

CANNON BLUFF HOA – VIRTUAL BOARD MEETING MINUTES

Location: [https://us06web.zoom.us/j/5337221535?](https://us06web.zoom.us/j/5337221535?omn=87852900886)

[omn=87852900886](https://us06web.zoom.us/j/5337221535?omn=87852900886) In person: 10041 Lake Occoquan Drive,  
Manassas, VA 20111

April 16, 2024, Starts at 7:00 PM (Virtual)

1. Roll Call: Tracy McClure, Cal Lude, Giuliana Moniger, Barbara Quick, Vern Torney
  - Non Board Members: Collin & Lauren Mackenzie
2. Proof of Notice of Meeting: Posted on the Website and Facebook
3. Approve Draft Agenda: Approved as drafted 1st from Torney, 2nd from Lude
4. Approve prior Meetings Minutes: Approved with format items corrected
5. Report of Officers
  - President – Tracy McClure - No report
  - Vice President – Giuliana Moniger -
    - Request to supply key to the Sabelas residence
  - Cal Lude
    - Operating account is \$49,453.61
    - \$25,876.79 was transferred from the matured 12 month CD to the operational account and is pending a decision on the ramp and bulkhead project scheduled for this year.
    - Additional CD containing \$10,342.26
    - One unpaid dues
    - 99 envelopes were stuffed and mailed for ballots for the annual meeting for those requesting a mail in ballot.
  - Secretary – Barbara Quick
    - Letterhead created for various HOA documents
  - Park Commissioners – Vern Torney and Julie Phillips
    - Reserve study states a new ramp and retaining wall are needed this year. Further discussion will be in old business.
  - Key Master – Barbara Quick
    - Authorization letter drafted for park key ordering
    - Three keys delivered
    - Additional keys picked up and distribution form created
    - Recommendation to create an account at Baldinos
    - Park key audit will be conducted later this year
  - Web Master – Tracy McClure - Updated Reports added to the website
    - Event blurbs recommended to be added to the Website for Community Events
    - Resource links are not working, emails are the only ones connecting not the phone numbers.
6. Old Business
  - Review compliance progression of blight properties
    - Gunner Court - April 15 deadline from the County for occupants to remove cars and have the tree removed. The tree has been removed as of today.
    - Howitzer Court - VDOT has replaced the guardrail and the Board will utilize the \$500.00 from the homeowner to have maintenance conducted.
    - Howitzer Court - Board has reviewed and does not feel it violates our Covenants
    - Cannon Bluff - Property is now listed as vacant land with an incidental structure by the County. The Board does not have any further actions for the Property.
  - Review progress on the Welcome Packet - The Packet is receiving positive thoughts but it is difficult to locate folks for recommendation for services.

- Review Key Return process - Document presented and approved
- Confirm speaker update for the May HOA meeting - Speaker is confirmed
- Annual Park Maintenance contract - Two proposals have been received for the park for the area from the gate to the access road, around the culdesac and stops at the picnic area. One for \$250.00 per month for two years (14 month), and \$455.00 per month for a one year contract (7 months).
  - Discussion and motion to approve the two year contract at @ \$250.00 per month.
  - Lude made motion to approve, McClure made second motion
- Status of trash and recycle pickup in the park -
  - Inquiry made to ask households volunteer with trash/recycles from the community as opposed to paying additional for trash removal.
  - Neither disposal company was interested in trash removal. (\$70.00 per month additional was provided from maintenance companies)
  - Contract will continue to be looked into
- Review the planning for the boat ramp and retaining wall - Two estimates received to date. One for \$50,000.00 and the second is \$41,000.00 plus construction costs. Largest cost is for the coffer dam to provide a dry work environment. Both of these exceed our budget for the project. The study projected \$18,000.00 for the repairs versus the approximate \$50,000.00 currently being stated.

#### 7. New Business

- Discuss Neighborhood Services Conference attendance - Discussed tips learned from conference.
- Common area address and POC for PWC tax records- Public tax records names a resident that no longer lives in the community. Recommend to use Compton and Duling, Giuliana will look into this.
- Request to share Zoom with another HOA - Lude will coordinate with our Attorney to confirm no conflict of interest. Motion to approve by Torney and second by Quick pending legal consultation.
- Annual Meeting preparation completed
- Review Slides / roles and responsibilities
- Logistics - drive access, organizational email
- Discuss renewing wood chips on trail from paved parking area to the picnic area with 2" of wood chips. Two estimates received, current servicer \$2,250.00 and outside offer for \$2,965.00.
  - Recommendation to have a place accessible for chips to be delivered when tree work is conducted in the neighborhood. Once enough chips are collected we schedule a community event to spread the chips on the trail.
  - Discussion will occur at the Annual Membership Meeting.

8. Resident Open Forum - None

9. Closed Discussion - None

10. Adjourn Meeting Time - 9:54 P.M.

Date for next Meeting Date: May 1, 2024 Annual Membership Meeting

May 8, 2024 Board Meeting