

CWHA Annual Meeting Minutes, September 19, 2020

The meeting was called to order by CWHA President Sam Kaleem at 4:12 PM, September 19, 2020. The 2020 CWHA Annual Meeting was scheduled to be held March 14, 2020, but was delayed because of COVID-19 restrictions. In order to accommodate the COVID-19 restrictions and to allow for safe social distancing, the CWHA Annual Meeting was held outside at the end of Connemara Drive in place of the usual CWHA annual picnic. A theme of an Ice Cream Social was chosen by the CWHA Board for the event, and in keeping with that, individually wrapped frozen treats were handed out before the meeting.

Board members in attendance were Michael Cao, Sam Kaleem, Joy Malmberg, Tyson Malmberg, Chris Phillips, Burgan Pugh, and Mike Segura. 22 homes were represented at the meeting, 19 in person and 3 by proxy. Invited guest speakers were Sterling Supervisor Koran Saines and David DeMarco, from Pulte. Sam welcomed everyone, introduced the board, and thanked the guest speakers for coming.

Sam introduced Sterling Supervisor Koran Saines. Supervisor Saines reported that the Mount Sterling development has begun and gave an estimate when model homes will be ready. Supervisor Saines indicated that lots of community outreach has taken place in Eastern Loudoun county to help those with financial needs at this time. If you hear of a need, please contact his office. New Sterling Park signs went up and were funded by \$15K from Pulte proffers. The new Community Center is under construction and should be twice as big as the old building. More sidewalks will be going up on Potomac View Road. Shoppes at Potomac Corner have been slow to open but he expects that when the new homes are built, more businesses will be added. Cascade Overlook opens their stores one at a time, which has always been their model of operation. Zoup struggled a bit and reduced their hours but overall, the shopping center has been conducting business steadily. Treasurer Burgan Pugh brought up the noise that is heard from the event center at the Cascades Overlook Shopping Center. Supervisor Saines said that noise violations have not been issued, but requested that noise violations be reported by calling the Loudoun County Sheriff's Office non-emergency number. Supervisor Saines is working on having Potomac View closed to through traffic for a certain period of time during construction of the Potomac View Road improvements that are part of the Mount Sterling and Montebello Farms developments, but we would have access to enter and exit our neighborhood. Excessive cars making U-turns were mentioned and Koran said that we should take pictures of cars backing up in our driveways (but in a safe manner) and send them to him at KoranSaines@Loudoun.gov.)

Sam thanked Supervisor Saines for his presentation and then introduced David DeMarco from Pulte. Mr. DeMarco reported on the proposed Pulte Homes Montebello Farms development adjacent to Connemara Woods. Pre-work and utility relocation will begin mid next year with heavy construction work to start the 4th quarter of 2021. The

first phase will include 220 units of 4 product line homes. Condos will start in 2022. Part of the Pulte proffers is to provide an additional right turn lane at the intersection of Potomac View and Route 7, which should help alleviate additional traffic backup at the intersection of Connemara Drive and Potomac View Road. Mr. DeMarco reiterated that there will be no connection of Connemara Drive through to Montebello Farms, as requested by CWHA. Eva Thomason asked about how close the development will be to her backyard. David agreed to send the current plans to Tyson and he will share them with the home owners. Sam thanked David with his update.

At 4:50 PM the business portion of the meeting was called to order by President Sam make a motion to dispense with the reading of the March 2019 CWHA Annual Meeting Minutes. The motion made, seconded and approved by the CWHA members. (Copies of the March 2019 CWHA Annual Meeting Minutes were provided to homeowners when checking in at the registration table). Tyson then made a motion to approve the March 2019 CWHA Annual Meeting Minutes. The motion was seconded and approved.

President's Remarks – Sam Kaleem. Sam remarked that the past year has been full of changes. He mentioned the Board working as a team to deal with fallen trees in the common areas among other issues. He mentioned the Reserve Study, to be covered in detail later in the meeting, the tax filing for CWHA, the CWHA financial situation, the twice annual walk-through, the CWHA news letter, and that this CWHA Annual Meeting/ Ice Cream Social was being held in place of the CWHA annual picnic.

Treasurer's Report – Burgan Pugh. Burgan asked home owners if they saw the printed copy of the 2020 CWHA Budget and 2019 CWHA Income and Expense Report (A copy of each was provided to homeowners when checking in at the registration table). He also asked if anyone had any questions about either and no questions were asked.

ACC Committee Report – Chairperson Mike Segura. The fall walk-thru is scheduled for October 10-17. Mike mentioned our HOA might reconsider getting a contract with one company to do the trash pickup. Christina Elliffie-Odum asked if homeowners could be reminded not to not put their garbage out too early, as it can get blown over by the wind and look unsightly.

Grounds Committee Report – Chairperson Michael Cao. Michael reported that sealing of the Y by Academy Sealers was completed, the old signs from Tramore Court Y entrance have been removed, and several fallen trees were cleaned up this year.

