
WEST PARK COMMUNITY ASSOCIATION

Minutes of the West Park Community Association (WPCA) Annual Meeting, December 13, 2023

The Annual Meeting of the West Park Community Association (WPCA), held at Oak View Elementary School, was called to order by President Johny Ramia at 7:33 p.m.

Attendees: Johny Ramia, Mike Yang, Dan Clark, Cindy Sanzotta and 13 others, 1 by proxy.

President Johny Ramia welcomed all, especially new attendees and explained the agenda for the meeting: Reading of the previous meeting Minutes, Treasurer Report, Election of Officers, Old Business, New Business and Adjournment.

Reading of the Minutes of the Last Meeting:

Secretary Cindy Sanzotta read the minutes of the December 7, 2022, WPCA Board of Directors meeting. Johny Ramia praised the work to have the School Path on Stallworth repaved and the installation of the new light in the Stallworth cul-de-sac.

A motion was made to accept the minutes as read. The motion was seconded and passed unanimously.

Treasurer's Report:

Treasurer Dan Clark thanked those in attendance for another easy year as all dues were easily collected, except for one household that was hard to get a hold of. In the future we may need to discuss late fees but hopefully this was a one-time issue. Dan then presented the 2023 Budget and actuals, explaining some of the line entries: Income Items - This year we had a lot of new owners purchasing in the neighborhood and \$500 collected from the preparation of required HOA Distribution Packets; \$0.78 was collected in interest; Expense Items - there were 0 administrative expenses; Tree expenses were \$2,980 due to two tree issues this year (one overhanging the trail that had to be removed quickly for safety reasons and a large dead oak that was expensive) for a total expense that exceeded the budgeted amount by \$480. The Board is allowed to spend up to \$400 over budget only so we require retroactive approval for the additional \$80. A motion was made to retroactively accept the Board's additional expense of \$80 in tree expenses, motion seconded and approved unanimously; this year we had \$375 in legal fees as an old lien imposed by a Board a long time ago had been forgotten and needed to be removed from a property; Insurance was \$28 more than last year; and Website and email hosting was slightly less than budgeted; The planned for Asphalt Path repair was moved to next year as our path continues to be in okay shape (every 5 years we must be prepared to repair it from our reserve funds). 2023 ended with a small loss of \$206.22.

Dan then presented the Draft Budget for 2024. The Board of Directors has approved an increase in dues from \$110 to \$121. Admin expenses, incorporation fees, Legal expenses and Misc all remain the same but all other expense categories need to be increased due to increased costs. With the projected increase in

fees and expenses our new projected budget would be short by \$4,421.50, primarily due to the \$6000 expense for the pathway.

Dan also reviewed our various bank accounts: checking for payment of expenses as needed and savings that hold both the Pipestem savings and the Reserve Account (held to cover our common area maintenance). Our total HOA assets are \$18,609.06; total not including Pipestem funds is \$15,443.58.

Dan noted we are in good fiscal health as a HOA but we continue to work to have the full reserves suggested by our Reserve Study. Dan plans to do a review of the Reserve Study assumptions in 2024.

A motion was made to accept the 2023 Financial Report and approve the 2024 Budget. Motion was seconded and passed unanimously. Members in attendance applauded Dan for his efforts.

Election of Officers:

President Johny Ramia then discussed Electing our 2024 Offices. The current process is for officers to serve one-year terms. Each of the current officers stated they are willing to remain in their positions if no one is interested in volunteering for their position. The position of Member at Large has been vacant for two years. The position was discussed and Jim Lancheros volunteered to be the Member at Large.

The Slate of Officers presented for approval for 2024 are as follows:

President	Johny Ramia
Vice President	Mike Yang
Treasurer	Dan Clark
Secretary	Cindy Sanzotta
Member at Large	Jim Lancheros

President Johny Ramia reiterated, as was noted in the reading of the minutes of last year’s Annual Meeting, that our rules require a vote by secret ballot. It has been common practice in the past to simply elect officers by voice vote when there is only a single nomination for each office. A motion was made to authorize election of the nominated slate of officers for this year by voice vote, was seconded and passed unanimously.

A motion was made to accept the nominated officers for 2024, seconded and passed unanimously.

President’s Report

Old Business:

Updating Governing Documents: Jeff Peters noted he had planned to review our HOA governing documents and covenants this year but had not had a chance to do so. He is still planning to and still believes it is important that our protective covenants only include items we can legally enforce (in tandem with county/state requirements) and that we truly care about as a community. The first step is to form a committee to review the current covenants, compare them to county/state requirements and draft what should remain as our protective covenants. Johny Ramia has offered to share in the effort and in the past

Gloria Bray was willing to be on the committee. The committee will also review what is required to inform our homeowners and gather votes about any proposed changes.

New Business:

Street Maintenance – lights, sidewalks and vegetation: A homeowner had a question about a streetlight on Headly that was replaced when it was accidentally knocked down. The new lights are no longer glass globes but LED. There is a different aesthetic to the new lights but homeowners on Stallworth noted their new light is substantially brighter. If there are issues with street lighting, residents should contact Dominion directly noting the pole number. Other homeowners mentioned that sidewalks are the property of VDOT and if you have a sidewalk by your home that is cracked or causing a tripping hazard you can contact them to have it replaced/repared. The link to this service is on our WPCA website: <http://www.kpwwpca.org>. Another homeowner mentioned that if vegetation is overgrowing the sidewalk making it difficult to pass, there is also a county agency that will come trim trees and bushes to keep the sidewalks clear. Very easy to contact them and they came out right away.

Request for Community Directory: A homeowner mentioned it would be nice to have a community directory listing homeowners by name and address (and perhaps email or phone number?). It was discussed that the Board maintains this information for the collection of dues and to notify members of the annual meeting, however, cannot share this information due to privacy issues. A suggestion was made that in collecting next year's dues, the Treasurer could ask who would like to opt-in to a community directory and what information they would like to share. President Johny Ramia noted we would not put this information on the website, again for privacy and security issues. The suggestion was tabled for now.

President Johny Ramia made a motion to adjourn the meeting. The motion was seconded and passed unanimously.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,
Cindy Sanzotta
WPCA Secretary