

**DOMINION SQUARE TOWNHOUSE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**Minutes of January 9, 2017**

- 1. ATTENDANCE AND QUORUM.** A regular monthly meeting of the Board of Directors convened at the TJ Middle School and Community Center at 7:35p.m., January 9, 2017. Pending the election of officers, Mr. Phillip Rotondi (3347), opened the meeting. Other members of the Board in attendance were: Ms. Karen White (3305), Ms. Laurie Hall (3311), Mr. David Ragone (3338), Mr. Kyle Williamson (3364), and Msgr. George Dobes (3370). A quorum of six (6) members of the Board was present for the conduct of official business. Ms. Kathy Gately, Property Manager, was in attendance representing Capitol Property Management (CPM).
- 2. ELECTION OF OFFICERS.** The following Board Members volunteered and were unanimously elected officers by acclamation with a motion by Ms. Hall and seconded by Mr. Ragone: Mr. Phillip Rotondi, President; Ms. Laurie Hall, Vice President; Mr. David Ragone, Treasurer; and, Msgr. George Dobes, Secretary. Following the election of officers, Mr. Rotondi continued to chair the remainder of the meeting.
- 3. APPROVAL OF MINUTES.** The Minutes of the last Board of Directors Meeting, November 7, 2016 were unanimously approved.

In addition, the Draft Minutes of the Annual Homeowners Meeting of November 7, 2016, were unanimously accepted for distribution to homeowners.

- 4. PRESIDENT'S REPORT.** The President submitted a written report as follows.

The highest priority items of business on tonight's agenda are: the election of the 2017 Board officers, the approval of the Draft Minutes of the 2016 Annual Meeting of Homeowners, and the 2017 Association budget. Under the Bylaws, these items must be mailed to all homeowners.

There has been considerable activity since the Board last met in November and I am taking this opportunity to provide Board members with updates.

To begin, the primary activity since our November meetings has been the property management transition from Virginia Management to Capitol Property Management. As Board members are aware, critical items like the introduction of Capitol Property Management to the community and the new procedures for 2017 monthly assessment payments were put in place well ahead of January 1<sup>st</sup>. I also can report that the transfer of Virginia Management's Dominion Square files (the community's institutional memory) has been completed. To further ease the transition, Virginia Management (Property Manager Jody Stokely and Treasurer Michael Marshall) is making itself available to meet with the Association's accountants, Goldklang Group CPAs, P.C., and Capitol Property Management

on January 30<sup>th</sup> to ensure that the initiation of the 2016 audit and tax filing proceed smoothly. The Association's tax filings are due in March but the normal practice is to file for an automatic extension until September to allow time for the completion of the audit.

A major problem arising last autumn was the spike in the Phase 1 water usage. Board members will recall that Arlington County at the Association's request checked to ensure the meter was functioning properly and that arrangements were made for a plumbing firm to check individual units for water leaks. With respect to the latter, some repairs were made and the most recent usage reports (and invoices) show a trend to normal. The next invoice is due later this month. At that point, the Board can determine whether Additional action is necessary.

The proposed new elementary school at the Thomas Jefferson Middle School site is a continuing issue for the community. As part of the design phase site explorations and investigations, Arlington County between December 27<sup>th</sup> and December 31<sup>st</sup>, 2016 drilled and installed two geothermal test wells on the site. I understand this work was completed as scheduled and there appears to have been no additional activity.

The community's Federal Housing Administration certification expires this month. Board members earlier this month by email approved unanimously an expenditure not to exceed \$1,250 to engage Bruce Easmunt, Esq. at Chadwick, Washington, Moriarty, Elmore and Bunn, P.C. to renew certification. Following the Board's approval, Property Manager Kathy Gately contacted Mr. Easmunt and asked him to proceed.

Several projects approved by the 2016 Board were completed prior to the transition to Capitol Properties Management. Specifically, they are the Phase 1 brick pointing, the tree assessment and the tree pruning along the parking lot and building sides. The Board will have to address additional tree work later this year, particularly trees in the east side "green space."

The Association also arranged with owner Karen White for the repair of the 3305 steps and railing which had been damaged by a FedEx delivery truck. This work is now completed.

Board members last month okayed the installation of new windows for Unit 3330. Prior to approval, the owner as required submitted her completed Architecture Form.

