

MINUTES
VILLAS I AT SNOWDEN OVERLOOK
BOARD OF DIRECTORS MEETING
June 27, 2018

Present: Members L. True, S. Goodman, J. Pelch, R. Vogel, D. Perin and WPM
Property Manager Patricia Lall

Call to order 7:00 pm

1. **Reading of Minutes:** A motion was made, seconded, and adopted 5-0 to formally approve the minutes from the previous meeting and to dispense with reading them.
2. **Treasurer's report** – Total cash as of 5/31/18 was \$886,090 including \$84,810 in the checking account and \$801,280 in reserve accounts. YTD income was \$88,202 and expenses were \$85,336. For details see the full Treasurer's report.
3. **Property Manager's Report:**
 - a. **Water Leak investigation at 8729.** The investigation confirmed that the leak was not due to common elements and indicated that it was due to the drains in the window wells of the individual property, which are the responsibility of the homeowner.
 - b. **Roof leaks.** Repair of leaks at 8852, 8847, and 8711 have been completed. Drywall repairs have been completed at 8852 and will be scheduled for 8847 and 8711. A leak has also been reported at 8882, originating around the chimney. In order to inspect the area, the owner is coordinating removal of solar panels to provide access for the roofer.
4. **Committee reports:**
 - a. **Architectural.** The Board approved 5-0 the application from a new owner to install a satellite dish at from 8822 Warm Granite. Mt. True noted that federal law precludes associations from prohibiting satellite dishes. All the Board asks is that the dish be installed in as inconspicuous an area as possible and meet the maximum size limitations. It was also noted that the unit owner is responsible for any damage due to the installation.
 - b. **Landscape** – Ms. True has completed a survey of front-yard landscaping and provided a report of issues that need attention by homeowners—including dead and dying plants and insect infestations. She will email the owners that have insect infestations so that they can take immediate action. Homeowners with dead/dying plants will be sent letters by Ms. Lall asking them to replace the plants within 60 days. Ms. True also noted that we have received the annual proposal

from MainScapes for application for grub control for \$970. Since there is no evidence of a major infestation, the committee has rejected the proposal.

- c. **Parking and Traffic** – An event at 8884 resulted in cars parked on both sides of the street, impeding traffic and potentially blocking access by fire and rescue services. The Board directed Ms. Lall to send the homeowner a letter about the incident. The Board will also consider a review of its parking policy and enforcement.
- d. **Social** – No report.
- e. **Maintenance** – Ms. Lall and a member of the maintenance committee will conduct a survey of Villas I homes to update the list of properties with warping of siding and identify the source of the warping, so the Board can consider where screening of offending windows would be appropriate.

5. Old Business:

- a. **Roofing Survey.** Ms. Lall has received a bid from Columbia roofing in the amount of \$3,600 plus time and materials for any repairs. A revised bid from Economic Roofing has also been received but is still considerably more expensive. Ms. Lall expects to receive another bid, and the Board delayed a final decision until the July meeting.
- b. **Maintenance Letters.** Ms. Lall will mail out letters on June 28 to homeowners whose properties had maintenance issues identified in the spring maintenance committee survey asking them to make repairs within the next 60 days.
- c. **Letter on tree removal at 8879.** The homeowner was sent a notice thanking them for the removal of the large tree and asking them to have the stump ground and the privacy fence repaired by May 24. Since that has not yet been done, Ms. Lall received a proposal for the work from Brightview. At its upcoming work session, the Board will consider sending a notice that the association will initiate the repairs (and then bill the owner) -- and first asking attorney advice, since this would be Villas I first instance of "self help" and cost recovery.
- d. **Line striping.** The contractor who did repairs to Villas I pavement last summer has offered to restripe parking lanes and stop bars at no cost. This had been delayed until the Board decided on rejuvenation of Villas I roadways. Now that rejuvenation has been tabled, Ms. Lall will identify potential dates with the contractor.

6. New Business:

- a. **Gutter Cleaning Proposal.** The current gutter-cleaning contract involves twice-yearly cleaning of all gutters—once in the spring and again in the late fall. Owners of units backing up to the woods have reported that gutter-clogging

occurs in two separate periods in the springtime and in the fall, which led the Board to request a bid from the contractor for additional cleanings. Chesapeake Property Services has provided a proposal to clean the gutters on all perimeter units four times per year and the interior units twice per year. The annual increase in costs over the current contract would \$790, an increase from \$3,590 to \$4,380. The Board approved this proposal 5-0.

- b. **Reimbursement.** The Board approved 4-0 reimbursing Mr. True \$21.14 for the purchase of mosquito control products plus \$70 for purchase of a redbud tree to replace one of the severely damaged cherry trees in the common area near Warm Waves. (The Board had previously authorized spending up to \$200 for tree replacement.)

7. **Open Forum for Unit Owners**

- a. The owner at 8820 asked if she could arrange for a minor repair to one of her downspouts. Mr. True said the Villas I documents do not specify that the association is responsible for repair of gutters and downspouts and this would be the subject of further discussion by the Board. In the meantime, the owner could go ahead and arrange for the minor repair without seeking formal permission from the association.

8. **Adjournment** at approximately 8:30 pm.

Prepared by David Perin, Secretary

Date: June 28, 2018

Signed: David A Perin