

**Tollgate Association
December 2011 Board Meeting**

Date and Time: December 3rd, 2011 at 9 am

Location: 102 Tollgate Way (Melhem residence)

Attending: Margaret Melhem, Bob Donaldson, Ed Hahn, Marie Murray and Jim Hogle

1. The November 2nd Tollgate Board Meeting and the November 13th annual Meeting minutes were approved by the board without change. Keith Powell forwarded a note and Luke Knitting called Jim to let him know that they were unable to attend this meeting.
2. Treasurer's Report: Bob Donaldson – Expenses for November were \$2,362 excluding one homeowners reimbursement to the association of \$264 for shrubs replaced by the Association that died for insufficient watering over the summer. Current assets are \$15,972. Outstanding liabilities are \$2362. Our net worth is \$13,609.
3. Committee Reports:
 - Landscape – Marie Murray wanted to remind the Board that we are now in the last month for the Landscape contract. To save money we don't bring the landscapers in during the month of January or February. No planting until the spring. Ramiro Landscaping employees have traditionally been given a Christmas bonus (paid by a committee member) – this year due to their extraordinary maintenance effort and with their responsiveness to specific requests from homeowners, the Board voted a \$200 total amount to be paid to the employees on an equal basis.
 - Trees – Nothing new on the trees... Waiting until spring to plant the tree at 107. Bob will attend the tree stewards training program in Arlington County. We have to pay \$120 for the slot, and Bob is willing to continue as head of trees indefinitely. The board approved the authorization.
 - Architecture Committee – Garry Sauner called Jim and passed along his regrets for being unable to attend the meeting. No new architecture requests are under consideration.
 - Maintenance – Garry mentioned to Jim that he solicited quotes for repointing the brick, reattaching the ironwork and replacing the missing finials and repainting the fence. He will present these quotes to the new board at the January meeting for their review and approval. Regardless, Garry does not see this work starting until April at the earliest. With respect to the pest control service contract, Garry

continues to receive periodic reports when they re-bait the traps and holes that were recently at his and Helga's parking pad and at Jim's driveway. He expects them to send along a bill for service in 2012. In a lengthy discussion the board wanted to engage to ask the pest control company to explain why we still have rats. Ed pointed out that he has seen rats in the back yard on the patio and on the fence. We are not sure that the rat control strategy is really working. The company ought to offer a presentation to provide some assurance that they are worth renewing. We need to get estimates to determine if we are doing the right things.

- Garry purchased items for the holiday decorating and decorated the lampposts with the board planning to decorate the gazebo after the board meeting. Any unused garland rope should be returned to him and he will take it back to the store. There seem to be a number of homeowners that need ironwork done. Repairs to finials and repainting of individuals homes could be added to the ironwork and painting effort to allow a volume discount. Margaret noted that there is a crack in the cement driveway at 102. Advice was to use the right product and have the homeowner make the repair.
- Social – Wynne Hogle will send out a flyer for the Holiday Social on December 11th from 5 pm to 8 pm. We are still on to use Chuck Conner's (#133). The party is casual. The suggestion was made and seconded that Hannah Knittig be asked to sing Christmas songs at the social. Luke agreed to confirm with his daughter.

4. Old Business:

- The Tollgate Board confirmed Ed Hahn by acclamation to fill a vacancy that developed following the Annual Meeting. Ed agreed to serve the three year Tollgate Association Board term opening up on January 1st 2012.
- Review actions from the Annual Meeting... these the board agreed to bring back in January.
- In a continuation of the discussion of Tollgate Asset Inventory, Bob brought the property boundary map which shows the delineation of individual property lines and common property. The landscape contract covers all property, common and private, that is not enclosed in a back yard brick wall.
 - Appropriate maintenance planning – Bob outlined a process for performing maintenance planning including deciding on a life cycle and remaining life for assets, and developing a schedule to replace, in order to calculate the total annual costs and cash flow requirements on a year-over-year basis. As well, the process calls for deciding on the appropriate required reserve level and from that deciding if a dues increase is needed. As this process progresses over the coming months the board agreed on the need to socialize the long term capital costs with homeowners as soon as we figure them out.
 - Reserve requirement – in Virginia there is a legal requirement to keep an appropriate reserve for your capital improvements as a reserve. This requires planning to manage our funds so we have sufficient funds to meet our needs.

- Signage in front of neighborhood – will be brought back in January.
4. New Business:
- Discuss concern about harassment directed at certain Tollgate homes from outside the neighborhood - Jim will follow up with the homeowners affected.
 - Jim offered, and all present made special thanks, to retiring Board Member Bob Donaldson. He plans to remain involved in Tollgate governance informally serving on the tree committee and as Association Treasurer.
 - Preview of Items for January
 - Election of new board officers
 - Develop the Tollgate events calendar for 2012
6. The next meeting is proposed for January 7th, 2012 at 9am at Margaret Melhem's.