Sommerville Homeowner’s Association Board Meeting

June 4, 2024, at 7 p.m.

(Meeting held via ZOOM)

Meeting Minutes

The meeting was called to order at 7:02 pm. All members of the Board were present. Also attending were Samantha Call, Derek Coldiron, Neal and Joyce Frink, and Marci Swanson

Minutes from May 2024 meeting were unanimously approved as presented by Marci Swanson.

The Treasurer’s Report, presented by Samantha Call, was unanimously approved by the Board.



* January – June 2024 Semi-Annual Assessments
  + Paper invoices (43) were sent via USPS from Seaford Post Office on 30 May 2024
  + Electronic invoices sent via email on 2 June 2024
  + Assessments are due on July 2, 2024. Majority of assessments have been received by the date of this meeting.
* Samantha officially told the Board that she will be leaving the Treasurer’s position at the end of 2024. Kristin Wills has indicated that she is willing to serve as Treasurer beginning in January 2025. She will work with Samantha for the remaining part of 2024 to learn the position. Sam will continue to provide background and assistance as necessary.

**ARB – Derek Coldiron**

* ARB Approvals
  + 210 Sir John – Lattice work was approved
  + 301 Ludlow – A shed and decking/pool improvements were approved.
* 301 Sommerville Way -- Closing set for 6 June 2024
  + Resale Inspection had nothing to note.

**Committee Reports**

* Welcoming – Frank Lane
  + Nothing to report
* Neighborhood Watch – Frank Lane
  + Nothing to report
* Hospitality – Cheryl Barnard & Jeanne Grinnell
  + Don Hood was in an automobile accident and is improving.
* Beautification – Joyce Frink
  + Spring/Summer Plantings
    - $209.29 was spent from the Beautification allocation for 40 summer plants to replace the spring plants.
  + Trees behind entrance signs
    - These trees (6 total) have been treated for pests and fertilized. The committee recommends waiting to see if this helps improve the health and appearance of the trees. The situation will be readdressed at the end of the summer, so replacements (if necessary) can be planted at the proper time of year.
  + Median Concerns
    - The holly trees are dying and starting to look bad. There are also numerous branches extending into the roadway. It is part of the Grounds Maintenance contract for the company to remove nuisance branches that extend into the road. George will contact Greenskeepers about this.
  + Sprinklers
    - Sprinklers are now working but the timers need to be adjusted. George is meeting with Aquapro this upcoming week. Joyce and Neal will meet with them to discuss the sprinkler system and timers.

**Board Business**

* Pond Repair/Sprinkler Maintenance – George/Geoff
  + The fountain is working but still needs to be relocated to the middle of the pond. We are awaiting an estimate from Solitude to move and re-anchor the fountain in the middle of the pond. George and Geoff will continue to work on this.
* Langley FCU Money Market Account
  + Dropped signed minutes and copy of IRS letter at George’s on 3 June 2024 (left with Sharon)
  + Geoff’s information has been received and processed. The accounts will be up and running as soon as the Board determines how much money to put in the account. Board will review funds after the June 2024 assessments have been received to determine how much to start the account with.
* Grounds Maintenance
  + The Association can request a Pet Waste Station to be placed in our neighborhood. The Hampton Roads Green Organization will provide and install a Pet Waste Station at the location of our choice, as well as give us a supply of pet waste bags for the station. Carolyn said if the station was located in the lot at the end of Ludlow, she would take care of emptying the trash can at the station weekly. The Board voted unanimously to proceed. Carolyn will also ask if HRGO will provide any additional stations so that we can place them at other locations in the neighborhood.
* Community Safety
  + Stop Sign Replacement
    - VDOT replaced the stop signs throughout the neighborhood. Thanks to District 3 Supervisor Wayne Drewry for his assistance with this project.
  + Median Streetlight Project
    - George has been in contact with a company that can dig a trench between the first and second median so that the lights in the second median can be reconnected. Brian LaCount has indicated that once the trench is completed, Monarch Electric can do what is necessary to connect the electricity from one median to the other. The Board voted unanimously to proceed with getting the estimates for this project
    - On another note, the streetlights in the first median are coming on during the day and going off at night. The lights on the entry signs are illuminating at the correct time. George will look at the timer and, if necessary, ask Brian to evaluate that situation.
* YC General District Court Case
  + Case resolved on 22 May 2022 with repairs being completed.
* Sommerville Message Board update
  + The Board was contacted by the Secretary of Zoning Appeals that they were beginning the evaluation process for an appeal to allow the sign to remain. There is a $60 fee to apply for the waiver and appeal. Neighbors adjacent to the sign will be polled about the impact of the sign to their property. (The sign is located on Sommerville Way without the required 10-foot setback required by the County. The measurements are within a few inches of the requirement. And there was an information sign there previously that was never questioned.) The Board voted to expend the $60 for the appeal paperwork.
* The Sommerville Fence Project that was announced at the 2023 Annual Meeting has been tabled until the September meeting. At that time, the Board should have estimates about the cost of relocating and anchoring the fountain and the cost of reconnecting the streetlights in the second median.

