

The Plaza at Dunn Loring (Westbriar Plaza) Board of Directors Meeting Minutes

Date: September 22, 2025

Time: 7:00 pm.

Meeting held by zoom

Board of Directors

President- Haley Jaegar

Vice -President- Sara Wachspress

Treasurer – Maggie He

Member at Large/ Metro Representative-Timmothy Kim (**ABSENT**)

Member at Large- Kimberli Craft

Meeting called to order by Haley Jaegar at 7:08 P.M.

Homeowners/ Guests Present- None

Management Present – James Hill/ Brandon Jenkins/Crystal Terrant

Open Forum-None

Meeting minutes from August 18th, 2025, were reviewed. Kimberli made a motion to approve as amended, Sara seconded, and the motion carried.

Financial Report –

(Financial report in NEW BUSINESS)

Management Report: was presented by James Hill.

Old Business:

New Business:

Crystal Terrant gave the financial report. She went through and explained each line item in the balance sheet report.

Kimberli moved to write off a bad debut in the amount of \$810.60 from previous owner of lot 63. Haley seconded to remove.

The 2026 draft budget was presented as Crystal went through each line item with the board. Haley made a motion to approve the 2026 budget with a 10% increase in dues, Sara seconded and the motion carried.

Haley made a motion to close the Capital One account and open a higher yield CD with First Citizen. Kimberli seconded the motion and the motion carried.

Franks Snow Removal proposal was presented with no increase for the 2025 and 2026 winter months. Haley motioned to approve and Maggie seconded.

Next meeting is scheduled for December 1, 2025, by zoom at 7:00 PM. Meeting adjourned at 9:16 P.M. by Haley Jaegar

BOARD Approved
12/1/25