

## Oakton Mill Estates (OME) HOA

### 1<sup>st</sup> Quarter MEETING – January 10, 2024, 7 pm Oakton Library—In person

#### Attendance:

Board Members Present: David Buss; Iman Elbakry; Andrea Woodhouse; Rob Hallbach; Ed Hanlon; Chris Lanks; Nick Butler

Board Members Not Present: Lucas Black; Christine Foresio

HOA Lot Owners Present: Samantha Thomason, Rebecca Chanin, Alan Gilbert, Andrea Woodhouse

#### A. HOA Social Committee

1. Current members are Rebecca Chanin, Alan Gilbert, Rebecca Greene, Sara Lanks, Lauren Crum, Noreen Tarr, and Samantha Thomason.
2. Ed noted that we've no chair of the social committee for 2024, and asked whether any members of the Board or social committee would be willing to serve as chair of this committee for a year. With no takers, Ed suggested that instead of having a Social Committee Chair having leads for the various planned events.
3. The group then discussed which events should the HOA host this coming year, and who would be the 'organizer' lead person for each event. Ed stated that Lauren Crum will be lead on Halloween Party. Chris added that Sarah Lanks would assist Lauren with the Halloween Party
4. The group discussed a potluck in the spring or bringing back a progressive dinner. Rebecca noted that the houses for the progressive dinner should be close in proximity to each other. Rebecca noted that she and Alan would take the lead for the progressive dinner, send out emails, sign ups etc. Iman stated that the potluck would be really good for getting all the families in the neighborhood together. Samantha recommended that we have the potluck sometime in between the progressive dinner and the Halloween party so that we could build the momentum in the community. The group discussed timing for the potluck, the progressive dinner, and the Halloween party. The goal was to attempt to have the progressive dinner in early May, the potluck near the end of the school year and the Halloween party the week before Halloween.
5. Rebecca asked about a master email list and Ed stated we have everyone's email with the exception of 3 lots. Ed stated he would send the Board an email with the list in excel format. Ed stated that the leads can run with their respective events without further coordination from the Board.
6. The group discussed the annual budget for the Social Committee. Rob stated we spent approximately between \$900 and \$1700 per year in the past for administrative costs. Currently we have \$1,000 in the budget for administrative costs which has been used to fund the Social Committee in addition to general administrative costs such as welcome baskets, gift cards, etc. The Board agreed to keep the budget as is for the upcoming year. The group noted that if the social committee needed funds to host the events being planned, they could contact Rob and/or the Board.

B. Approve November 29, 2023 Annual/Special Meeting Minutes

1. Rob had one change to the minutes from the November 29, 2023 Annual/Special Meeting which was changed by Ed. The Board unanimously approved the minutes.

C. Summary of HOA Finances

1. Rob provided the actual budgets for 2021-2023 and the proposed budget for 2024. Rob discussed some of the additional costs in 2023 which included the bamboo cleanup and the mailing packets for the Amendments.
2. Rob mentioned that he believes the theft insurance might have been added to the liability insurance and not for the Officer and Director's policy. The liability is for the common areas so that needs to be fixed. Rob will take a look at the Officer and Director's policy to see if there was an error.
3. Andrea asked how much more would we need the HOA Attorney. Ed recommended discussing that on point 8 below.
4. Rob discussed raising the HOA fee by the 10% limit so that the fees go back to \$125. In the past we had HOA fees up to \$135. The Board unanimously agreed to increase the assessments to \$125. Rob stated we would send out the assessments with the new \$125. The Budget passed unanimously.

D. Rebecca Greene retired from Board:

1. The Board agreed to a \$50 gift card from the Great American Restaurant Group. Andrea agreed to pick up the gift card and deliver to Rebecca. Chris agreed to take on the Secretary role. The Board unanimously approved Chris as the secretary.

