



**EVANS MILL POND OWNERS ASSOCIATION  
Annual Meeting  
November 19, 2012**

**Minutes  
Draft**

**7:00 PM Meeting called to order – Paul Dyson**

**Attendance Summary:**

- There were approximately 30 attendees representing 20 homeowners
- There five proxies submitted in addition to the 20 homeowners
- There were 23 ballots submitted

**7:05 PM President's opening remarks - Paul Dyson**

Paul emphasized the following in his opening and subsequent remarks:

- Need for more involvement by residents on committees/tasks
- Need to follow the rules, regulations particularly relating to paint, exterior renovations
- Anticipate need for dues increase to strengthen reserve accounts

**7:15 PM Introduction of Captain Daniel Janickey, Commander, McLean District Station, Fairfax County Police Department by Jim Robertson:**

**Captain Janickey spoke and answered questions for approximately ½ hour. Main points:**

- Anticipated growth with METRO
- McLean District covers a wide area and has limited resources particularly relating to traffic enforcement
- Crime rate is low in the District and essentially nil around our community
- Anticipate completing renovations on government Center/Police Station late 2014

**8:00 PM Approval of 2011 Annual Meeting Minutes – Paul Dyson**

Minutes were approved unanimously. See attached.

**8:05 PM Treasurer's Report – Paul Dyson for Arch Turner**

The 2013 budget provides no allocation for contingencies. Paul discussed the probability of a dues increase to strengthen the reserves. Report and budget was approved unanimously. See attached.

### **8:30 PM Committee Reports**

Architectural Review: Paul Dyson briefed – see attached  
Landscape Committee: Brian Mullen briefed – see attached  
Long Range Planning: Scott Redd briefed – see attached  
Maintenance Committee: Tom Hogan briefed- no written report  
Pond Report: no briefing – see attached  
Social Committee: Bert Short briefed – see attached  
Tennis Committee: Clark Shannon briefed – see attached

**9:00 – 9:05 PM Discussion on Board Terms** – Jim Robertson briefed concept where Board members commit for two years with overlapping terms. There was overwhelming support from attendees. Formal recommendation will be presented at 2013 annual Meeting.

### **9:05 PM Election of New Board Members – Paul Dyson**

The Nomination Committee presented the following persons for election:

Brian Mullen  
Arch Turner  
Kathryn Pett  
Tom Ettinger  
Jim Robertson

The Board Members were elected unanimously

### **9:15 – 9:30 PM Other Business- Paul Dyson**

There was no new business discussed

### **9:30 PM Adjourn**

**Tom Ettinger**  
**Secretary**

**Committee Reports and 2011 Minutes Follow:**

# **EMPOA Annual Meeting**

## **November 21, 2011**

**Board Members Attending:** Paul Dyson, Arch Turner, Andres Escobero, Brian Mullen, Kathy Bond

Meeting was called to order at 7:05 P.M.

At the opening of the meeting President Paul Dyson stated that the community had been given due notice of meeting and that thirty (30) households were present and ten (10) proxies were submitted thereby attaining a quorum.

A motion was made and seconded to approve the minutes of the 2010 EMPOA Annual Meeting.

### **President's Report**

Paul Dyson began his report by thanking all the board members that served with him in the past year. He also extended thanks to all the committee chairs and community members that served on our various committees, noting that many households had members volunteering in the community.

In a review of the last year Paul Dyson reported...

-An independent Long Range/Reserves study done by an outside contractor verified that our Long Range Plan provided for all anticipated capital expenditures

-EMPOA changed insurance carriers in 2010. We terminated our coverage with State Farm (3 overlapping policies) and signed with Community Association Underwriters of America. We now have one policy with better coverage and a lower cost to our community. Paul Dyson thanked David Liss for all his time and hard work with this matter.

-The community has a new landscape contractor, Genesis Landscape that was selected by last year's board. They have received a lot of positive feedback from the community regarding the work Genesis has done.

-A FIOS distribution line has been installed by Verizon in the community. Individual hook-ups are scheduled for the beginning of 2012. Paul Dyson thanked Jim Roberson for all his help in this matter.

-There has been erosion around the area of the pond platform. The contractor will return in the spring to monitor the area under warranty.

-The drain to the pond between 7210 and 7212 partially collapsed. Paul Dyson contacted the county to let them know the repair was their responsibility.

