

BR Madison Home Owner's Association  
Board of Directors Monthly Meeting  
March 9, 2021 19:00 at the Loudoun County Sheriff's Department

Jennifer Deming – President  
Kathy Davidson – Vice President  
Keith Grayshon – Secretary (by phone)  
Chip Shubargo – Treasurer  
Tim Sawyer – Member at Large  
Lisa Cornaire – Spectrum Property Management LLC  
Barb and Jeremiah Metz  
Antonia Body

Meeting convened at 19:03 motion by Kathy seconded by Jenn.  
Motion to accept the November 20, 2020, and January 21, 2021 minutes made by Kathy seconded by Jenn.

Lawn pick up was supposed to have begun the first Monday of March and Lisa will contact Republic to get them to begin picking up yard waste. In the next communication to the neighborhood, a reminder will be included to secure trash/recycling to avoid trash being blown about.

Playground mulch refresh quotes are in and Lisa provided quotes from the landscapers and an additional quote from JKenterprise. Estimated 55 yards of mulch will be required to top off the area. Drainage is impossible due to south side of Citation draining onto the playground area. Therefore, when it rains the playground has standing water around the perimeter. Chip recommends we take a look at Trailside and see what they have done with mulch. Motion made by Kathy and second by Chip to proceed with the JKenterprise quote for mulch and additional research for purchase of 3 3x5 rubber mats to be placed under the regular swings and slide.

Inspections will take place April 3, at 10:00 a.m.

ARB Guidelines – Document has been amended and updated. The board is awaiting the paint chip samples to be incorporated with the Guidelines. Motion to accept by Jenn and seconded by Kathy. Once paint chips are provided the document will be published and forwarded to homeowners.

ARB Committee Terms – In the course of amending the ARB guidelines the association's Declaration was reviewed. At that time, it was noted that the Declaration requires that ARB committee terms be staggered. The ARB committee charter will be updated to incorporate staggered terms for the Committee Members. A motion to update the charter and appoint the following staggered terms: Sara Coffman 1 year, Kathy Davidson 2 years and Keith Grayson 3 years. Motion by Jenn and seconded by Kathy.

The proposal for the 2020 & 2021 audit for \$1,700 per year was reviewed. A motion to accept was made by Jenn and second by Kathy.

Management Report – taxes are completed nothing is owed.

Lisa will send a reminder to homeowners to ensure the light pole is in working order and encourage owners to keep their lights on for improved security at night.

Lisa will contact the County regarding the storm area on Citation which is now clogged by sediment and debris.

Board entered closed session at 19:45.

Closed session convened at 19:46.

Open session reconvened at 19:50.

The Board considered a complaint regarding a garage being converted to living space. The Board investigated the location and does not believe the garage is in violation of the language of the Declaration. The Board has added language to the guidelines to clarify that garage doors cannot be removed and replaced with regular entrance doors or windows.

Meeting convened at 20:00. Motion to close by Kathy and seconded by Jenn.