

## Dranesville Estates Board Meeting Minutes

Date October 26, 2021

Call to Order: Anne called the meeting to order at 7:05 pm.

Quorum: A quorum was present with the following directors in attendance: Anne O'Flaherty Pharr, Aaron Banikotes, Julie Gibbons, Rikki Gardonio, Mimi Kramer-Roberts, Bill Bisbee, and Jim Briden. Lisa Cornaire and Marlene Medvick from Spectrum Property Management were also in attendance. The meeting was held at the Herndon Neighborhood Resource Center.

### Current Business Items:

- Motion was presented and seconded to approve tonight's meeting agenda.
- 7 yea/0 nay: **Approved**
- Motion was presented and seconded to approve September 21, 2021 HOA Board Meeting Minutes.  
7 yea/0 nay: **Approved**
- Julie reported on the audit and other treasury tasks:
  1. Our Accounts receivable balance as of 12/31/20 was equal to 4% of annual assessments and they recommend 3%.
  2. As of 12/31/20 we had a surplus in the operating reserve by 41% and they recommend funds in excess of 20% may be transferred to replacement reserves.
  3. They recommend we book 11/12<sup>th</sup> of the interest on our one-year CD that matured in 1/2021 to 2020, for income tax purposes we are not taking that recommendation and we will report all of the interest in 2021.
  4. They recommend we update our reserve study.
  5. Lisa has been asked to provide us monthly with all of our bank statements including the CD and money market accounts, not just the checking account which AMV was not doing.
  6. Concern that AMV won't sign the draft release by 12/11/21 which is needed to finalize the audit.
  7. Discuss the transition audit and the need to move forward with that. AMV will not release financials to Spectrum without a waiver. We must sign a waiver or arrange for a transition audit.

- Motion was presented and seconded to liquidate the CD and move the money to the money market account in January when it comes due.
- 7 yea/0 nay: **Approved**
- Motion was presented and seconded to pursue having Goldklang perform a transition audit and 2021 audit for no more than \$2500.00.
- 7 yea/0 nay: **Approved**
- Anne presented the budget and we discussed it. We will explore putting a lawyer on a retainer. We will make a reserve contribution in December.
- Motion was presented and seconded to pass the budget with changes to the reserve account to cover increases in trash services.
- 7 yea/0 nay: **Approved**
- Lisa called Katie De Foe from the Fairfax County Police Department. Fairfax has a twitter page and an alert system. Cityprotect.com has a database of calls. The patrol division can have both foot and car patrols in our neighborhood.
- Items for the newsletter were discussed: gas meter, waterline insurance, fireplace safety inspection, trash contract update, reserve study, management change, & contact list.
- Lisa provided us with an orientation and a document on Board Member Roles and Responsibilities. She covered local case law, reserve fund, operating budget, reserve study, website, ombudsman in VA, homeowner open forum, and rules on voting and notetaking during closed sessions. We may not vote during a closed session.
- Lisa presented a spreadsheet comparing 4 trash bids. Mimi presented a second bid from Bates without bulk pick up. Bates does not have a fuel surcharge or an impact fee for residential customer.
- Motion was presented and seconded to sign the 5-year contract including Bulk pick up with Bates.
- 7 yea/0 nay: **Approved**

- Mimi suggested contacting the FCPA to see if they would put lights in at the entrance to the park near the playground for safety reasons.
- Officers were elected for 2022. Rikki was elected President. Mimi was elected Vice-President. Anne was elected Treasurer. Bill was elected Secretary.
- Items that were postponed include the easement drainage, developing a calendar for the board, establishing an HOA website, redesigning the entrance sign, and a new homeowner welcome package.

Action Items: Rikki-Survey & Tree Plan, Anne-Newsletter, Julie-audit, Aaron-entrance sign, Mimi-trash contract

Meeting Adjourned at 8:45 PM