

Dranesville Estates Board  
Meeting Minutes  
12/08/2021- 6:30pm at the Herndon Library

Note: Action Items highlighted

A. Call to order

- a. Quorum: A quorum was present with the following directors in attendance: Anne O'Flaherty Pharr, Julie Gibbons (via Zoom), Rikki Gardonio, Mimi Kramer-Roberts, and Bill Bisbee. Lisa Cornaire and Marlene Medvick (via Zoom) from Spectrum Property Management were also in attendance. The meeting was held at the Herndon Neighborhood Resource Center.
- b. Call to Order at 6:40 PM

B. Approval of prior meeting minutes- October 2021

- a. 5 yea/0 nay: Approved

C. Homeowner Open Forum (limit 10 min)

- a. No Attendees
- b. One complaint prior to meeting from one homeowner concerning election procedure
  - i. Rikki provided homeowner with official instructions

D. Old Business

- a. Liquidate CD
  - i. Anne will work with bank to ensure this is accomplished within timeframe
- b. Trash contract
  - i. Mimi provided update
  - ii. Bates 2 options
    - a. \$21.36 per house starting Jan 2022
    - b. Option 1 – can increase 3.5% each year \$47,533
    - c. Option 2 – Freeze for 2 years and then max increase of 4%
  - 2. Option 2
    - a. 5 yea/0 nay - Approved
- c. 2020 and 2021 Audit
  - i. 2020 Audit
    - 1. Lisa - Has Goldklang been paid for 2020 Audit?
  - ii. 2021 Audit
    - 1. Goldklang
    - 2. \$2000 fee
    - 3. Transition Audit
      - a. \$250 transition fee
      - b. Lisa has accounts, files, electronic data
      - c. AMV has paper invoices
      - d. We are prepared for the audit
    - 4. \$2500 had been approved for audit at last meeting
    - 5. 5 yea /o nay – Approved
    - 6. Lisa will send audit proposal to Anne for Approval
- d. Management transition update (Lisa)
  - i. A/R Aging Summary
    - 1. Negative balance is a credit
    - 2. Only 3 homeowners owe \$100 or more
    - 3. Lisa will review A/R to verify amounts
- e. CD renewal - January
- f. Update on safety issues
  - i. Mimi explored whether lights could be installed with Park authority
  - ii. Park Authority said that was not an option
  - iii. Speed on neighborhood streets
    - 1. Perhaps stop sign at Exbury/Cassia

- 2. Anne said that it has not been an issue for the past several years
- iv. Safety issues will be tabled for the time being
- g. 2022 Goals
  - i. General
    - 1. Need to put process in place for handling these goals in an efficient manner
  - ii. Easement Drainage
    - 1. One homeowner is being impacted with possible property damage
    - 2. Anne will send current information
    - 3. All – plan field trip to inspect site
    - 4. Storm water allowance is in reserve
  - iii. HOA Trees
    - 1. Get map of common land for community from County
    - 2.
    - 3. Anne will determine approach to identify Survey estimate \$6165
    - 4. Identify tree company
  - iv. Entrance Sign
    - 1. Aaron
  - v. Welcome Package
    - 1. Rikki
  - vi. Website
    - 1. Rikki has looked at 4 options
      - a. Squarespace , Godaddy, Shopify, and Wicks
        - i. Shopify is not correct solution
        - ii. Wicks is more of a developer site
      - iii. Squarespace and GoDaddy are similar
        - 1. Business vs Personal accounts
        - 2. Unlimited storage
        - 3. Customer support
          - a. GoDaddy is more limited timeframe
          - b. Squarespace – no phone support
      - iv. GoDaddy has a free account option
      - v. Both offer a discount for first year
    - 2. Rikki will develop a prototype on GoDaddy
    - 3. Halstead Glen has a GoDaddy site with a simple issue
  - vii. HOA land on Wiehle side of Cliveden
    - 1. Issues
      - a. Trees can fall onto Homeowner's property
      - b. HOA has to pay for tree removal if required
    - 2. Options
      - a. Would require approval from 2/3 of HOA
      - b. Donate
      - c. Develop

#### E. New Business

- a. Annual dues assessment mailing
  - i. Lisa – Mail assessment by 12/15 with Due Date of 01/15
  - ii. Dranesville HOA payee option will be included
  - iii. Late Payment Fee will be assessed by 02/15 (30 days)
  - iv. Online payment process not available this year
  - v. Website may present option in the future
- b. Future meeting dates/locations
  - i. Target Monthly meetings
  - ii. Lisa – Provide available days/times per month
  - iii. Rikki – Ask Board for days/times for monthly meeting
  - iv. Planning sessions may replace monthly meeting every other month
  - v. Ongoing location needs to be identified

#### F. Closed Session

the Board entered Closed Session at 8:25

- a. Review accounts in arrears
  - i. Lisa – Generate letters for residences still in Arrears prior to 2022 dues are issued
- b. Fence issue
  - i. High level discussion
  - ii. Agreed to issue second warning before next steps are determined
  - iii. Rikki – Generate second warning letter for residence. Lisa will mail as certified letter

G. Open Session

Meeting Adjourned 8:40 PM