with Koger.

The board noted that assessment income appeared to be \$5800 lower than anticipated because of the switchover to Koger's accounting system. Some assessments were paid prior to May 1, 2002, and thus were counted in fiscal 2001-2002. This problem will not occur in the future because assessments will not be posted as income until the due date.

The board also noted that interest income of \$283 was added, although it did not show up on either the March or the April reports. It was determined that this \$283 was posted in March, but after the March report was generated. This is correct, because this is the interest shown on the March bank statements.

The board waived a \$5 balance on the account of a property owner who had paid \$595 in September 2002, and thought that the \$5 discount applied.

The board decided to direct Koger to impose a 10% late fee on all past due accounts as of June 1. The board also recommended adding an interest penalty to late assessments after the next annual meeting.

The board also discussed several options for collecting judgements that have been received against delinquent homeowners. These options include:

- Sheriff sale
- Take away parking privileges
- Garnish assets
- File lien against property
- Accelerate whole year's assessments
- Contact mortgage holder

Julie Schoenman will discuss these options with Harry Lowe and report at the next meeting.

AAA is contesting our suit against them regarding the paint spills in the parking lot. A trial date will be set soon.

Nova Wireless is looking for someone in the neighborhood to serve as an access point. This will require a small antenna on the roof. An application will need to be made to the Reston DRB to do this.

Lee DeLong will investigate repairs to the concrete sidewalks.

Lee DeLong reported that RA will not provide an engineer to investigate our retaining wall. He will send a request for proposal to several engineering firms to find out how much it will cost to have a study done.

The next meeting will be July 2nd at 1621 Poplar Grove Dr.