

**BEAUREGARD ESTATES HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES**

**602 Beauregard Dr SE, Leesburg VA 20175
Tuesday, August 23, 2016**

The presentation on Sycolin Commons Residential (Montfair) Rezoning and Town Plan Amendment took place from 8-9pm. The plans for the development were discussed as well as the timing of the rezoning process. They are currently in the last round of submissions. Planting of trees and fencing options for the ten homes in Beauregard Estates directly affected by the development were offered.

Board Members present: Peter Hill (PH), Chris Rossbach (CR), Daniel Letson (DL), Lori Smith (LS), Maureen O'Sullivan (MO)

Others present: Judy Forsythe (JF), Cheryl Eaches (CE) and Andrew Paul (AP), Community Manager

Call to Order: CR called the meeting to order following the presentation at 9:15pm

Open Forum: LS motioned for CE to be voted back on the Board of Directors, PH seconded. Motion passed unanimously.

LS proposed looking in to guidelines for home inspections when home owners are selling and the number of days for new homeowners to fix anything necessary after taking possession. A plan for more information on the website including a To Do List when selling a home and/or an informational email or letter to homeowners when selling was discussed. PH suggested also revisiting the architectural guidelines for the HOA and clarifying items like window types etc. These issues were tabled for further discussion at a later date.

Street parking was discussed. JF mentioned a van that had been parked on the side of the street for several months without moving. AP was to check in the bylaws for parking regulations.

Approval of Meeting Minutes: PH motioned to approve the June Board meeting minutes as presented, LS seconded. Motion passed unanimously.

Treasurer's Report: PH reported that snow removal is within budget and there is \$48,418.95 in the Operating account, \$347,720.28 in the Reserves (MM and CD's) accounts.

Old Business: The results of the Board committee walk through were reported by CR and PH. AP will get three quotes for filling cracks and coating, milling and paving where necessary for all footpaths. The road repairs will be addressed at a later date. LS suggested getting help from the Sycolin Commons Development for the road repairs, LS will follow up at a later date.

CR reported that the brick repair has been completed at the entrance to the neighborhood.

CR proposed all the signs in the neighborhood be replaced. PH asked when signs were last done, AP reported it was in 2011-12. Sign materials were discussed, AP is to get quotes for replacement. CR reported that the Lawson sign at the Lawson/Beauregard intersection is completely missing.

PH and CR proposed looking at the erosion issues in the neighborhood including gravel loss, leaf collection, water run off and problem storm drains. It was decided that DL and LS lead a committee to look into these matters further and report back to the Board.

New Business: LS has been working with Lowe's hoping to be the recipient of a Yard of the Month to address some of the landscaping issues of the common areas. LS has also been in contact with several landscaping companies regarding plantings and suggested a possible incentive for homeowners to help water the plantings in the common areas should be considered. This will be discussed more at a future date.

There has been an inquiry about a neighborhood yard sale from a homeowner. It was decided that the HOA would facilitate advertising of the Yard Sale through emails and the website if the homeowner chose a date but no monies will be offered for other advertising. AP will follow up on that request.

PH stated the Fall Picnic budget is \$800. LS suggested having food trucks this year as well as music. The details and date will be discussed further via email among the Board members.

Executive Session: CR motioned to go into Executive Session at 9:50pm to discuss delinquencies and review account statements, seconded by LS. Motion passed unanimously. Action to be taken for delinquent accounts; if 30 days overdue assess next quarter, if 90 days overdue a certified letter will be sent to account owner, if 180 days overdue credit bureau report if possible. CR motioned to come out of Executive Session at 10:15pm, seconded by LS. Motioned passed unanimously.

Scheduling: The next meeting will be held at the home of LS, 509 Fortress Circle, Monday, September 26th at 7pm.

Adjournment: CR motioned to adjourn the meeting, seconded by LS. Motioned passed unanimously and the meeting was adjourned at 10:17pm.