Vice President's Report: Chris Phillips reported that CWAHA had an official reserve study conducted by a professional company, since the board did not feel qualified to conduct the study in house, nor did board members have the time it would take to complete the study. As of 1990, the Virginia state law requires that a reserve study be conducted every five years. The idea behind this legislation is to accurately and fairly assess each member for the long term items. We are financially sound except for long term reserved funds. Year to year expenses have been covered. Secretary Tyson Malmberg became aware of the fact that our HOA has not been in compliance with the law when completing the Sales Disclosure Packets for the homes that sold in 2019. We are required to disclose all the documents/covenants to new home owners so they are able to decide whether they will comply with our covenants. The reserve funds enable our neighborhood to be kept up and make it a nice place for all in which to live. In order to bring us up to date and properly fund our reserves, as the study suggests, the board is recommending that we raise the annual dues to \$290.00. At least \$125 of the dues increase per home will go toward the reserve fund, which will be in a separate account. This is a projection and will be reviewed each year by the board to make sure we are on track.

Paul Farrington asked if there was any consideration to getting rid of the common area above the stairs. Chris addressed the question by stating that several times the board offered to cede the property and there was never any interest. Paul also mentioned that these assesses are really liabilities, and do not provide any value for our home owners. Tyson pointed out the stairs and the common area above them will be our neighborhood's access to the walking trail that will be built in the common area of the Montebello Farms Development, and beyond that, Claude Moore Park, as was arranged by the previous Board and Pulte. Paul suggested that the board get rid of the stairs because of the cost of maintaining them and have home owners take the side walk up Potomac View Road to the new path that is going to be installed once the Montebello Farms Development is completed.

Tyson pointed out that at this point in time, the common areas and stairs are still part of the Connemara Woods assets and still needed to be maintained by the HOA. He urged that we need to make a decision based on the best information that we have at this time, which would include the recommendations of the CWAHA 2020 Reserve Study. Chris Phillips made the following motion: "I move that the annual dues for the Connemara Woods Homeowners Association be increased to \$290 per year per home in order to bring the CWAHA Reserve Fund nearly in line with the funding level recommended by the CWAHA 2020 Reserve Study over the next five years. Further, that the CWAHA Board of Directors will assign \$20,000 of the current CWAHA assets to the CWAHA Reserve Fund to initialize this fund. And further, that at least \$125 of the dues increase over the current dues of \$165 will be applied to the CWAHA Reserve Fund for the next

five years.” It was seconded by Gene Odum and Christina Elliffe-Odum, and approved by a large majority. Following the vote, Paul Farrington stated that he will volunteer to do the reserve study in 2025, if he is still in our home owner’s association.

Note: The CWAHA 2020 Reserve Study, the CWAHA 2020 Reserve Study Summary, and the 2020 Reserve Study Dues Increase Comparison Calculations were made available to homeowners in advance of the CWAHA Annual Meeting, and are available on the CWAHA website – www.connemarawoods.org.

Election of New Board Members – Secretary Tyson Malmberg. With Burgan finishing his term and not seeking re-election, and Joy Malmberg’s and Chris Phillips’ terms being completed and seeking re-election, there were up to five board vacancies to be filled. Catherine Hawkins, Jason Coleman, John Whaley and Pat Williams agreed to have their names placed on the ballot. Secretary Malmberg asked if there were any nominations from the floor. Being none, a ballot was handed out and the votes were cast and counted. Joy Malmberg and Chris Phillips were re-elected and Catherine Hawkins, John Whaley, and Pat Williams were elected all for three year terms.

Door Prizes – Mike Segura. Mike solicited contributions to door prizes from several local businesses (Zoup, CAVA, and Burton’s). Door prize winners were Christina Elliffe-Odum, Paul Rizzo, Amy Mirra, Roberto Salazar, and Karen Rizzo.

New Business and Community Concerns –Sam Kaleem. Sam asked if there was any new business, community Concerns, or any comments from the public.

Joy Malmberg asked home owners about Trick or Treating during the pandemic. She mentioned some safety precautions home owners could practice, which included wearing masks and gloves and handing the candy to the kids rather than letting them select it to keep germs down. If anyone wants to participate, just turn on your porch light and proceed.

It was mentioned that since we do not have street lights, each home owner is kindly remind to turn their porch lights on to keep our neighborhood safe.

President Kaleem thanked Burgan for his faithful service on the Board as our treasurer.

Christina Elliffe-Odum thanked everyone serving on the board.

At 5:54 PM a motion was made to adjourn the meeting. The motion was seconded and approved unanimously.

First Meeting of the New Board - A brief follow-on meeting was held with the new Board. Sam Kaleem was voted to continue as President of the Board, Chris Phillips was voted to continue as the Vice President of the Board, Tyson Malmberg was voted to continue as the Secretary of the Board, and John Whaley was voted to be the new Treasurer of the Board.