<b>Operating Expense</b>	<b>2012 Budgeted</b>	<b>Projected 2012</b>	<b>2013 Proposed</b>
Entertainment	\$400	\$133	\$300
Fees (State of VA/FED (inc. Taxes))	\$275	\$470	\$500
Insurance	\$1,300	\$1,682	\$1,700
Irrigation System Installation, Service & Repair	\$1,275	\$5,248	\$1,275
Landscape Routine	\$43,125	\$43,124	\$43,125
Landscape Care & Improvement*	\$12,000	\$17,000	\$17,000
Miscellaneous Expenses	\$350	\$1,209	\$500
Office Copying	\$75	\$0	\$50
Office Postage	\$75	\$8	\$25
P.O. Box Fee	\$125	\$120	\$125
Office Supplies	\$50	\$0	\$25
Misc, Maintenance	\$1,000	\$1,275	\$1,250
Pond Chemicals	\$1,000	\$983	\$1,250
Snow Removal	\$2,000	\$0	\$2,000
Weather Damage	\$2,000	\$2,465	\$3,000
Tax Prep	\$500	\$450	\$500
Tennis Courts	\$800	\$1,025	\$800
Trash Collection	\$12,000	\$12,480	\$12,500
Utilities Electric	\$3,000	\$2,180	\$2,600
Utilities Water	\$3,000	\$2,613	\$4,000
Web	\$0	\$272	\$300
<b>Total</b>	<b>\$84,350</b>	<b>\$92,737</b>	<b>\$92,825</b>
<b>Income</b>	<b>\$110,350</b>	<b>\$110,500</b>	<b>\$109,900</b>
<b>Reserves</b>	<b>\$221,500</b>	<b>\$238,500</b>	<b>\$254,000</b>

\* Note: Allocating \$5,000 annually from Reserves to long term landscape care and improvement has been a community practice for some time. This allocation is appearing in the "Landscape Care and Improvement" budget item for the first time this year. Thus, the \$12,000 allocation to this line item in 2012 appears as a \$17,000 item in the 2013 Proposed Budget.

# Committee Reports

## Architectural Review Committee Report, 2012

The Architectural Review Committee (ARC) continued to provide guidance to and review community residents change request to maintain and improve the appearance of their properties.

The review and approval function vested in the ARC is important for maintaining community appearance and property values. The process to obtain approvals is relatively simple and clearly explained on the EMPOA website including the form(s) required to be completed by the homeowner and approved by the ARC **prior to any exterior work visible from the common areas being performed.**

The ARC reviewed and approved seven requests (landscape changes, painting, garage door replacement). The Board independently reviewed and approved one request when the ARC was unable to because of travel and other time demands. It is the intent of the ARC and the Board to review and approve/deny submitted request for change in 30 days.

The Board, for the same time conflict issues, conducted the annual walk-around in August. This review identified a numbers of deficiencies, few of significant concern. The deficiencies were communicated to the homeowners and many of them, as reported by the homeowners, have been corrected. It is the intent of the ARC to conduct a follow-up to assure corrections have been made. Next year private landscaping and tidiness issues will be included in the annual inspection.

There is a compliance issue with one homeowner. Details for this issue cannot be written or discussed at this time because of potential litigation which we hope to avoid through voluntary compliance by the homeowner. Be assured that your current Board intends to follow-through to achieve compliance and has instituted financial penalties to the homeowner consistent with EMPOA rules and regulation and the law of the Commonwealth of Virginia.

Thanks for the efforts of Kip Howlett, Chair and members David Liss, Prag Shah, Jim Davenport, and Milt Silveira.

I am pleased to announce that effective September 18, 2012, Betsy Rice has agreed to chair this important committee. Laura Schultz, David Liss, Osamu Toki, Jim Davenport, and Milt Silveira will serve on the ARC.

I appreciate your cooperation and compliance to our Community rules and regulations. We all agreed to do so when we purchased our properties and we all benefit by maintaining the appearance of the community and the value of our homes.

Paul Dyson

President, EMPOA

## LANDSCAPING COMMITTEE ANNUAL REPORT - October 2012

Landscaping Committee: Judy Evans, Kathy Hogan, Cynthia Liss, Bob Shipman, Anne Snyder, Mary Joyce Turnquist, Brian Mullen (Chair)

Over the past year, the Landscaping Committee has worked hard to preserve and improve our community's landscaping. Evans Mill Pond is a unique community and we are blessed with a beautiful and diverse landscape. We are grateful to the many homeowners who have volunteered over the years to help protect and maintain this important asset.

### Summary of 2012 Projects

Planted seven Nellie Stevens hollies this year - 2 at the entrance to the community and 5 along the border with the Samson property.

Planned to install a Sweet Bay Magnolia on border with the Samson property.

Planted summer annuals with the help of resident volunteers.

Removed a pile of dead trees, vines and debris on the hillside adjacent to the tennis courts entrance.

Hired an independent arborist to assess the health of our trees and make recommendations so that our trees receive proper care,

Removed 10 Bradford Pears were removed and the committee is working to develop a plan to improve this important common area.

