
WEST PARK COMMUNITY ASSOCIATION

Minutes of the West Park Community Association (WPCA) Annual Meeting, December 9, 2021

The Annual Meeting of the West Park Community Association (WPCA), held at Oak View Elementary School, was called to order by President Jeff Peters at 7:32 p.m.

Attendees: Jeff Peters, Johny Ramia, Dan Clark, Cindy Sanzotta and 26 others, 4 by proxy.

Reading of the Minutes of the Last Meeting:

Secretary Cindy Sanzotta read the minutes of the November 8, 2020 WPCA Board of Directors meeting.

The minutes were approved unanimously with one correction to state that “the motion made to authorize election of the nominated slate of officers this year (2020), was seconded and was passed,” striking “unanimously.”

Treasurer’s Report:

Treasurer Dan Clark thanked those in attendance for another easy year as all dues were easily collected. Dan then presented the 2021 Budget actuals explaining some of the line entries: \$75 collected from the Distribution Packets (Membership approved charging \$25 per packet at last year’s Annual Meeting); \$0.70 was collected in interest; there were 0 administrative expenses though it is noted that stamps will need to be purchased; Tree expenses were \$700 as we recently had a tree fall from a common area into a neighbor’s yard; Insurance was as expected; we thankfully continued to have 0 in legal fees; and Website and email hosting was slightly less than budgeted (Thank you to Johny Ramia for agreeing to be our Webmaster). The Reserve Study amount was held the same for 2021 but Dan noted that it does need to be updated and the underlying assumptions reviewed. 2021 ended with \$1,131.70 remaining for the year.

Dan then presented the Draft Budget for 2022. The Board of Directors has approved an increase in dues from \$92 to an even \$100. The Reserve Study allocation, Admin Expenses, Tree Expenses all remain the same for 2022. The Common Area Maintenance Fee goes up slightly by an increase of \$120. Our Insurance also will go up by \$150 for 2022. With the increase in fee and increases in expenses our projected budget would be short by \$1,109.50 only if we spend all allocations, which is not normal.

Discussion of the budget by attendees ensued with questions from the members. Tim Cenobia asked what were the main expenses to which Dan replied trees, insurance and our maintenance contract. The need for the tree allocation vs. homeowner insurance coverage was discussed as well as a reiteration by President Jeff Peters that if you see a tree problem in the common area, please contact the HOA. Jeff also explained how the HOA was established to care for the common areas when Fairfax County did not accept the developer’s offer to cede the areas to the county for their maintenance. Hence our HOA was established to absorb the maintenance and insurance costs to cover the common areas in our neighborhood.

Another question asked about where a year's "remaining budgeted funds" go. Dan described that they are held in the Checking Account total. We are in good fiscal health as an HOA but we continue to work to have the full reserves suggested by our Reserve Study. A motion was made to accept the 2021 Financial Report and approve the 2022 Budget. Motion was seconded and passed unanimously. Members in attendance applauded Dan for his efforts.

Election of Officers:

President Jeff Peters opened the floor for nominations for Officers. In response to questions, Jeff described that the current process is for officers to serve one year terms. All current officers have agreed to remain in their positions if no one volunteers for their position. Jeff also noted that he, as President has the responsibility of appointing the Architectural Committee but as his wife has volunteered to be on the committee he would ask the members to vote on the committee members rather than he appoint, to avoid any conflict of interest.

Discussion ensued re: the Architectural Committee, current members and their offer to step down. Ken Burns, Pandu Balaram and Paul Maxwell (in absentia via Ken Burns) have all offered to step down. Members in attendance were grateful for their service. Alice Karr (in absentia via Jeff Peters) and Sarah Ramia have offered to join the committee. Tim Zenobia offered to join the HOA governance and would be interested in being the Lead on the Architectural Committee based on his experience.

The Slate of Officers and Architectural Committee members presented for approval for 2022 are as follows:

President	Jeff Peters
Vice President	Johny Ramia
Treasurer	Dan Clark
Secretary	Cindy Sanzotta
Member at Large	Tim Zenobia

Architectural Committee: Tim Zenobia (Lead), Sarah Ramia, and Alice Karr

President Jeff Peters 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 2022 as well as the members of the Architectural Committee, seconded and passed unanimously.

President's Report:

President Jeff Peters thanked everyone for the great turnout. He also noted the detailing of the Complaint Policy as read in the minutes and did not reiterate the policy since we all just heard it.

Old Business:

Updating Governing Documents: President Jeff Peters discussed that he did not form a committee this past year to review our HOA governing documents and covenants as he had offered to do. He is still planning to do so and still believes it is important. In the past 90% of HOA members have to approve a change to our covenants; however, the current requirement is 75%. Jeff asked homeowner Gloria Bray to be on the committee and she has agreed. It was discussed that the goal of the committee should be to have changes ready for next year's Annual Membership Meeting in order for those present to vote and those who cannot attend to be informed and vote by proxy.

Architectural Committee Role: A discussion ensued covering examples, such as realtor signs, trees, DISH antennas, etc., showing why the covenants need to be updated to be both enforceable and in line with Fairfax County Code. Discussion also ensued concerning past processes of the Architectural Committee and how, moving forward, the committee needs to ensure the role of the committee is explained and understood by the HOA membership.

New Business:

Chili Cook Off: It was asked why the Chili Cook-off did not occur. President Jeff Peters explained that the member who has organized it in the past was just not able to coordinate a date for the event this year. The Chili Cook-off is a favorite of the neighbors and will continue to occur as possible.

Street Paving: It was asked if there was an update on the paving of our streets. Jeff stated we have no information at this time.

HOA Map: President Jeff Peters brought attention to his work in creating a HOA map, accessible from our WPCA homepage on the website. It details the delineation of all of our local neighborhood HOAs.

Fences: Member Tim Zenobia brought up the steps he took when having his fence approved prior to installation only to now come to find out his property was noted in past minutes as out of line with our HOA covenants. President Jeff Peters noted that at the time of the discussion recorded in the minutes, Jeff was trying to show how out of date the covenants are when such nice fences in our HOA, to include Tim's, are considered not in line with the rules. We need to create rules that are in line with our current sensibilities about fencing aesthetics.

Clarification from the Secretary Cindy Sanzotta was sought to confirm that there are two projects being undertaken as a result of this Annual Membership Meeting: 1) a committee is being formed to review and update our covenants and 2) the Architectural Committee will review and update their role and procedures.

President Jeff Peters invited a motion to adjourn the meeting. The motion was made, seconded, and passed unanimously.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,
Cindy Sanzotta
WPCA Secretary