
WEST PARK COMMUNITY ASSOCIATION

Minutes of the West Park Community Association (WPCA) Board of Directors Meeting, November 9, 2021

The WPCA Board of Directors held a special meeting on November 9, 2021 at Oak View Elementary School beginning at 7:31 p.m.

Attendees: Jeff Peters, Johny Ramia, Dan Clark and Cindy Sanzotta.

Reading of the Minutes of the Last Meeting:

Secretary Cindy Sanzotta read the minutes of the October 14, 2020 WPCA Board of Directors meeting.

The minutes were approved unanimously.

President's Report:

President Jeff Peters welcomed the Board and thanked them for their service to the HOA. He discussed his actions on behalf of the HOA and issues for consideration by the Board of Directors recorded under Old and New Business.

OLD BUSINESS:

Revision of the Association's Governing Documents: President Jeff Peters has reviewed our HOA documents considering the Board's previously discussed interest in updating our governing documents to conform with the Fairfax County HOA guidelines and the Virginia Property Owners Association Act. He has reached out to Braddock Supervisor James Walkinshaw's office re. same, spoken to other local HOA presidents about their HOA governance, and reviewed the process for changing our governing documents. The issue will be presented at the next General Membership Meeting.

Disclosure Packet Fee: Per our previous Board decision to charge \$25 for providing the Disclosure Packets to prospective buyers of homes in the HOA, the HOA has received \$75 in fees for recent home sales.

NEW BUSINESS:

Annual Meeting: The annual meeting will be held on December 7, 2021 at the Oak View Elementary School. President Jeff Peters is now set up as an official requestor to use the space at Oak View Elementary. Discussion ensued about the requirement for all to be masked when on the school property and that adequate spacing should be possible. Hard copy notice of the meeting will be circulated by President Jeff Peters as is required.

The agenda for the meeting will include:

- Review and approval of the minutes of the last meeting
- Presentation and approval of the financial report and proposed 2022 budget
- Election of Officers (all current officers agreed to stay in their positions for 2022)

- Appointment of members to the Architectural Control Committee
- Discussion on updating the Association's governing documents
- Any other matters raised by the members

BLUE HOST: It was noted and discussed that the Blue Host domain has some issues with spam and some resident members of the HOA have issues receiving emails through the system. Nevertheless, it is still a viable platform and one we will continue with.

TREASURER'S REPORT

Treasurer Dan Clark presented the financial report and proposed 2022 budget. Current asset balance is \$14,574.20; total assets without the PS Savings are \$11,629.00. Dan recommended increasing the annual assessment to \$100 (an 8% increase) to continue the effort over the last several years to store up funds for periodic maintenance needs described in the Association's Reserve Study. Pipe Stem Escrow will remain the same.

There was an increase in the Blue Sky maintenance contract this year from \$2,420 to \$2,540, and our Insurance rates have gone up slightly. In discussions with our insurance agency to adjust our contract to run along with the HOA's fiscal year, from January to January, there will be an additional increase in the rate from \$807 to \$950, reflected in the 2022 budget line for insurance. Disclosure Packet fees for this past year reflect income of \$75. Tree maintenance was required with the recent downing of a tree from the common area onto resident property. Luckily the costs were not excessive and we did not need the full budgeted amount for Common Area Tree Maintenance.

The directors unanimously agreed to have the proposed budget presented at the upcoming members meeting.

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

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,
Cindy Sanzotta
WPCA Secretary