

Tollgate Association Board Meeting

Date and Time: December 7, 2013 at 8:30 a.m.

Location: #117 Tollgate Way (OchsendorfResidence)

Attending: Ed Hahn, Margaret Melhem, Rob Ochsendorf, Joe Romer, Bob Donaldson, Marie Murray, Garry Sauner, Jim Hogle, Chuck Conner, Terry Zawacki

1. Approval of the previous meeting and annual meeting minutes, which will be available online soon.
2. Treasurer's Report:
http://tollgateway.org/budget/2013_expenses.pdf
http://tollgateway.org/budget/2013_net_worth.pdf
http://tollgateway.org/budget/2013_budget.pdf

The Association ended the year under budget by \$4,113. The Board determined that this money will be rolled into our Maintenance Savings account and used for future maintenance or unbudgeted items.

Last year the Board completed an audit of the Association's financial records and determined to conduct an annual audit going forward. Rob Ochsendorf and Jim Hogle volunteered to perform this year's audit.

The Association's By-Laws require two signatures for every check issued by the Treasurer. Since we transitioned to electronic checks earlier this year, countersigning is no longer feasible. The Board authorized the Treasurer to issue electronic payments without the required counter-signature, and will propose a change to the By-Laws at the 2014 annual meeting.

3. Committee Reports:
 - Social – Jim presented a draft of the annual holiday party announcement, which will be distributed soon. This year's holiday party will be held on Saturday, December 15th from 5-8:00 p.m. at the Melhem's house.
 - Landscaping – All attending Board members unanimously approved the Guidelines for the Care and Maintenance of Trees and Shrubs.

Prior to the Board meeting, Terry Zawacki asked if the Landscaping Committee's Discretionary Tree Removal guidelines were ever approved by the Board. Marie researched the Association's Board meeting minutes and found that the guidelines were presented to the Board in April 2008 for review. In the October 2008 minutes it states, "Marie M. discussed the new tree removal guidelines and approved the guidelines as proposed". It is assumed that this should have read, "and the Board approved the guidelines as proposed". The guidelines became practice after this date and the current Board has no issue with the guidelines.

- Trees –A red buckeye was planted at #109 (Ehmer). A gator bag will be put on the tree to facilitate watering.

Trees to watch in 2014:

1. Red oak tree at #105 has been failing for several years;
2. Japanese maple at #106 has been failing gradually. Systemic treatment has been applied, but we have not seen any results yet

*The full watchlist can be found in the annual meeting minutes.

- Architecture – No new business.

Garry re-iterated his thanks to Rob Ochsendorf, Steve Lyons, and Beth and Ed Hahn for cleaning all of the streetlights in the neighborhood. Terry also thanked Garry for his and Gayle's hard work in decorating the lamp posts and the front entrance railing.

- Maintenance –No new business.

4. Old Business:

- Pest Control –The Tollgate Way Pest Control team will refill bait stations one last time in 2013. The filled holes at Helga's parking pad were discussed, as well as the uptick in the chipmunk population this year.
- Letter to Zoning Appeals Board –Concerns were raised at the annual meeting about a neighbor who appears to be conducting commercial activities in his yard, adjacent to Tollgate. Formal complaints have been filed by surrounding homeowners due to noise and fumes. The Board drafted a letter to the Chair of the City Zoning Appeals Board regarding the matter. There will be a public meeting on Thursday, December 12th at 7:30 p.m., and homeowners are encouraged to send personal letters and to attend the meeting to weigh in on the matter.
- Association Liability Insurance –Rob obtained a quote from Erie that was \$17 less than our existing coverage, and a quote of \$273 for Directors and Officers (D&O)

insurance. Although Virginia Code specifies much statutory immunity, officers and directors acting in good faith on behalf of their associations can still be sued. For this reason, the Board agreed with Chuck's suggestion that we purchase a policy for D&O insurance. Bob will request a quote from Travelers for a D&O policy. We will also compare policy coverage between Erie and Travelers.

5. New Business:

- Agenda for 2014 – Joe expressed concern over how the nature of our discourse has declined over the last couple of years. This issue was discussed at length. Several related items were also discussed including who might best fill the role of President on next year's Board, how meeting minutes are captured, and general communications among Board members. The discussion and decision on who will serve as president next year will not be voted on until the January Board meeting. The Board agreed to simplify the structure of meeting minutes to be more consistent with *Robert's Rules of Order*. The Board also agreed that email communications should be as concise and civil as possible.
- Garry was approached by a homeowner regarding the untidiness of another homeowner's back patio, and asked that the concern be brought to the Board. The Board echoed sentiments expressed at previous meetings regarding such matters. Specifically, that the Board should not be adjudicating what should be neighbor to neighbor discussions relating to private property. This conversation led to a discussion regarding our Covenants and By-Laws, which are outdated in some sections. The Board agreed to revisit and update these documents in 2014, and to create a document that summarizes, at a high level, the responsibilities of the Board and each of the Committees.

6. The next Board meeting will be on January 25, 2013 at #113 (Zawacki) at 9:00 a.m. The Board meeting concluded at 10:30 a.m., and the Board gathered with volunteers to decorate the gazebo with garland and lights in preparation for the holiday season.