

Owners' Association at Redwood Lakes, Inc.

Board of Directors' Meeting Minutes

February 27, 2019

Call to Order:

The meeting was called to order by President Stacey Zellers at 7:00pm. Doris Williams, Tom Doetzer, and John Zellers were in attendance. Trey Austin and Alli Raymer were in attendance as representatives of ARMI. Several Homeowners were also in attendance.

Approval of the Previous Board Meeting Minutes:

The minutes from the meeting held January 23, 2019 were approved with a motion from Tom Doetzer and a second from Doris Williams.

Compliance Hearings:

A compliance hearing was held for 641 Keswick Drive for household items being stored in the yard. It was determined by the Board that the violation is abated and no further action will be taken at this time.

A compliance hearing was held for 1084 Virginia Avenue was held for household items being stored on the side of the home. It was determined by the Board to give the Homeowner 45 days (April 13, 2019) to abate the violation. If the violation is not abated by the established date, monetary charges will begin to accrue.

Homeowner Comments: A homeowner raised concern regarding the leaf removal of their neighbor. It was stated that due to lack of leaf maintenance, they are blowing into their yard causing blockage of the drains. It was determined that a 1st letter was to be sent to the Homeowner in violation with a motion by John Zellers and a second from Tom Doetzer.

Review Financial Reports: Trey Austin from ARMI reviewed the January financials.

Old Business:

- a) Due Process- A discussion regarding the Due Process Procedure and timeframe between violation letters was had. It was determined by the Board with a motion from John Zellers and a second from Doris Williams that a Notice of Violation is to be sent to the Homeowner after 30 days of the 1st letter being sent if the violation is not abated, and that a hearing is to be scheduled if the violation is not abated within 15 days of the Notice of Violation being sent.
- b) No Trespassing Signs- the Board reviewed the information provided from ARMI regarding the installation of new No Trespassing signs near the storm water management ponds. The Board decided to move forward with the signs from Traffic

Safety Supplies, Inc. with a motion from Tom Doetzer and a second from Doris Williams.

New Business:

- a) Compliance – it was determined that the matters of compliance were to be discussed in executive session.
- b) Box Storage – It was determined by the Board that ARMI is to store the Lot File boxes for the Association at the cost of \$2.50 per box with a motion from Doris Williams and a second from Tom Doetzer. It was also discussed that every 5 years, the Board is to evaluate the items in storage in order to determine whether or not said items are to remain in storage or can be disposed of.
- c) Communication Liaison – It was determined by the Board that Vice President, Tom Doetzer would fill the role of Communication Liaison between the Redwood Lakes Board of Directors and ARMI. This was passed with a motion from Doris Williams and a second from John Zellers.

Executive Session

A motion to move into executive session was made at 8pm by Stacey Zellers and seconded by Tom Doetzer.

A motion to move out of executive session was made at 8:19pm by Tom Doetzer and seconded by Tom Doetzer.

During executive session, compliance issues were reviewed. It was determined by the Board to move forward in the Due Process Procedure with the violations discussed with a motion by Tom Doetzer and a second from Doris Williams.

Next Meeting:

March 27, 2019 at 7:00pm at the Culpeper Police Station.

Meeting Adjourned: - 8:25pm with a motion from Stacey Zellers and a second from Tom Doetzer.