

## Meeting of the Board of Directors Minutes

**Date:** December 13, 2018  
**Time:** 7:00 pm  
**Location:** Cascades Library

### Board Members Present

Josee Arel  
Beth Baker  
Steve Honard  
Colleen Kerrigan  
Cheryl Monroe-Medonich  
Paul Southwick  
Debbie Voloshin

Paul Southwick, Vice President, called the meeting to order at 7:05 pm.

The presence of a quorum was established.

**Approval of Agenda:** A motion to approve the agenda was seconded and passed.

**Approval of Minutes:** A motion to approve the October 11, 2018 Board of Directors Meeting Minutes was seconded and passed.

### **Architectural Review Committee Hearing for Violation:**

At 7:14 Steve Honard made a motion to go into executive session, seconded by Colleen Kerrigan, and passed unanimously for the purpose of conducting a violation hearing.

At 7:32 a motion to return to regular session was made, seconded, and passed unanimously.

**Regarding Hearing for Violation Case #90293-02:** Paul Southwick moved that the Board of Directors give the owner until June 1, 2019 to clean the siding on the garage side of the dwelling as indicated in the violation notices dated 6/15/2018, 8/19/2018, as the violation has been deemed not cured. If not cured by the 6/1/2019 deadline, monetary charges of \$10 per day up to 90 days will be assessed. Colleen Kerrigan seconded the motion, which carried unanimously. The owner was present.

### **Officer Reports:**

- **President (Orest Swystun):** Not present. No report.
- **Vice President (Paul Southwick):** No report.
- **Secretary (Beth Baker):**
  - The secretary distributed updated pages for Board Handbooks reflecting changes for 2019.
- **Treasurer (Debbie Voloshin):**
  - **2019 Budget:** The Treasurer distributed draft copies of the 2019 budget. Upon review, the board recommended increased figures for some items, particularly path maintenance, so she will email a revised 2019 Budget to the board for approval.

- **Reimbursement Requests:** A motion was made by Steve Honard, seconded by Paul Southwick, and passed to approve reimbursement of the following expenses:
  - \$27.46 to Debbie Voloshin for purchase of labels.
  - \$246.22 to Beth Baker for copying and postage for mailing of Policy Resolution 18-01; copying of Annual Meeting notices and proxies; copying for annual meeting and resulting changes to board handbooks; ink cartridge for a year of printing meeting materials; and a file box for HOA records.
  - It was noted that since the October meeting Lea Nigon, prior ARC chair, was reimbursed an approved \$33.00 for mailing supplies.
- **2019 Homeowner Assessments:** Steve Honard made a motion that the 2019 dues be \$73.50 per household, seconded by Colleen Kerrigan and passed.
- **Donations:** A \$100 donation was made to the Loudoun County Sheriff's Office Auxiliary for their help with the Halloween Parade. A \$100 donation was made to the Sterling Volunteer Fire Company for their participation in the Halloween Parade.

**Members' Open Forum:** The board conducted an open forum for members of the community.

#### **Committee Reports:**

- **Social Activities (Chair: Zeleste Henry):** Not present, but presented a report:
  - The Halloween Parade was well-attended with about 70 individuals. The fire and police departments were wonderful and accommodating. She will submit her receipts before the next meeting.
  - She suggested a second event be planned for next year. Board members favor an event in the spring that would involve both children and adults, but not require a large expense.
- **Common Grounds (Chair: Steve Honard):**
  - The contractor hired to repair and abate serious erosion on the path will not be able to make repairs until after the winter. Steve Honard will make more substantial taping and warnings on the eroded sections.
- **Architectural Review (Chair: Colleen Kerrigan):**
  - **ARC applications:** No applications were approved by the ARC committee in the past month.
  - The database of applications has been updated through 2017. It was noted that it needs to be switched periodically with the one in the safe deposit box.
  - **Violation Complaints and Issued Notices: Case #90180-05:** The board went into executive session at 7:58 and returned at 8:05. The homeowner, who had a deadline of 12/16/18 to replace mismatched roof shingles requested more time. A motion to extend the deadline to 2/28/2019 was seconded and carried.
- **Newsletter:** Cheryl Monroe-Medonich presented a draft of the winter edition for comment. She will contact Nesha Hannah to coordinate a final presentation.

#### **Unfinished Business:**

- **Review of/changes to Standard Record Report:** Discussion tabled until January.

**New Business:** None

A motion to adjourn the meeting at 8:27 was seconded and carried.

Respectfully submitted,  
Beth Baker, Secretary

Next scheduled meeting: January 10, 2019, 7:00 pm, Cascades Library, Group Study Room