

Dranesville Estates
Board Meeting
July 29, 2024 at 7:30pm via zoom

A. Call to order 7:35

- a. Quorum: A quorum was presented with the following directors in attendance: Bill Bisbee, Jim Briden, Susan Garza, Carvin DiGiovanni and Stephanie Lopez-Sharilla. Homeowner in attendance: Pam James. Lisa Cornaire from Spectrum Property Management attended. The meeting was held remotely on Zoom.

B. Homeowner Open Forum (limit 10 min)

- a. Pam James attended meeting as a guest but nothing to brief

C. ARB

1. 12311 Exbury Street – Front door and storm door – Approved
2. 12314 Exbury Street – Fence replacement – Approved
3. Review ARB approval process and charter
 - a. Lisa reminded that ARB needs to hold meetings and make decisions in an open meeting either via zoom or in person at a venue such as the library. This will allow homeowners to attend ARB meeting if they wish to. We will follow ARB Committee Charter that a minimum of one week notice of meetings needs to be posted to the website before have a meeting. Minutes will also be taken and submitted to the board per the charter. A chairperson also needs to be selected.

Previous ARB member Maryann maintained a spreadsheet that has been passed to Lisa that tracked ARB projects. Lisa will share spreadsheet with ARB members.

Decisions made by the ARB will be passed to Lisa (Spectrum Property Management), and she will notify the homeowners in writing of the decision.

Spectrum Property Management LLC maintains an electronic process enabling her as a property management company the capability to track documents. Hard copies of all applications and decision letters are also maintained in the lot files.

Aaron asked if we can utilize google box to help control documents.

ARB members will work on document and come up with a plan on how to track and maintain

ARB members serve for terms of three years. The current ARB members will determine their staggered terms and report to the board after their first meeting.

Spectrum Property Management LLC keeps all supporting documents associated with each home on approval or denial by address in their database.

If homeowner receives a denial, they can appeal the process to the Dranesville Estate HOA board for reconsideration and follow the appeal process

D. Old Business

1. Board Officer – Treasurer Position
 - a. Susan volunteered for position 5 Yes/0 Nay

- i. Lisa will send budget and financial information to Susan as new treasurer

E. New Business

- 1. Hazardous tree removal \$750. (Decision made outside of meeting due to safety concerns)
 - a. Tree removed 6 Yes/0 Nay
 - b. Motion to use reserve funds for this expenditure 6Yes/0 Nay
- 2. Mimi recommended and volunteered to update the previous postcard.
- 3. Adjournment
 - a. 20:17 hrs

Next meeting – **September 17, 2024 – Herndon Library**