

## Tollgate Association Board Meeting

**Date and Time:** March 8th, 2014 at 9am

**Location:** #116Tollgate Way (Romer residence)

**Attending:** Chuck Connor, Ed Hahn, Rob Ochsendorf, Joe Romer, Terry Zawacki, Bob Donaldson, Marie Murray, and Garry Sauner

1. Approval of the January Meeting Minutes

2. Financial Report

[http://tollgateway.org/budget/2014\\_expenses.pdf](http://tollgateway.org/budget/2014_expenses.pdf)  
[http://tollgateway.org/budget/2014\\_net\\_worth.pdf](http://tollgateway.org/budget/2014_net_worth.pdf)  
[http://tollgateway.org/budget/2014\\_budget.pdf](http://tollgateway.org/budget/2014_budget.pdf)

3. Committee Reports: Committee Chairs

- Social – Joe revisited ideas initially discussed at the last Board meeting regarding opportunities for additional social events including baseball games, bike rides, and a neighborhood welcome committee. Joe agreed to gauge interest/availability and explore logistics for a baseball game.
- Landscaping – This year's snow resulted in some shrub damage, including one bush at #102 (Melhem) that will probably not survive.

Ramiro came on 2/27 to perform pruning and clean-up work. Marie communicated pruning instructions to the crew, which included requests from homeowners.

The committee is working to update landscaping information on the website, including clarification that the Discretionary Tree Removal guidelines were adopted, not proposed.

Planned spring planting projects may need to be tweaked given shrub damage caused by recent snowstorms. The committee will discuss and re-prioritize projects soon.

At the last Board meeting, Marie suggested that we take advantage of a spring planting deal offered by Stadler Nursery and Garden Centers where

the price to plant a tree is waived with the tree purchase. Marie confirmed the upcoming Stadlerspring sale will be at the end of March through early April. There will also be a fall sale towards the end of September through early October.

The committee is working to set a date for the spring landscaping tour.

A priority for the committee this year will be addressing water runoff issues in the neighborhood. Towards this goal, and as an experiment, a small clump of lirope was transplanted to an area near the storm drain at the end of the street, and seems to be doing well in that location.

- Trees – The arborist from the Greenery will come out next week to help compile a list of trees that need pruning. This year it is expected that the leyland cypress trees next to #124(Murray) will be removed.

Chuck mentioned that one tree may have fallen behind #135 (Smolinski). Bob said that he would check it out.

Bob is working with the city engineer to determine whether a storm water credit would be granted for planting new trees, or for having specimen trees.

- Architecture – The committee received a request from #104 (Doyle) to install a kitchen vent on the front side of the house. Garry posed some exploratory questions to assist the committee in making a final decision. Garry would like to remind homeowners that all external changes should be brought to the Architecture committee for approval. Garry and Marie agreed to work together to draft a communication to the neighborhood ahead of architecture-related projects/spring plantings that will include a reminder to obtain Architecture committee approval prior to performing any exterior work and to contact the Landscape Committee for shrub replacement requests.

Terry mentioned that the front foyer in her home tends to be very cold and windows are drafty, and noted this may be a good opportunity to explore a package deal on repairing window sashes if other homeowners have similar issues.

Maintenance – Thanks to Bob for repairing the street lights. The issue was due to a bad circuit breaker.

#### 4. New Business

a. Discussion of Tollgate Website – There is general consensus that updating the website is worthwhile. Discussion of a neighborhood brand was also discussed. Chuck will work on how to best craft our brand as a precursor to revamping our website. Marie volunteered to work on collecting historical information about the neighborhood, which could ultimately be leveraged as part of the effort to revamp our website and craft our brand. Marie also presented the introductory paragraph of the sales brochure associated with her home at the time it was on the market. This language (Appendix I) could be leveraged as we work toward our neighborhood brand.

b. Newsletter– Questions about the newsletter were discussed including:

- (1) How often should it be distributed?
- (2) What is its purpose?
- (3) Who is responsible for writing it?

There seems to be general consensus that the newsletter should be distributed ahead of important events such as the spring/fall socials, and that it should go out four to five times per year. There also seems to be general consensus that the newsletter is a good opportunity for community building and for communicating items of interest and importance to homeowners. Finally, Marie and Joe cautioned the use of the newsletter to promote local businesses or political candidates.

c. D&O Insurance & VA Taxes– Bob received a D&O quote from Travelers that was significantly more expensive (\$1,178) than the quote received from Erie (\$273). Erie's total cost for general liability insurance plus D&O coverage is \$506. The Board requested, and Bob agreed, to transition the Association's insurance coverage, including new D&O coverage, from Travelers to Erie.

d. Taxes – Virginia law requires the Association to file an annual tax return since we are classified as a corporation. Since the Association is also a non-profit entity, we are required to pay taxes on interest only. Given the small amount of interest we collect, we end each year with no tax liability. Virginia recently passed a statute that all corporations must file electronically, but this can only be done through a third party (eg. Turbo Tax, H&R Block, etc.), which would

cost the Association at least \$45. Bob filed a waiver so that we do not have to file electronically.

5. The next meeting will be on April 5, 2014 at #127 (Hahn residence). The Board meeting concluded at 10:30 a.m.

## **APPENDIX I**

This very spacious light filled Williamsburg-style all-brick end townhome is the crown jewel of Tollgate, an exclusive enclave of only 29 homes. Centrally located in the City of Falls Church, it offers fine craftsmanship rarely found in new homes today. The flow of this home makes it a very livable house, with a floor plan that affords a great deal of privacy and easily lends itself to formal and informal entertaining.