The situation with Unit 3309 remains unresolved. Board members will recall that this unit has been tied up in an estate settlement. A "For Sale" sign is posted at the unit but there appears to have been no movement or even a request from the real estate agent for the Association's "sale package." The Association's main concern is the unit's upkeep and monthly assessment payments.

Looking ahead, the Board will have to follow up exterior painting compliance and move forward on the replacement of the Association's shed adjacent to the Phase 1 trash room. The Board also needs to ascertain whether community residents this summer will continue to

have access to the Dominion Arms pool, given that Dominion Arms is under new management.

A new issue which has arisen is complaints about pets in the community, *i.e.*, any pet on community grounds, and in particular whether dog owners and walkers are taking care to properly attend and clean up after their animals. The issue is on the agenda for discussion tonight.

Finally, I will be proposing a notice advising all owners that short-term rental on-line options such as Airbnb and HomeAway are prohibited by Dominion Square's Bylaws be included with the Draft Annual Meeting Minutes mailing. I also am recommending that reminder notices about the Owner/Resident Information Form and that Dominion Square prohibits storage on front stoops.

This concludes my report.

Respectfully submitted,

/s/

Phillip Rotondi  
President, Board of Directors

Without objection, the Board accepted the President's Report and directed that it be included in these Minutes.

5. **TREASURER'S REPORT.** The Treasurer reported that the two operating accounts were consolidated with the closed account balance transferred to the other primary operating account. Additionally, the Treasurer reported there were no unusual expenses and all were routine and approved. The Treasurer's Report was unanimously accepted. The summary and bank statement is attached.
6. **MANAGEMENT REPORT.** The Property Manager submitted a written report. The President will update with Ms. Gately the assessment payments and delinquencies and any confusion that resulted from the transfer of management.
7. **2017 BUDGET.** After a short discussion, Ms. White moved that the draft 2017 Budget be approved as presented. That was seconded by Mr. Ragone. The 2017 Budget was unanimously adopted as presented approved for distribution to unit owners.
8. **CONTINUING BUSINESS.**
  - A. **Transition from Virginia Management to Capitol Property Management.** The President reported that all is going quite well.
  - B. **Phase 1 Water Usage.** After a short discussion, the President reported that the water bill (water consumption) is getting back to normal.

- C. Unit 3309.** The Unit continues to be held by the estate. There is a For Sale sign at the unit but it seems that the unit is not listed for sale in any real estate listing. The President and Ms. Gately will investigate the “for sale status” and the latest status of liens on the property.
- D. School at Thomas Jefferson.** Discussed in the President’s Report.
- E. FHA Recertification.** The Board by email vote unanimously approved an expenditure not to exceed \$1250.00 to engage the attorney Mr. Bruce Easmunt, Jr., of Chadwick, Washington, Moriarity, Elmore & Bunn, P.C., for the renewal of DSTA’s FHA Certification.
- F. Phase 1 Brick Pointing.** Job has been completed.
- G. Tree Pruning.** The work on the front and side yards has been done; that included oak removals at 3301 and a cherry on the side of 3310 and a tree at tree at 3326. The President commented that DSTA will probably not have to be concerned about pruning again in these side areas for three to four (3 – 4) years.
- H. Shed Replacement.** The issue for the Board before getting bids is whether to continue with a wood floor. The current wood floor has held up extremely well and wood likely is less expensive than going to concrete. The President will get with Ms. Gately about the bids.
- I. Tree Assessment.** The assessment of and report on the trees in the Common Area “green space” has been done. Trees are tagged and the next step is to get bids to implement the recommendations. Ms. Gately is to get bids for the work.
- J. 3330 Window Replacement.** The Board via email unanimously approved the request as presented.
- K. 3305 Step and Railing Repair.** The total cost was \$1300.00. FedEx paid \$1102.43 and DSTA paid \$197.57. Virginia Management (VMI) recommended paying a little more than the FedEx estimate to ensure a good quality result.
- L. Exterior Painting Follow Up.** It was reported that 32 painting completion forms have been received. Ms. Gately will pursue getting the delinquent units’ forms. Units that have not been painted will be painted by DSTA and the owners assessed for the cost.