E. Fall 2023 Amendments Quick Update

1. Ed discussed that we had 6 Amendments that did not pass. Ed spoke to HOA Attorney and asked about the Amendments that did not pass and whether these Amendments were significant enough that the Board would need to try and get them passed at a future date. HOA Attorney stated that Amendments 1, 2, 7 and 8, which did not pass and receive 60% of HOA lot owner 'yes' votes in the November 29, 2023 special meeting, are significant enough to pursue again at a later date. HOA Attorney advised that these four Amendments would need to be adopted pursuant to the Declaration Amendment procedures to be enforceable and valid, and that the desired effect on those four cannot be achieved through resolutions.
2. Ed noted that there was already some enforcement mechanism in the current Amendments that would give the Board some leverage if homeowners do not follow the Amendments that passed.
3. The Board discussed whether to pursue another round of voting on the above-noted four Amendments but determined that this was not the right time. The Board agreed to wait a year and then reconsider whether to pursue another round of voting on the above-noted four Amendments.
4. Ed also recommended that we discuss the current enforcement provisions within the governing documents with the HOA Attorney. Ed noted that the retainer agreement signed 3/22/23 with our current HOA Attorney notes that at a mutually agreeable time during the first year of the agreement, or such other date/time determined by the Board, Counsel will provide a Board seminar and legal review for Board members. Ed suggested that the Board meet with the HOA Attorney for our next Board

Quarterly Meeting scheduled for 4/10/24, and at that meeting the Board discuss these enforcement provisions as part of the meeting discussion. The Board agreed to have the next meeting at the HOA Attorney and hold this enforcement discussion as part of this meeting.

F. Shed and Garage Construction Requirements Document

1. Ed discussed the history of the Construction requirements documents and how it started two years ago. Ed summarized some of the more significant comments that were received in the seven sets of comments that were received on the latest draft of the document sent out to the HOA lot owners on 10/17/23. The Board discussed several recommended changes to the current draft of the construction requirements. The Board agreed to adopt the construction requirements with the changes that were discussed and provided to the Board prior to and during the meeting. Ed noted he would incorporate the changes that were discussed during the 1/10/24 Board meeting and request that Rebecca Chanin post this updated version on the HOA website.
2. Ed discussed the updated Application for Architectural Change document that was provided to the Board prior to during the 1/10/24 Board meeting. Ed noted the updated application incorporated the recently passed Amendments that directly related to the Application for Architectural Change. The Board unanimously approved the updated Application document.
3. Ed discussed whether we should have a list of projects that would or would not require an Application for Architectural Change. Upon discussion, the Board agreed that there is no need to make such a list.

G. What the Board would like to accomplish during 2024

1. Ed referred to the 'Board Member Lists of Priorities' handout that he'd sent to the Board prior to the 1/10/24 meeting and which was developed by the Board at its 2Q 2023 Meeting. Ed noted that the handout included a possible outline for developing a new Board 'policy' on any priority topics the Board might identify, Ed asked the Board whether it should proceed with pursuing any/several of these policies, and whether anyone on the Board would like to begin drafting any of these policies, first drafting an outline following the outline on the handout. Ed discussed several of the policies the HOA Attorney has done for other HOAs. Ed gave the Board a copy of a sample tree policy that the HOA Attorney provided.
2. The Board discussed whether or not to create policies or just to leave things as is. Upon discussion, the Board agreed not to pursue new policies in 2024, and to further discuss whether to develop a tree policy. The Board decided to discuss whether to develop a tree policy with HOA Attorney. Rob recommended discussing with the insurance company regarding tree policy. Ed stated he would call the insurance company.

H. Retain Sara Ross, HOA Attorney

1. The Board discussed having several issues that needed to be discussed with the HOA Attorney. The Board agreed to continue to have the HOA Attorney on retainer during the 2024 calendar year and that doing so would be the most cost-effective path forward for 2024.

I. Any New Business

1. Ed discussed succession, noted that the governing documents required at least six lot owners serve on the Board at any given time, and stated the 'term dates' (assuming a three-year term) for current members of the Board. Ed mentioned that he would be off the Board next year, David also stated that he would retire from the Board as well in one year. Ed suggested that the Board start getting feelers out for future Board members.

J. Adjourn

1. Meeting Adjourned at 8:40 pm.