



**EVANS MILL POND OWNERS ASSOCIATION**  
**Annual Meeting**  
**December 1, 2016**  
**McLean Governmental Center, Community Room**

## Draft Minutes

**7:05 PM** Meeting called to order by Kip Howlett. The quorum was established - 30 residents were present representing 21 households. Including proxy votes, a total of 33 households voted.

### **President's opening remarks – Kip Howlett**

#### **WELCOME:**

- Good evening and welcome to the Evans Mill Pond Owners Association 2016 Annual Meeting and thank you for coming. The Board and Committees work continuously during the year and this is your opportunity to find out what has been going on and to give us your feedback about issues at Evans Mill Pond and I encourage you to do that
- EMPOA is a self-managed HOA:
  - Community is managed only by volunteers
  - Many thanks to Board members, Committee chairs and Committee members
  - Lastly, we encourage homeowners to come forward and volunteer for 2016 and beyond
- **NEW RESIDENTS:** We have a few new residents to welcome including:
  - Brooks-Lasure at 7270
  - Berkland at 7250
  - Chan/Zheng at 7200
  - Greene/DiPasquantonina at 7268
  - Loria at 7222
  - Villaruz at 7202
- Special commendations were made to Brian Mullen and his hard work and devotion in leading the Landscape Committee of EMPOA for many years.

**2015 Annual Meeting Minutes were approved unanimously.**

### **Treasurer's Report and 2017 Budget – Bob Shipman**

Bob reported that EMPOA's financial condition continues to remain strong. After the large expenditure from reserves on road repaving in 2015, reserves have started to increase with an additional amount of \$21,553 this year. This figure is in line with the recommendations from a reserve study commissioned last year. Expenses over the last several years have been stable to slightly increasing. The landscaping contract, which is the largest annual expenditure, has been renewed for the next three years at no increase in price. The trash collection service, another large component of our budget, has been increasing at 1-2% per year. A similar increase is expected next year and has been budgeted accordingly. Overall there are minor fluctuations among relatively

small EMPOA accounts so the Board has concluded that the quarterly dues remain at \$617 established last year.

After the Treasurer's report, a variety of questions were raised related to our community such as:

- A discussion of landscape improvements in the community; specifically, the replacement of a tree by the pond was mentioned. This issue will be brought to the Landscape Committee next year.
- A question was asked about the Miscellaneous Expense year-end projection of \$500 and whether it was enough; BS confirmed that he thought it was adequate.
- Another question was raised about spending almost \$1,000 for the Walkthrough Study of the community; it was discussed that a third party contractor to conduct the assessment was more objective than an EMPOA committee. The report goes to the Board and individual homeowners with any external findings that should be repaired.

A few specific comments by Kip related to projects in our community and included:

- Snow Plowing and 'Snowmagedden':
  - Residents discussed the service provided by O'Gradys. It was suggested that snow should not be piled near the fire hydrants, and red poles should be installed by the hydrants to help direct the removal of snow around them.
- Addressing Safety Issues:
  - At the 2015 annual meeting, it was recommended that Safety Committee be established to look at speeding, parking and other related issues in EMP. With the changing demographics in the community, approximately two dozen children live in EMP.
  - The result of several committee meetings included the installation of two new stop signs approved to slow folks down.
  - A town hall for EMP was also held to look at other options for getting a place for kids to play off the streets. The work of the committee is ongoing.
- Protecting Our Trees and Diminishing the 123 Traffic Noise:
  - The trees along 123 under attack; the state owns 6' off of 123 and they've agreed to address the invasive vines and plants that are choking and killing trees next to the path along 123.
  - The vines have crossed the path onto the pond side and are prevalent in the woods back of the pond.
  - Healthy trees should be an aesthetic barrier to the traffic; and noise needs a wall to block it.
  - Kip has met with Supervisor Foust on several occasions and recommended that these communications continue to make sure VDOT lives up to its commitment.
  - The Landscape Committee will be asked to come up with a Vine Eradication Strategy for Board approval in 2017.
  - Options for a 'wall' to block noise, in addition to the trees, will be explored.
- Revising the Architectural Guidelines and Procedures:

- At a recent Board meeting, Ann Robertson and Ray Rice attended and all agreed that revisions to the ARC guidelines and procedures were in order.
- Ann agreed to lead that review effort with a Working Group that is an expanded group beyond the ARC and also representative of the community.
- A process similar to the Safety Committee will be followed including a town hall and an open and transparent approach.

