



**NEIGHBORHOOD ADVISORY COUNCIL**  
**Approved Meeting Minutes**  
**June 14, 2022**

**Members in attendance:**

**Belmont:** Barb O'Connor, Art Rodriguez, and Lou Kaiser

**Foxfield:** Scott Simon

**Morven:** Molly Murphy, Linda Lurie, and Jonathan Breslow

**Oakridge:** Traci Medlock

**Oatlands:** Anne Steingass and Thomas Simmons

**Rokeby:** Jim Krips and Al Zangrilli

**Welbourne:** Diane Blunt

**Others in attendance:**

Resident of 23 Oakdale Court, Belmont

Residents of 11 Rutherford Circle and 7 Steed Place, Oakridge

Resident of 15 Darian Court, Oatlands

Residents of 112 Hamilton Road, 18 Moss Road and 122 Peyton Road, Rokeby

Jeff Kretsch, BoD Liaison

Lisa Marnet, PMP

**Traci Medlock called the meeting to order at 6:03pm**

**Approval of the May 10, 2022, meeting minutes**

Rodriguez moved; Lurie seconded. Correction made to time adjourned, approved as written.

**BELMONT**

**Approval of the May 10, 2022, meeting minutes**

Approved as written.

**Standing Committee Reports**

Reports given.

**General Discussion- NAC Meetings**

NAC members in attendance unanimously approved going back to physical meetings. DRC Coordinator will reach out to the absent NAC members for their response.

**General Discussion- Smartwebs Architectural software**

DRC Coordinator gave brief report on the software which provides members a portal to submit applications.

**Review of Neighborhood Applications:**

Three applications reviewed.

**FOXFIELD**

**Approval of the May 10, 2022, meeting minutes**

minutes were approved

**Standing Committee Reports**

Reports given.

**General Discussion- NAC Meetings**



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Approval to meet in person for future NAC meetings. All in attendance approved. Lisa to send an email survey to all NAC members and results will be shared with the board.

**General Discussion- Smartwebs Architectural software**

DRC Coordinator gave brief report on the software which provides members a portal to submit applications.

**Review of Neighborhood Applications:**

Three applications reviewed. Three applications were reviewed: 30 Bickel Court color change to door, shutters, and roof over bay window – Approved; 85 Bickel Court install pathway in backyard – Approved; 22 Palmer Court color change to siding – This has been submitted multiple times. Last time a color sample was requested and referred to the DRC for approval. This time the application was submitted with a light blue color – Approved.

**MORVEN**

**Approval of the May 10, 2022, meeting minutes**

Approved as written.

**Standing Committee Reports**

Reports given.

**General Discussion- NAC Meetings**

Jim Krips: Meeting since 2020, who is ready to meet in person? Meeting in person is more efficient because neighborhoods can meet concurrently versus online. Lisa will email the entire NAC to get opinions, then it will go before the board for discussion. Approved by those amending the meeting.

**General Discussion- Smartwebs Architectural software**

DRC Coordinator gave brief report on the software which provides members a portal to submit applications.

**Review of Neighborhood Applications:**

No applications for Morven this month.

**OAKRIDGE**

**Approval of the May 10, 2022, meeting minutes**

Approved with edit to the time the meeting adjourned.

**Standing Committee Reports**

FIN- May 17<sup>th</sup>, approved audit for 2021. No CRC report. GRDS-May 18. Trimming trees in common area, pond issues, new summer annuals at entrances, tree replacement starting still waiting on some in Belmont.

**General Discussion- NAC Meetings**

Jim Krips: Meeting virtually since 2020, who is ready to meet in person? Meeting in person is more efficient because neighborhoods can meet concurrently versus online. Lisa will email the entire NAC to get opinions, then it will go before the board for discussion. Approved by those amending the meeting.

**General Discussion- Smartwebs Architectural software**

Inspection software. Members can submit applications online. Another tool for people to submit applications instead of email.

**Review of Neighborhood Applications:**

Oakridge approved all applications



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**OATLANDS**

**Approval of the May 10, 2022, meeting minutes**

Approved with Minor amendment to time.

**Standing Committee Reports**

Finance – May 17 was last meeting, 2021 Audit approved

CRC – No report

GRNDS – tree replacement in progress; pond issues are being addressed, Loudoun County has installed new outflow filters; Advantage has provided new summer annuals at the entranceway.

Facilities – No report

HPR – no report

**General Discussion- NAC Meetings**

A NAC member has requested a return to in-person NAC meetings; all attendees were in favor; Lisa will email then entire NAC committee for feedback; some concern about ventilation in the Parkway meeting room was raised, but NAC members are in favor of in-person.

