

7/6/99

1. Make check to Matt \$1,300.  
2. Officers  
3. Next Mtg 7/28/99  
7:30 Matt Kahn

TOLLGATE ASSOCIATION  
FALLS CHURCH, VA 22046

To: MEMBERS OF BOARD OF DIRECTORS  
From: TONY D'ERMES, TREASURER  
Subject: (A) FINANCIAL RECORDS AUDIT AND  
(B) MEETING DATE FOR WEEK OF JULY 5  
Date: JUNE 30, 1999

I AM RECOMMENDING THAT WE HAVE A MEETING NEXT WEEK (JULY 5 THRU 9). (I TALKED WITH RAY TODAY AND THE ONLY DAY NEXT WEEK HE CAN MAKE IT IS TUESDAY. HE ALSO MENTIONED THAT RICH IS LEAVING TOWN NEXT WEEK BUT HE DID NOT KNOW WHEN.) IF WE CAN GET A QUORUM (THREE MEMBERS), WE SHOULD MEET. WE CAN MEET TUESDAY AT MY HOUSE AT 7:30 P.M. THOSE MEMBERS WHO CANNOT MAKE THE MEETING WILL GET A COPY OF THE MINUTES. I PROPOSE THE FOLLOWING AS AN AGENDA:

1. UPDATE ON THE FINANCIAL CONDITION. THE ATTACHED MEMO IS FAIRLY SELF EXPLANATORY. MATT CAN FILL THE HOLES.

2. I AM NOT CERTAIN IF OFFICERS HAVE BEEN ELECTED ON THE BOARD. WE HAVE A PRESIDENT AND A TREASURER. I AM NOT SURE OF THE SECRETARY AND VICE PRESIDENT.

Rich - V.P.,  
Joe + Roma, Rich

2. APPOINT COMMITTEE CHAIRS: LANDSCAPE, ARCHITECTURAL, TREES, LAMP POSTS. I HAVE SEVERAL SUGGESTIONS:

(A) THE LANDSCAPE COMMITTEE IS SO IMPORTANT THAT THE CHAIR SHOULD BE A BOARD MEMBER. I HAVE TALKED WITH RAY, AND HE IS WILLING TO TAKE ON THAT JOB. I ALSO TOLD HIM THAT TERRY ZAWACKI WAS ALSO INTERESTED IN THAT COMMITTEE. PERHAPS SHE COULD WORK WITH RAY.

(B) ARCHITECTURAL COMMITTEE IS ALSO VERY IMPORTANT. I RECOMMEND THIS CHAIR ALSO BE A BOARD MEMBER. IN THE PAST THE VICE PRESIDENT HAS NOT HAD A GREAT DEAL TO DO. PERHAPS THAT PERSON COULD OVERSEE THIS COMMITTEE.

(C) THE TREE COMMITTEE WOULD BE NEW. LAST YEAR I RECOMMENDED THAT TREES BE SEPARATED FROM THE LANDSCAPE COMMITTEE. I FOUND THAT TREES WERE ENTIRELY DIFFERENT FROM NORMAL LANDSCAPE. THIS COMMITTEE CHAIR DOES NOT NECESSARILY HAVE TO BE A BOARD MEMBER. I AM SURE WE CAN GET SOMEONE TO VOLUNTEER. WE HAVE SEVERAL VERY NEW NEIGHBORS WHO COULD BE ASKED.

D. LAMP POST COMMITTEE CHAIR NEEDS TO BE APPOINTED. JACK JOHNSON DID A GREAT JOB LAST YEAR WITH THIS COMMITTEE (HE'S THE COMMITTEE). HE WOULD BE GLAD TO DO IT AGAIN. LAMP POSTS REQUIRE SOME OF THE BOARD'S ATTENTION BECAUSE OF THE DETERIORATION OF THE WOODEN POSTS AND THE LAMPS THEMSELVES.

E. Socire - Edna, Edna, Marge

I ALSO RECOMMEND THAT WE ESTABLISH A PERMANENT TIME FOR OUR MEETINGS. PEOPLE CAN THEN WORK AROUND THAT TIME IN DEVELOPING THEIR OTHER SCHEDULES. LAST YEAR WE MET THE THIRD THURSDAY OF THE MONTH AT 7:30 P.M. WE ROTATED MEETING PLACES.

gpl