### **Committee Reports:**

- **Architectural Review Committee: Ann Robertson.**  
Ann Robertson provided a report to the meeting and referred to her detailed letter to residents about the ARC guidelines and processes that was sent earlier in the year. Ann will also lead a working group in 2017 to look at new guidelines and procedures such as ways to expedite ARC applications, in addition to potentially expanding the approved color palette and other materials.  
It was mentioned that Ann's letter is also posted on the EMPOA home page.
- **Landscape Committee: Cynthia Liss – report included.**  
With the departure of Brian Mullen, Cynthia Liss will lead the Landscape Committee. She thanked the members of the committee for their collaboration and in particular, highlighted the many accomplishments of their group under the leadership of Brian Mullen. Cynthia also reported that Eileen Loria will be joining the committee. More detail about the many successes of the Landscape Committee can be found in the report by Brian Mullen that is included in the annual meeting package.
- **Long Range Planning Committee: Scott – report included.**  
Scott Redd provided the report for the LRPC and thanked all the members of the committee. While a detailed report is included in the annual meeting package, Scott indicated that the community is in good condition as it relates to long range planning. He also said that their focus going forward this year has been on rebuilding the reserve fund after the 2015 repaving project and also addressing possible new project proposals. The committee also agrees with the recommended reserve fund contribution in the Treasurer's proposed budget.
- **Maintenance Committee: Bob Shipman– no written report.**  
Bob thanked the committee members for their time and effort. The community is in good shape and continues to deal with items as they occur as well as enhance areas of the neighborhood. In addition, he specifically reported that new lights were installed around the gazebo, and the bench across the pond was replaced.
- **Tennis Committee: Brett Meringoff.**  
Brett reported that the committee welcomes input from the community. The tennis courts have remained in good condition following the replacement of the original windscreens by All Pro however there is some concern with the screens coming undone. Consequently, Brett reported that he is using stronger ties to help reinforce the screens. The committee will continue to monitor this. In addition, it was reported that there has been some use of the courts by non-residents and it was decided at the annual meeting that locks should be used on the courts.
- **Pond Committee: Paul Dyson.**  
Paul reported that the pond remains in good condition and the contractors, Virginia Waters and Wetlands, have checked the condition twice monthly and taken remedial action as needed. He also reported that Fairfax County did an inspection of the pond

in late 2016 in accordance with a five- year cycle. The pond passed a 10- point inspection except for a requirement that the cattails at the north end of the pond be removed. While they are an attractive feature, they are an invasive plant that is difficult to control. The Pond Committee has discussed the removal with the contractor who is planning to wait until the time in the Spring when the cattails have died down. At that time the cattails will be treated with a herbicide.

- **Safety Committee: Ally Meringoff.**  
Brett Meringoff reported for Ally on updates from the Safety Committee. Kip reviewed several of the issues that the Safety Committee tackled in the past year in his earlier report (as mentioned in these minutes). The committee has spent many hours discussing and researching various options to find safe spaces within the neighborhood where children can play. These options range from a high end sports court that would be installed on half of the tennis court area, to new custom playgrounds, small swing-sets, and/or a basketball hoop or rebounder wall to be added in the tennis area. Several specialists have looked at the property to help with the ideas. The Safety Committee is narrowing down the options but wants to be prudent with how the EMPOA budget is spent.  
Several residents at the annual meeting asked questions about this update, including whether the money spent would be a capital expenditure(Yes); and another attendee expressed concern about the noise that this new area might raise.
- **Welcome Committee: Mary Weaver.**  
Mary reported that Ally Meringoff and she continue to reach out to new residents. They have experienced difficulties in calling on some of the new residents in person. They do leave ARC information at each new home to reinforce the rules and regulations.

### **Other Business – Kip Howlett**

A proposed EMPOA resolution relating to compliance with governing documents and the duty to create and retain records be put forth before the 2016 annual meeting by David Liss and Jim Robertson. The resolution was emailed to all EMPOA residents for their consideration and ultimately a vote at the annual meeting. Jim Robertson discussed the rationale behind the resolution. There is concern with the follow through of ARC applications that are not in compliance with ARC guidelines, and how these actions are handled/monitored by the Board and reflected in the Board minutes. The resolution does not carry any legal authority. After the discussion, the group voted and the resolution failed with a 15 – 18 vote.

### **Election of New Board Members – Kip Howlett**

The voting was successful and the people put forth by the Nomination Committee have been voted onto the Board of Directors. The Board is now:

Andres Escobero  
Kip Howlett  
Rick Myrland  
Bob Shipman  
DJ Shyy

The meeting was adjourned at 9:00 PM



Evans Mill Resolution  
Draft Oct 30, 2016.pdf