Community Concerns

* Unleashed/uncontrolled dogs – Please make sure animal control is aware.

Next Meeting – Tuesday, August 6, at 7pm.

Meeting Adjourned at 8:06pm.

Attached are

* Addendum A: Email chain approving use of Reserve Funds to pay Solitude to relocate and anchor fountain
* Addendum B: Email chain approving use of Reserve Funds not to exceed $4000 to restore electricity to the second median and reconnect the streetlights.

Respectfully submitted,

Marcia Swanson, Secretary

ADDENDUM A

Email chain indicating approval of using monies from the Sommerville Reserve Fund for the payment to Solitude to relocate and anchor fountain in the Sommerville pond.

**From:** Geoff Swanson <[gswanson44@gmail.com](mailto:gswanson44@gmail.com)>  
**Sent:** Thursday, June 27, 2024 10:18 AM  
**To:** Sommerville BOD <[sommervillebod@gmail.com](mailto:sommervillebod@gmail.com)>  
**Cc:** George & Sharon Altmann <[gd\_altmann@hotmail.com](mailto:gd_altmann@hotmail.com)>; Tom & Marci Swanson <[mamswanson@cox.net](mailto:mamswanson@cox.net)>  
**Subject:** Re: Sommerville Owners Assoc. S0018 - Cable Replacement Quote

I also vote to approve the funds to solitude for the fountain repair.

Geoff Swanson

On Jun 26, 2024, at 20:35, Sommerville BOD <[sommervillebod@gmail.com](mailto:sommervillebod@gmail.com)> wrote:

﻿I vote to approve the funds to Solitude Lake Management for repair of the fountain cable.

Carolyn Dawson

On Wed, Jun 26, 2024 at 6:58 PM Sommerville BOD <[sommervillebod@gmail.com](mailto:sommervillebod@gmail.com)> wrote:

---------- Forwarded message ---------  
From: **George Altmann** <[gd\_altmann@hotmail.com](mailto:gd_altmann@hotmail.com)>  
Date: Wed, Jun 26, 2024 at 12:47 PM  
Subject: Fw: Sommerville Owners Assoc. S0018 - Cable Replacement Quote  
To: Sommerville BOD <[sommervillebod@gmail.com](mailto:sommervillebod@gmail.com)>

Time for another vote!!

I move that we spend the $4,694.29 quoted (by Solitude Lake Management)  plus the as yet to be determined taxes to restore the integrity of our pond filtration system from our reserve fund.

George D. Altmann

Board member at large

ADDENDUM B

Email chain indicating approval of using monies not to exceed $4000.00 from the Sommerville Reserve Fund to restore electricity and reconnect the streetlights in the second entry median on Sommerville Way.

I approve.

Geoff Swanson

On Jul 3, 2024, at 20:54, Sommerville BOD <[sommervillebod@gmail.com](mailto:sommervillebod@gmail.com)> wrote:

﻿

I approve.

Carolyn Dawson

---------- Forwarded message ---------  
From: **George Altmann** <[gd\_altmann@hotmail.com](mailto:gd_altmann@hotmail.com)>  
Date: Wed, Jul 3, 2024 at 3:06 PM  
Subject: Lighting  
To: Sommerville BOD <[sommervillebod@gmail.com](mailto:sommervillebod@gmail.com)>

I hereby move that the board allocate up to $4,000 for the placement of underground powerline by DrainWizard & connections to be made by Monarch Electric.

This email also constitutes my approval.

George Altmann

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