Sommerville Homeowner’s Association Board Meeting

January 9, 2024, at 7 p.m.

(Meeting held via ZOOM)

Meeting Minutes

**Determination of Quorum –** All Board members were present (Geoff Swanson, Carolyn Dawson, and George Altmann). Also attending were Samantha Call, Derek Coldiron, Marci Swanson, and Paul Barnard.

The Minutes from the December 2023 meeting were approved as submitted by Marci Swanson.

The Treasurer’s Report presented by Samantha Call was approved as submitted.



* As of 9 January 2024, there are 15 homes with unpaid assessments for the July – December 2023 Assessment Period. Late fees and notices have been sent to those who opted in on electronic payments. QBO automatically calculates a late fee the day after the due date. PO Box was last checked on 31 December 2023. Late notices will go out to those accounts that have not been paid by January 31, 2024.
* Board noted that there have been reports of problems with mail delivery at the local post office. Some residents are reporting that, in some cases, local mail has taken a couple of weeks to be received.

**GENERAL BUSINESS**

**BOD Business –** Since this is the first meeting of 2024, the BOD met and agreed among themselves to the following items.

* Election of BOD positions for 2024
  + President – Geoff Swanson
  + Vice-President – Carolyn Dawson
  + Director-at-Large – George Altmann
* Approval for non-voting positions that support the Board
  + Secretary – Marci Swanson
  + Treasurer – Samantha Call
  + Committee Chairs
    - ARB – Derek Coldiron
    - Welcome/Neighborhood Watch – Frank Lane
    - Hospitality/Social -- Cheryl Barnard/Jeanne Grinnell
    - Beautification -- Joyce Frink
* Determination of areas of BOD responsibilities for 2024
  + Legal issues/Attorney – Geoff Swanson
  + Treasury – Geoff Swanson
  + Landscaping/Grounds Maintenance – George Altmann
  + Pond – George Altmann
  + Website – Carolyn Dawson
  + Committee Oversight – Carolyn Dawson
  + Compliance – Carolyn Dawson with assistance as needed from Geoff Swanson
* Community Calendar
  + The BOD decided that there will be no meeting in July. Emergencies/issues that may arise can be dealt with at a called meeting, if necessary.
  + The development of the community calendar was tabled to the February meeting so that committees can have input.

**Neighborhood Business**

**ARB – Derek Coldiron**

* There have been no homeowner requests for ARB Approvals
* Other issues
  + 102 Sommerville addition has been expanded. Derek will follow up with the homeowner.

**Committee Reports**

* **Welcoming – Frank Lane**
  + Welcome basket was delivered to 123 Sir John
* **Neighborhood Watch – Frank Lane**
  + No issues to report
* **Hospitality – Cheryl Barnard & Jeanne Grinnell**
  + Nothing to report
* **Beautification – Joyce Frink**
  + Holiday decorations will be removed this upcoming weekend.

**Board Action**

* Pond Repair/Maintenance – Geoff
  + Need to get all Board members on the Solitude contact list
  + Solitude inspections continue to indicate that the pond is on good shape despite the 4th aerator that is not working and that the fountain has become unmoored from the center of the pond.
  + Upcoming actions:
    - Estimate for pump replacement
    - Relocation of fountain to center of the pond.
* VA State Corporate Commission Update for 2024 – requires a director’s signature by 31 Jan 2024.
  + Sam and Geoff took care of this on Jan 8.
* Covenant Update
  + Covenants have been filed and are being recorded with the Court.
  + The initial bill from the attorney has been reduced due to a billing error.
  + Once the revised Covenants are recorded, the Board will discuss how to distribute the new Covenants to the Owners.
* Community Safety
  + Stop Sign Replacement
    - Marci will follow up with posting a request on the Facebook page for residents to contact VDOT to request that the stop signs in the neighborhood be replaced.
* Entryway Fence Project
  + A letter was sent in October explaining the project to the 5 homeowners on McPherson Ct. whose fences are involved in the project. It was determined that the Board will email a reminder to the owners and possibly set up a meeting to discuss the project with them.
* Tree Removal
  + Sam will contact tree removal companies to get estimates for the removal of the dead tree on Association property along Seaford Road.

**Community Concerns**

* Abandoned utility post on Ludlow Dr.
  + Carolyn called Dominion Power who said they would come check it, but so far, nothing has happened.
  + Derek said he will follow up with Dominion and see what can be done.

Next Meeting – February 12, 2024, at 7 p.m. via ZOOM.

Meeting Adjourned at 7:52