## 9. New Business.

- A. 2016 Audit of DSTA Financials & 2016 Tax Filings.** With the cooperation of both VMI and CPM, the audit will commence toward the end of January.
- B. 3330 Report of Cloudy Water.** The unit owner should address this with the County.
- C. Pet Complaints.** With an upcoming notice, residents will be reminded they are responsible for cleaning up after their pets. The Board agreed not to register pets as mentioned in DSTA’s Rules and Regulations.
- D. Continued Access to Dominion Arms Swimming Pool.** As Dominion Arms is under new management, it is unknown whether DSTA’s residents will have future access to the pool.
- E. Airbnb, HomeAway & Other Short term Rentals.** The President reminded the Board that the DSTA Bylaws prohibit short-term rentals. The reminder will be included in a forthcoming notice to residents.

**F. Front Stoop Storage.** The President reminded the Board that although flower / plant planters are okay, other items are not to be stored on units' front stoops. A reminder will be included in a forthcoming notice to residents.

**G. Christmas Tree Disposal.** Continuing until January 11<sup>th</sup>.

**H. Chain Between Phases I & II.** Mr. Ragone reported that the chain has lost paint and the red (danger / hazard) reflectors have been destroyed causing a real problem for those seeing and approaching the chain divide. After a short discussion of using reflective paint on the chain and adding larger signs, the President and Ms. Gately will take the issue for action.

**I. Snow Fall Action.** A question was raised about who has the responsibility of removing the chain between Phases I & II (so snow plowing can continue through the Phases) and placing the "Do Not Park" barrels at visitors' parking spaces in preparation for a significant snow storm is predicted. Ms. Gately is to contact the Landros Company to see if they can do; if not, finding someone who will be responsible.

**10. Adjournment.** With no additional old or new business to conduct, the President entertained a motion by Mr. Ragone and seconded by Mr. Williamson to adjourn. The motion carried unanimously. The meeting adjourned at 8:25p.m. The next meeting of the Board of Directors is at the call of the chair.

Respectfully submitted,

George E. Dobes  
Secretary

Attachments

## Treasurer's Report

DHOA BBT Accounts	8/31/2016 Statement	10/31/16 Statement	12/30/16 Statement	Variance from prev month
Operating Account 4406	\$52,649.90	\$51,077.81	\$39,766.41	(\$11,311.40)
Reserves 7329	\$97,214.59	\$99,704.59	\$87,494.59	(\$12,210.00)
Operating Account 6502	\$6,587.55	\$6,587.77	\$0.00	(\$6,587.77)
<b>TOTALS</b>	<b>\$156,452.04</b>	<b>\$157,370.17</b>	<b>\$127,261.00</b>	<b>(\$30,109.17)</b>
<b>Noteworthy Activity</b>				<b>Account</b>
Transfer from Reserves to Operating				\$14,700.00
BB&T Transfer from Account x6502 (account closed)				\$6,587.77
Arlington County Treasurer				\$2,561.11



468-17-01-00 13068 12 C 001 30 S 55 004  
DOMINION SQUARE HOA  
AGT VIRGINIA MANAGEMENT INC  
4600 FAIRFAX DR STE 1002  
ARLINGTON VA 22203 - 1553

## Your consolidated statement

For 12/30/2016

## Contact us



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Thank you for being a valued client. BB&T asks that you review all BB&T statements you receive each month and report any errors by calling 1-888-820-7160. BB&T statements reflect our record of your deposit relationship with BB&T. As a reminder, BB&T offers many different deposit account options to meet your financial needs. Contact your local BB&T financial center should you like to evaluate whether your existing deposit account(s) is/are the best match for your current needs.

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## Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BUSINESS VALUE 200	0005236184406	39,766.41	page 1
BUSINESS ANALYZED CHECKING	0000158957329	87,494.59	page 2
BUSINESS MONEY RATE SAVINGS	0000150316502	0.00	page 2
Total checking and money market savings accounts		\$127,261.00	



## Checking and money market savings accounts

### ■ BUSINESS VALUE 200 0005236184406

#### Account summary

Your previous balance as of 11/30/2016	\$20,074.50
Checks	- 8,253.47
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 27,945.38
Your new balance as of 12/30/2016	= \$39,766.41

#### Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
12/07	1537	160.00	12/09	1562	1,240.00	12/20	1566	1,124.94
12/02	* 1559	489.00	12/23	1563	37.80	12/23	1567	37.10
12/09	1560	1,245.00	12/19	1564	113.00	12/27	* 1569	2,561.11
12/13	1561	954.65	12/20	1565	140.00	12/28	1570	150.87

\* indicates a skip in sequential check numbers above this item

Total checks = \$8,253.47

#### Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
12/02	REMOTE DEPOSIT	820.00

*continued*