

DRAFT
ROXBURY HOMEOWNERS' ASSOCIATION
BOARD MEETING
September 8, 2015

1. The meeting convened at 7:05 p.m. The following board members were present:
 - Joseph Langley, President
 - Muriel Brown, Vice-President
 - Daisy McGinley, Secretary-Treasurer
 - Tonja Stewart, Director
 - Curtis Dudley, Director

2. Open session for visitors. Rosa Bahta of 3756 Roxbury Lane wanted to request a change in her assigned parking spaces. Since her space at the end of Roxbury Lane is often blocked by vehicles parked along the curb, she requested that the Visitor space be moved to the end and that space become her second assigned space. The Board had no problem with the switch.

3. Minutes of the July 28, 2015, meeting were submitted by the Secretary. After discussion, they were accepted unanimously.

4. **ACC Report.** Minutes of the July 28, 2015, ACC meeting were submitted by the Secretary.

5. **Treasurer's Report**
 - For the month of July, the Treasurer reported that income exceeded expenses by about \$5,800. For the month of August, income exceeded expenses by about \$8,800. Expenses were the usual for both months. At the end of August, total delinquencies were about \$11,600 and reserves were about \$94,700. The Treasurer proposed moving \$25,000 from the checking account to the money market account and the Board concurred.
 - The Treasurer reported that we received the July and August payments for Ms. Maxwell's account. Our attorney is working on both the Lindsey and Kusi garnishments.
 - The Treasurer reported that the audit was complete and the tax returns have been filed. The total income tax owed was \$26 for the IRS and Virginia.
 - After discussion, the Board unanimously approved the report.

6. **Communications.** The Secretary reported that the owner of 3712 Roxbury Lane complained about the tree leaning toward the back of her house. Lori Ross of 8207 Roxbury Drive reported that the tree in front of her house has a split trunk

7. **Old Business**
 - Curtis Dudley reported that he and Terry Blockett will take care of the two bushes at the entrance this Fall. He suggested that the bushes be trimmed up about 8' for visibility instead of total removal. The Board concurred.
 - The Secretary reported that the electrician has started work on the installation of the new street lights. The trenches have been dug and the electrical lines installed. The lights should be in within the next week. He has fixed the street light on Roxbury Place across from Tonja's house and the solar light at Buckman Road.
 - The Board discussed the list of items for the tree trimming/removal project. The Secretary will contact Professional Grounds for a bid. Two trees to be removed are the sapling

growing close to the street on Roxbury Place and the one in front of 3740 Roxbury Lane. The trimming needs to be done around the Roxbury Place street lights, along the fence line behind 8213 through 8231 Roxbury Drive, and at the back of 3713 Roxbury Lane. During the site visit, the Secretary will have them check on any other branches overhanging parking spaces or surrounding street lights as well as check on the tree on Roxbury Drive. The tree behind 3712 Roxbury Lane is on Church property and its branches are resting on the roofs of 3710 and 3712 Roxbury Lane. It needs to be removed so the Secretary will request a separate bid for that one and raise the issue with the Church Board.

8. **New Business**

- The Secretary contacted Professional Grounds about the snow removal contract they had submitted. It is not contingent on having a lawn service contract with them for 2016. She told them that we were requesting lawn service and snow removal bids from some other companies in addition to their company for 2016. She provided copies of the detailed list of services we are requesting. The Board discussed the list and added some items. The Secretary will send the list to Professional Grounds and three other companies that she located that are interested in submitting bids—EP Lawn Service, New Horizons Lawn and Landscaping, and Yard Enhancement Services. They will have until October 9 to submit their bids for discussion at the October Board meeting.
- The Secretary asked if there were any more street lights needing repair. The solar light at the entrance by Goodwill only comes on occasionally, the second light on Roxbury Place seems to be on all the time, the light beside 3715 Roxbury Lane is on sporadically during the night, and the light at the dead end of Roxbury Lane seems to be more yellow than usual.
- The Secretary mentioned that she will be preparing a newsletter to be mailed with the quarterly statements at the end of September. If anyone has any input, please let her know. She will put a little article about the Annual Night Out in August and will mention a possible Fall Cleanup Day. There will be information on the holiday trash schedule and she will include the flyer about trash and recycling to remind the residents.

9. The meeting was adjourned at 8:45 p.m. The Board will meet next on Oct. 13, 2015, at 7:00 p.m.

Minutes submitted by

Daisy McGinley
Secretary-Treasurer, RHOA