**General Discussion- Smartwebs Architectural software**

SmartWeb used by the Proprietary for managing property inspections also has the capability for residents to submit applications; it is kind of in beta right now as tweaks are being made; residents can access it from the website.

**Review of Neighborhood Applications:**

Oatlands has 8 applications – 2 Decks, 5 Fence, and 1 Window Replacement. Seven applications were approved, and one was denied.

**ROKEBY**

**Approval of the May 10, 2022, meeting minutes**

Approved with a minor change to the meeting adjournment time

**General Discussion – NAC Meetings**

The topic was returning to in-person meetings. While the virtual meetings have allowed us to continue application reviews during the height of the pandemic, the process of review and voting is time consuming and inefficient. We are now 27 months into the pandemic with the majority of our population now vaccinated and bolstered. There are ways that we can arrange seating and provide adequate ventilation to minimize the potential of infection to spread. After some discussion, Lisa took a vote of all members present. The vote was unanimous to return to in person attendance. Lisa is sending an email to poll those members who were absent.

**General Discussion- Smartwebs Architectural software**

Lisa provided information on this on-line web based application software that PMP is reviewing. This would be a web-based application with pages that can be filled out electronically. More info to follow regarding when this will be available for resident use.

**Standing Committee Reports**

Grounds by Barb O'Connor:

- 1) Committee discussed traffic calming measures on Vandercastel in the Welbourne neighborhood. Further discussions will occur



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- 2) Concerns with Advantage not mowing all the common areas. Mike Stracka to work with them to address deficiencies.
- 3) Charles Robinson informed all attendees that he contacted VDOT about the leaves that clog the storm drain inlet in front of his house on Moss Road. VDOT told him that they would suction leaves upon request. Barb suggested he relay this info to Mike Stracka via email

Finance by Jeff Krentz: very brief report. Detailed minutes of April meeting to be found in the Courier

CRC: No report

Horsepen Run: No report

Facilities by Pat Bour:

- 1) Ongoing work at Lindenwood Pool to repair the multiple leaks. Projected costs to do a complete replumb of the skimmers exceed \$100K. Under HSP advice, FAC opted not to do this option but to repair individual leaks. Hoping for an on time opening.
- 2) Parkway and Cromwell Pools are both projected to open on time for Memorial Day weekend. Lindenwood opening TBD.
- 3) 22nd Annual Pool Safety Day June 4th, time & pool TBD.
- 4) Soliciting bids for Tot Lot repairs & replacements

NAC Liaison the BoD meetings by Pat Bour:

1. Resident Survey for our Governing Documents is now live. Check your email & return by Wednesday, May 25.
2. GoToWebinar roll out date TBD.

#### Review of applications

1. 112 Hamilton Road- new 1200' square foot addition. Applicants plans were approved as submitted. Applicants were reminded that their contractor will need to obtain site plan approvals and an approved building permit from Loudoun County prior to the start of any work. Applicants participated via phone. Unanimously approved
2. 18 Moss Road- children playset. Applicant agreed to confirm overall dimensions of the playlet by accepting an attachment showing said dimensions that Jim Krips found online. Applicant participated via phone and confirmed that the overall dimensions were correct. Unanimously approved
3. 122 Peyton Road- replace front stoop and front walkway from stoop to driveway; add new walkway from driveway to deck stairs on the side of the house; add new stepping stones from deck stair to lower patio. Applicant participated via phone. Unanimously approved
4. 6 Russell Court- color change of existing trim, shutters and front door. No applicant participation during the meeting Unanimously approved
5. 6 Russell Court- children playset. No applicant participation during the meeting. Unanimously approved.



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**Welbourne**

**Approval of the May 10, 2022, meeting minutes**

Jim asked for a correction to the time that the meeting adjourned. Minutes were approved.

**Standing Committee Reports**

Reports given by:

Finance: Jeff Kretsch.

CRC, Facilities and Horsepen Run: No member on the NAC.

Grounds: Diane Blunt, Jim Krips, Barb O'Connor

**General Discussion- NAC Meetings**

Jim Krips addressed the group to propose that we start meeting in person again in order to be more efficient. When we meet in person, we review the applications concurrently.

**General Discussion – SmartWebs ARCH**

Lisa's inspection software has the ability to submit applications and upload documents. Development in progress. The priority is the ease of use of the members.

**General Discussion- Smartwebs Architectural software**

DRC Coordinator gave brief report on the software which provides members a portal to submit applications.

**Review of Neighborhood Applications:**

No applications for Welbourne this month.

Meeting adjourned at 7:06pm

Respectfully Transcribed

Lisa Marnet, DRC Coordinator