

Prosperity Heights Annual Membership Meeting  
July 13, 2020 via Zoom

Board Members in attendance:

Brad Wilhelm - President  
Rich Cober - Vice President  
Gina North - Secretary  
Keith Fulk - Treasurer  
Giang Thiet - Director  
Levenie Hughes - Director  
Kaye Lee - Director

Quorum has been met. 29 households as of 7:00

Edit: 54 households registered for the meeting,

Meeting called to order at 7:00 pm

Reminder to register on the Google Doc to ensure quorum and track voting for election of directors.

1. Introduction of Board members:

Brad Wilhelm  
Rich Cober  
Gina North  
Keith Fulk  
Giang Thiet  
Kaye Lee  
Levenie Hughes

Ami Pape is also in attendance as our legal counsel.

2. Proof of notice of meeting:

Notice posted within time frame via email and hardcopy newsletter as well as the sandwich boards.

Confirmation of quorum:

37 households have registered via the Google Doc

3. Recent Activities:

- High school graduation parade
- New website - special thank you to Kaye Lee for the new website and keeping it updated
  - Notifications come via the website
- 2020 Summer newsletter
- New playground mulch

- Food trucks - special thank you to Andrew Frank for setting these up each week to support local businesses
- Ice Cream Social - hoping to schedule this after school starts, it was postponed due to Covid-19
- Prosperity - still TBD - we do need volunteers, please contact the Board if you are interested in helping or putting together a committee

#### 4. Status Updates/Reminders:

- Board to conduct business electronically
  - Go to website to see communications
  - Emails will be sent via website registration
  - Board email address goes to all Board members
  - Option to opt-out of electronic communications via website or contact Board directly.
- Exterior alteration requests:
  - Steve Boveri from the Architectural Committee reviewed the process
  - Requires cooperation of the homeowner and the HOA
  - Declaration of Covenants and the Architectural Standards address this process
  - Any change to your home that is not original requires an application (example, painting your front door to a different color)
  - Application is on the website - Exterior Alteration link takes you to the Exterior Alteration Application
  - Include as much detail as possible, colors, pictures, your plat diagram, etc.
  - The more detail provided, the faster the approval process
  - You may scan applications and email them to the Architectural Committee email
  - The Committee is allowed 4 weeks to provide approval
  - Projects are not typically denied, but there is an appeals process in the event a denial is given
  - Common areas are not to be used by homeowners and if there is a violation, you can be cited by Fairfax County
- Lawsuit
  - Michael Hayes filed the lawsuit against the HOA
  - The lawsuit was settled and the HOA paid legal fees in the amount of \$6,000
  - Question regarding what the issue was - Brad showed the Covenants Article V, Section 1; plans were not provided in the required detail for an exterior shed
  - The request was not denied, but additional information was requested.
  - The lawsuit is a matter of public record and any homeowner may review it
  - The HOA insurance counsel recommended settling the lawsuit
  - When the ACC receives an alteration request and has additional questions, those are provided to the homeowner and the homeowner has time to respond.
  - The ACC approval letter was displayed for the homeowners in attendance. The form was recently updated to have the word "disapproved". Mr. Hayes did not receive this letter as the process did not get that far.
  - Our insurance covered for the legal counsel, but this does not cover costs as a result of damages from the lawsuit

- HOA Modernization:
  - People
    - Increase capacity and collaboration
  - Processes
    - Improvement in standard operating procedures
  - Technology
    - Increase efficiency and reporting to provide greater transparency
  - Looking at keeping things as is, soliciting more volunteers, or using a third party contractor. Currently doing research on these options and soliciting proposals from 3rd party vendors.
    - Current proposals indicate an anticipated cost of \$10-15 per home per month. Will look at if the management company provides services that are in the current budget.
  - Regular Board Meeting Schedule:
    - September 2, 2020
    - November 4, 2020
    - January 6, 2021
    - March 3, 2021
  - Annual Board Meeting - April 21, 2021
  - All meetings begin at 7:00 pm

5. 2020-2021 Budget:

- Dues will be \$5 less for next year at \$430
- Increase in legal fees due to recent lawsuit
- Reserves were used to cover the costs of the lawsuit
- Question about whether or not to do an audit each year

6. Election of Directors:

3 Directors' terms are expiring:

Giang Thiet  
Gina North  
Levenie Hughes

Nominations from the floor:

Mark Westerfield  
Dave Dresser  
Monica Duggal  
Michael Hayes (nominated by Sachin Telhan)  
Steve Boveri (nominated by Andrea Shore)  
Sachin Telhan  
Andrew Frank

Each nominee said a few words about why they want to be on the Board and what they bring to the Board.

Nominations ceased at 8:40 pm.

Board votes unanimously to fill all 9 allotted slots on the Board. Each homeowner will vote for a max of 5. Votes from 9:00 - 10:30 will be counted to ensure all updated votes are counted. Ami will reach out to any homeowners who submitted their votes before it was decided that the Board would go back to having 9 members and that they are allowed to vote for 5 people.

To vote, homeowners will email [apape@chesapeake-law.com](mailto:apape@chesapeake-law.com)

Include first and last name, home address, yes/no homeowner, vote for max of 3. Votes must be in by 9:30 pm.

Ami will inform the Board of results tomorrow by 5:30 pm.

#### 7. Open Forum:

- Question about trash cans - homeowner cannot store in his garage. Trash cans can be on the side of the house, many homeowners use a privacy screen to hide it from view from the street.
- Question about how homeowners will be notified about the management company process. Board will put together a presentation when we have information.
- Question about how long the proposals would be in place. Looking at long-term, but we are still early in the process.
- Question about why we can't have a pool. There is no space for a pool. The playground area is the most space but it is also a floodplain.
- Question about updating the hardcopy directory. No decisions have been made yet, but looking at having a directory as part of the website.

Brad moves to adjourn. Kaye seconds. Meeting adjourned - 9:16 pm