

RANDOLPH SQUARE BOARD OF DIRECTORS MEETING

AUGUST 2016 MEETING AGENDA

Meeting Name:	Randolph Square Board of Directors Monthly Meeting
Meeting Date:	August 22, 2016
Meeting Location	Northern Virginia Management
Meeting Start Time:	7:00 pm
Meeting End Time:	8:00 pm

The meeting was called to order at 7:00 p.m. by Mrs. Sullivan, Vice President of the Randolph Square Board of Director.

1. Members' Forum –

There were complaints about residents not taking in trash cans in a timely manner. Mr. Kirchner will send a letter to the community to remind them to bring them in a timely manner.

2. Roll Call – The following individuals attended the Randolph Square, August Board of Director's Meeting:

Meeting Attendees

BOARD MEMBER NAME	PRESENT?	ADDRESS
Melissa Avrutine	N	1043 N. Stafford
Bruce Gudenberg	N	4118 N. 11 th St.
Annette Metraux	N	1039 N. Stafford
Doug Nocerino (President)	N	1029 N. Stafford
Spenser Cummings	Y	4110 11 TH St.
Linda Sullivan	Y	1020 Randolph
Stacy Tjossem (Secretary)	Y	1032 Randolph
Angelika Sass	Y	4114 N. 11th
Laura Blue	Y	1052 Randolph
Tim Kirchner	Y	Northern Virginia Mgt.
GUESTS:		
None.		

3. Approval of the Agenda – Ms. Tjossem moved to accept the agenda and Mr. Cummings seconded the motion. The motion was passed unanimously.

4. **Meeting Minutes** – Ms. Tjossem moved to accept the meeting minutes as written, Mr. Cummings seconded the motion. The motion was passed unanimously.
5. **Treasurer's Report** – Mr. Kirchner reported the community is still running under budget; and three units that were previously late have been resolved. An additional unit has paid ahead for the year.

Mr. Cummings moved to accept the financial report, Ms. Sass seconded the motion. The motion was passed unanimously.

6. **Old Business – Updates**

Action Items: The results of the spring walkthrough were reviewed.

Letters were sent to homeowners concerning violations noted during the walk through. Follow up is slated to make sure homeowners have corrected noted items, including violations related to fire codes.

Mail Boxes: Three have been recently replaced; two units have worn out and one unit appears to have been vandalized. Mr. Kirchner is looking into replacement parts and looking to put some additional into storage for future use.

7. **New Business -**

Letters Received and Sent: The letters received and sent were reviewed by the Board.

Reserve Study: Mason and Mason reserve Study will be updated in support of the 2017 budget planning. Ms. Tjossem moved to have the reserve study updated, and Mr. Cummings seconded the motion, which was passed unanimously.

Landscaping Plan: The Board reviewed a proposal to install improved landscaping. Mr. Cummings moved to accept the proposal as written, and Ms. Tjossem seconded the motion. The total expenditure will be \$22,360. Which was passed unanimously

Chimney Cleaning – The community will identify a provider to accomplish the cleaning this fall.

Mr. Cummings asked for approval of an over-sized dog (black lab). Ms/ Tjossem moved to let black lab joining the community and Ms. Blue seconded the motion. The black lab was approved unanimously.

Sign Proposal: Mr. Kirchner will obtain a sample of proposed signs. The expected cost of replacing the community signs is about \$2,000.

Date of Next Meeting – The next meeting of the Randolph Square Board of Directors is scheduled for September 19th, and will be held at the home of Spencer Cummings

8. Executive Session – No Executive Session was convened. There are no outstanding association dues requiring executive action.