

FOUR SEASONS AT HISTORIC VIRGINIA COMMUNITY HOME OWNERS
TRANSITION WORKING GROUP MEETING
JANUARY 3, 2006
MINUTES

The Four Seasons Homeowners Transition Working Group Meeting was called to order by Shirley Vasy at 7:30 p.m. The following residents were in attendance:

Ben Badami	Lee McFarland	Dick Moriarty	Bill Selfridge
Gene Cole	Jim McKee	Gordon Nash	David Weiss
John Defife	Rich McKee	Barbara Parker	Art Vasy
Hank Harper	Brenda Melvin	Bruce Parker	Shirley Vasy

The first order of business was to elect a Chair. On a Motion by Rich McKee and a 2nd by Barbara Parker, Bill Selfridge was elected by a unanimous vote to Chair the Home Owners Transition Working Group. Upon acceptance of the position Bill thanked everyone and indicated that he would prefer to be recognized as the Group Coordinator.

Those present decided upon using “Home Owners Transition Working Group” (HOTWG) as the name for the group since we are not a formal committee, and exist only as long as there is a need to support HOA Board transition to the homeowners.

After some discussion and a call for volunteers, it was agreed that the organizational make up of the HOTWG would consist of the following sub-working groups, initially made of those individuals who volunteered at the meeting:

Suggested Sub-Working Groups:

- Transition Coordination
 - Coordinator – Bill Selfridge
 - Shirley Vasy
 - Barbara Parker – RAC Advisor
 - Brenda Melvin
 - Gordon Nash
- Covenants, Rules, Design Reviews
 - Coordinator – Art Vasy
 - Second – Dick Moriarty
- Finance
 - Coordinator – David Weiss
 - Second – John Defife
 - Gordon Nash
 - Jim McKee
 - Gene Cole – RAC Advisor
- Maintenance

- Coordinator - **OPEN**
 - Second – Art Vasy
 - Bruce Parker
 - Lee Mc Farland – RAC Advisor
- Management / Insurance
 - Coordinator – Rich McKee
 - Second – Ben Badami
 - Gordon Nash
 - Shirley Vasy
 - Brenda Melvin
 - Howard Tuwiner – RAC Advisor
- Clubhouse Operations
 - Coordinator - **OPEN**
 - Second – **OPEN**
 - Jo Murray (added subsequent to meeting based on conversation with Jo Murray)
 - Bruce Parker
- Education and Training
 - Coordinator – Rich McKee
 - Second - **OPEN**

[Note: Since the meeting of 3 January, Bill Selfridge, the Transition Coordinator, combined the Management and Insurance Sub-Working Groups as it was felt that they had enough similarity in focus to warrant such a merger]

The Transition Coordinator will attempt to fill the OPEN positions above from the residents who indicated a desire to participate in the transition planning and implementation at the 8 December 2005 meeting.

Each sub-working group will be responsible for recruiting any additional volunteers needed.

The individual responsibilities and functions for these sub-groups are along the lines of the recommendations in the Community Association Press document “Developer Transition”, and will be elaborated on in the draft Charters that are being developed by the each of the sub working Groups. [The one addition agreed to by the HOTWG was to add a working sub-group for Clubhouse Operations that was considered so significant and pervasive in the community that it warranted separate attention by the HOTWG.]

Each sub-group has an action to prepare a draft charter for their subgroup, and to provide review copies to the Transition Coordinator who will distribute them to the HOTWG for review and discussion the week of 16 January 2006. The Transition Coordination Sub-Group will develop a draft Charter for the overall HOTWG.

The following suggestions for charter contents were provided to the attendees:

- Overall Transition Committee
 - Purpose / Objectives of the Transition Committee
 - Scope / Focus
 - Duration of the Transition Committee
 - Transition Committee organization and general functions
 - Deliverables
 - Interfaces with community residents, RAC, HOA Board
- Transition Working Committees
 - Objectives
 - Scope
 - Roles / Responsibility
 - Deliverables
 - Interfaces

[Note: Due to Transition Coordinator schedule conflicts, the request for draft charter inputs has been moved from 17 January to 16 January, and the scheduled review has been moved from 18 January to 17 January. The 17 January meeting will be held at the Clubhouse at 7 PM. The purpose of this meeting is to provide feedback on the draft charters which will subsequently be finalized for presentation at the 26 January Transition Working Group meeting.]

The results of this review and clean up will be presented to the residents on 26 January.

A number of discussion items were brought up including the following:

- David Weiss provided some clarification on how he saw the transition process stating that he saw two stages: identification of the transition planning steps that need to take place, and the scheduling and implementation of those steps. He stressed the need to first identify the steps and get a dialog with the HOA Board to obtain clarification and buy-in.
- Dick Moriarty expressed concern over this group's relationship with existing committees in terms of potential overlap of organization and function and in terms of the desire to work with these committees collaboratively. Bill Selfridge stated that the Transition working group has the unique purpose of providing support to and enhancing transition planning and implementation in the interest of the Four Seasons Home owners, working with the RAC and the HOA Board.
- Concern was also expressed with regards to ensuring that effective communications is maintained with the Four Seasons Home Owners as regards to transition. Bill Selfridge stated that there were many communication vehicles that will be used to keep residents informed on the status of transition, including the Four Seasons Home Owners Web Site, the “Breeze” and the Calendar of Events. If residents wish to participate in the transition

definition and decision process, they can join the working group, and if necessary, the transition working group will go to the residents to seek input and guidance.