

# *Williamsburg Square Community Council Corporation*

## Board Meeting Minutes

September 22, 2020

Meeting was opened at 7:00 pm via a Zoom video conference.

Attendees included – Steve Combs, Kent Page, Sue Wyess and John Bradfield from the Board. Steve Leskowitz – TMG Agent and three residents.

Open discussion was offered but there was no questions or comments so the Business Meeting was opened.

Motion to accept the Board meeting minutes from July 28 meeting was offered by Kent Page

2<sup>nd</sup> by Sue Wyess and vote was unanimous in favor.

Motion was made to appoint Kent Page to the Board as Vice President and Phil Dombeck as Secretary to fill vacancies until next general election.

By Sue Wyess 2<sup>nd</sup> Steve Combs – Vote approved unanimously

Motion was made to retain Strauss and Associates as our Auditors for another three year engagement at \$2725 per year plus any billed fees by banks to obtain information as needed.

By Sue Wyess and 2<sup>nd</sup> by Steve Combs – Vote approved unanimously.

Motion was made to retain Potomac Disposal as trash removal contractor at \$2201.29 monthly for 2021 and 2022 and at \$2267.33 (3% increase) monthly in 2023. **Contingent of Potomac accepting a term in the contract to terminate services on 30 days notice by either party.**

By – Kent Page and 2<sup>nd</sup> by Steve Combs – Approved unanimously.

Motion to retain High Sierra for 2021 season at a cost of \$51,000 annually.

By Sue Wyess 2<sup>nd</sup> Kent Page – **VOTE TABLED – Steve to verify cost – one week less of season and with pool cover, opening should be less intensive – this price is higher than the 2020 season cost previously accept which had longer season and no pool cover.**

Motion to utilize Dominion Paving and Sealing to paint curbs, parking tick marks, reserved signs, speed bumps and handicap spots in the community. Cost of \$14,580.

By Steve Combs 2<sup>nd</sup> Sue Wyess – Vote approved unanimously.

Motion to accept 'revised' parking rules as presented and to distribute to community. Parking procedure will now move forward with all administrative tasks to be accomplished and once completed parking will be instituted in community.

By – Sue Wyess and 2<sup>nd</sup> by Steve Combs – Vote approved unanimously.

Motion to accept modified budget for 2021 with NO increase in monthly assessment amount above the current \$92 fee and distribute to community for feedback prior to final acceptance.

By Kent Page – 2<sup>nd</sup> Steve Combs – Vote approved unanimously

This motion had a good deal of discussion before voting – It was decided to take what is currently operating income from 2019 and 2020 above expenses and dedicate it to various portions of the 2021 budget. We will create a negative budget for 2021 rather than a zero budget but this will result in improved services based on the cash on hand and annual collections utilized for more services. The \$38,000 owed to Reserves from prior years will be funded as well bringing the Reserve accounts to the proper funded amount. Additional monies will be transferred to Reserves in 2021 as the yearend balance of funds is identified.

The remainder of the meeting was discussions on correspondences sent and received from residents and review of routine actions and activities conducted during the months since last meeting.

Meeting was adjourned at 8:50 pm and moved to Executive Session.

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**Executive Board Meeting Minutes**

September 22, 2020

Executive Session was opened at 8:55 pm

Motion to accept the Executive session minutes of the July meeting as presented.

By Kent Page 2<sup>nd</sup> Sue Wyess – vote approved unanimously

Discussion was conducted regarding legal letter sent to HOC on behalf of neighbors near 18202 Kitchen House Crt.

We are awaiting contact to attorney or association from the County HOC. No further action at this time.

Meeting adjourned at 9:15 pm