Removed a failing Gum tree near the tennis courts and a fallen locust tree from the area behind Judy Osha's home.

Bob Mullen took the lead on managing our sprinkler system with help from several committee members.

Contracted with Homestead Tree Service to prune deadwood from the 25 Willow Oaks on property. Work will be done over the winter months to take advantage of off-season discounts.

Bob Mullen continues to manage the community's landscape maintenance contract with

Members of the landscaping Committee meet regularly to discuss ways to improve our landscaping in the short and long term. We are committed to maximizing improvements and minimizing the costs. The committee works together to prioritize projects based on the impact to our community keeping in mind the work within the limitations of our annual budget.

Bob Mullen

# McLean, Virginia

## Evans Mill Property Owners Association

### Long-Range Planning Committee Annual Report

September, 2012

**Long Range Planning Committee:** Tom Hogan, David Liss, Jim Robertson, Milt Silveira, Al Snyder, Scott Redd (chair).

#### Executive Summary

**Our report is essentially unchanged from last year with the exception of one new item: possible replacement of lighting (streetlights) in the community. See below.**

#### INTRODUCTION

The Long-Range Planning Committee (LRPC) is a standing committee whose primary mission is to forecast major improvements for the community over the next ten years (the process includes consideration of those longer term capital expenditures beyond the ten-year window which require annual reserve allocations). The LRPC is primarily concerned with projects that maintain or increase the high quality of the community and concentrates on projects that address the broadest needs of the community.

**Key recommendations for the board are highlighted in bold type.**

#### LONG-RANGE EXPENDITURE PLAN 2013-2022

Attached to this report is a spreadsheet showing proposed future EMP needs, the anticipated costs of these future projects, and the status of the long range reserves used to fund them.

#### OVERALL ASSESSMENT

The committee's primary points of focus are our roads, the tennis courts, and the pond, with a placeholder for "future projects" (of which none are currently in view). **Based on the EMPOA 2013 budget which calls for an annual reserve contribution of \$19,000 going forward, the consensus of the committee is that we have planned for adequate reserves to address likely requirements.** That assessment was confirmed by an external study which we recommended previously and was conducted in 2011. We will continue to review that assessment annually with an eye toward possible reductions in the reserve contribution, especially once repaving has occurred.

#### RECOMMENDATIONS FOR FUTURE PROJECTS

##### LIGHTING (new item this year)

**Based on a request from the EMPOA President, the LRPC has investigated the long term cost of replacement of streetlights in the community. The existing lights were installed by Dominion (nee VEPCO) and we essentially rent them, paying a monthly electrical bill to them which also covers maintenance.**

**This issue was studied several years ago looking at two basic options: (1) Replacement by Dominion and (2) purchase and installation of our own lights by a private contractor. The latter recommendation would have required installation of new wiring throughout the community to place the lights on separate meters. Preliminary estimates were prohibitively expensive.**

**After some delay, we have just received preliminary estimates from Dominion for several replacement models. These have been passed to the Architectural Review Committee (ARC) for their consideration and recommendation to the board based on aesthetic concerns.**

**The estimates from Dominion are \$10-15K for capital expenditure up front. As a planning wedge/placeholder, \$15K has been tentatively allocated for expenditure in 2013 in the Long Range Reserve Budget. Actual expenditure is subject to board decision, with inputs from LRPC and ARC.**

### TENNIS COURTS

1. Planning assumptions. The current planning assumptions adopted by the Tennis Committee are an estimated lifespan of the courts (interval between major renovations) of 25 years with interim repainting/ restriping every seven years.
  - a. The 25 year lifespan is consistent with Fairfax County informational guidelines and, based on the last major resurfacing in 2001, would result in the next major renovation in 2026. For planning purposes beyond the ten year window, the LRPC concurs with \$40,000 as an estimated cost in 2026.
  - b. The Tennis Committee notes that in the expert opinion of the contractor we utilize (All Pro), EMPOA may never need to overlay our courts again as long as we continue to resurface the courts every 5 to 7 years. As a practical matter, if the courts are repainted/restriped in 2017 as planned, the next repainting/restriping would be expected to come up in 2024, making 2024 the key year for determining whether a major renovation would be needed in 2026.
  - c. The LRPC noted the above planning assumptions and emphasized the need for early notification by the Tennis Committee if those assumptions require downward revision and earlier funding.
2. LRPC accepts the Tennis Committees recommendation of \$3000 to replace the windscreens in 2013 and \$7000 to repaint/restripe the courts in 2017.

