

**Birchfield Woods Cluster Association**  
**Board Meeting Minutes**  
**July 2, 2003**

The following individuals attended the meeting:

James Juran, President  
Victor Tchiprout, Vice President  
Mary Tchiprout, Secretary  
Julie Schoenman, Treasurer  
Woody Overend, Board Member  
Keary Buhler, Board Member  
Dick Fagan, Board Member  
Don Jones, Church of Latter Day Saints

The meeting was called to order at 7:30pm

The draft minutes from the previous meeting were accepted.

**Church of Latter Day Saints**

- Don Jones of the Church of Latter Day Saints discussed the church's plan to put a masonry wall around the previously proposed sign on the corner of Lake Newport Road and Fairfax County Parkway.
- Board members reviewed the plan and had no problems with the sign and masonry wall design
- 3 board members signed the DRB proposal for the sign

**Review, revision, and approval of draft rules document and letter to homeowners**

- James Juran, Julie DeLong and Dick Fagan had met prior to this meeting to create the draft rules document and letter to homeowners highlighting some of the changes in the rules.
- The letter to the homeowners was approved by the board members
- Board members reviewed and made minor revisions to the draft rules document. A hearing will be held in order for all owners to have the chance to accept the rules document.

**Landscaping Maintenance Report**

- Keary reported that she had spoken with Blade runners about doing some maintenance and removal of trees in the cluster.
- Board members approved to have a Bradford pear tree removed and replaced. The cost of \$625.00 had previously been allocated in the budget. Also, a stump in the Tot lot will be pulled up and ground for the cost of \$125.00. Also, pine trees and stumps will be removed for a cost of \$150 and \$285.00 respectively. The Board decided not to replace the pine trees with shrubbery at this time.
- Also, the Board asked that the tree at the entrance of the cluster be trimmed back as it is over grown.

#### Vandalism Update

- Dick Fagan discussed that he had discussed the problem of vandalism in the circle with Captain Mike Vancak who said that he would increase patrols in the area. Captain Vancak can be reached at 703 478-0904 and [mike.vancak@fairfaxcounty.gov](mailto:mike.vancak@fairfaxcounty.gov) or call Crime Solvers at 703 691-8880 or 800 673-2777.

#### Walkabout Status

- The walkabout was held on Sunday June 29<sup>th</sup> as previously scheduled.

#### Update on complaints regarding tenants

- James reported that he had sent a letter to the owner of one property mentioning the garbage, lawn and number of occupants in the unit.
- Board members discussed the many complaints about the property by surrounding owners.

#### Review of May 2003 Financial Reports

##### Plan for dealing with delinquent assessments

- Members discussed options for collecting delinquent assessments. Harry Rowe thought that a non-judicial foreclosure would be a good option to collect assessment fees. Board members agreed that all owners that are late on two or more assessment payments will receive a letter from Harry Rowe requesting payment. Those owners that are late on one assessment payment will receive a letter from Koger Management.

#### Status of AAA Lawsuit

- Bruce Bentley will be a witness in the AAA lawsuit. He will be subpoenaed to testify in the case.

#### Other Business

- An electrician will be called to fix the light that is out by the tot lot.
- Members discussed increasing the insurance policy on Board members and officers. Members will review the existing policy and consider increasing the coverage.

Next Meeting will be at another location than someone's house due to a possible large number of people that may attend the hearing on new rules document. Time and date will be announced.