### ROADS

1. Planning assumptions. The basic assumption for the roads is an estimated lifespan of 15 years between repaving. The back section of the roads was repaved in 1999 and the front section in 2001. The extant long range plan includes repaving in 2014 at a cost of \$200,000.
2. **Given the relatively mild winter and the marginal deterioration in the roads since 2011, the LRPC continues to recommend delaying repaving and evaluating on a year to year basis. For planning purposes, we recommend continuing with a \$200,000 estimate and a repaving date of 2014. We note that several areas may require repair or repaving before 2014.**

### THE POND

1. The pond situation remains healthy, with no major changes from last year.
2. **No major projects are currently envisioned and no long range reserve funds are set aside for pond-related projects** (this does not include short term expenditures for duck weed abatement and the like which are part of the operating budget).

3. We again note the LRPC's awareness of a draft Fairfax County plan on improving water retention facilities throughout the county which could impact EMP should cost sharing be involved. Informal investigation by several LRPC members and discussions with the Chair of the Pond Committee, Tom Ettinger, strengthened the consensus that there were no significant capital expenses on the horizon related to the pond.

#### FUTURE PROJECTS.

The lighting issue illuminates the wisdom of have reserve fund "wedges" in the budget as a hedge against emergent capital expenditures. Last year's budget included three wedges of \$5000 each, one of which was for 2013. **With the inclusion of the \$15,000 placeholder for lighting in 2013, the LRPC recommends removal of the 2013 wedge. We recommend maintaining additional reserve fund "wedges" of \$5,000 at three year intervals throughout the ten year plan.**

Submitted for the Long Range Planning Committee (LRPC)

John Scott Redd

Attachment: (1) Long Range Expenditure Plan for 2013-2022



## **2012 EMPOA POND REPORT**

The Pond is muddy from the current rain storms but is healthy. There is abundant wildlife both surrounding and in the Pond.

Early spring we went out in the boat to clean up debris.

Early May- 5 lbs of copper sulfate was added to control algae.

Late June- 48 oz Sonar was added to control duck weed that showed its ugly head and 10 more lbs of copper sulfate for algae control was also added.

In early October, cleaned out debris and raked out creeping water primrose.

The Pond seems to be collecting more sediment during a rain storm. We will investigate this to determine its source which may be the government construction project.

Overall the Pond looks okay and requires no major maintenance.

It would be helpful if anyone who sees debris in the pond along the shore line would remove it.

Tom and Gladys Ettinger  
October 2012

## Social Committee Report - 2012

The Social Committee has a dual function as both the organizer of the Spring and Fall socials on the Green and in welcoming new neighbors to our community.

Both the Spring and Fall socials were well attended. It was a pleasure to see many children at these socials. This surely is a sign that a new generation of owners are participating in community activities. We continue to plan to increase the turn out next year.

Our Welcome includes a bottle of champagne, a page of EMPOA information, a 'stash' of pamphlets of local interest; McLean Orchestra, McLean Symphony. McLean Project for the Arts, Alden Theater, 1st Stage, Lewinsville Senior Center, Viva Tysons, McLean Library, etc. and conversation about our special and unique neighborhood.

During the past year, the Committee welcomed Susan Arthur, Gavin Glakas and Yasmine Zamani, Katia Goffin, Ally and Brett Meringoff and Dick and Mary Weaver

## EMP Tennis Committee Report for 2012

Committee members for 2011 included Clark Shannon (chair), Tom Louthan, Tom Ettinger, Al Snyder, DJ Shyy, and Kip Howlett. Our incoming chair and new member will be Brett Meringoff, from #7201, adjacent to the courts.

The tennis courts remain in very good condition and an important asset for the community. The committee continued to monitor the courts and handle periodic maintenance and upkeep. We replaced the net on court #1 in May, which had become weathered and torn and could no longer be preserved through minor repairs. We also completed pressure washing of the courts in August.

A question was raised in the community about neighbors allowing their dogs to run on the courts. The committee took this question on board and reaffirmed the previous policy that permits EMP members to run their dogs on the courts provided dogs are monitored and the courts are kept clean. In researching the possible consequences of using a court for dog running, however, we noticed some message boards and forums where dog owners had observed that running on tennis courts could damage the dog's paws, so dog owners should keep this in mind. Nonetheless, committee members have no objection to responsible use of the courts by all members of our community, including dogs.

Earlier in the year, we considered replacing the existing lock on the court, which had a very small dial and was hard to use. Because of the difficulty of ensuring everyone knew the proper combination, we opted to remove the lock on the assumption that the courts will be used only by our community members. Removing the lock also ensures the landscape crew has easy access to clean the courts of leaves as needed. We could replace the lock if there is a need, and ask neighbors to be attentive and report improper use to a committee member.

For 2013, our focus will be on replacing the windscreens which are original and showing considerable wear.

Clark Shannon