

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**January 17, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice-President
Jon Short	Treasurer
Ann Marlin	Secretary

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Paola Fiess	Recording Secretary

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
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**CALL TO ORDER**

Board President, Jim Preston called the meeting to order at 7:00 pm, noting the presence of quorum. The Board welcomed Ann Marlin to the Board as the new Secretary.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

Upon motion made by Jon Short and seconded by Jim Preston, the Board moved to approve the November 15, 2011 Board meeting minutes and the December 6, 2011 Organizational meeting minutes, as amended. Motion carried unanimously.

**BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** None

**Secretary-** Board Secretary Ann Marlin reported 3 email votes to be read into executive session.

**Treasurer-** None

**COMMITTEE REPORTS**

Covenants Committee Chair Bo Marlin reported progress is being made in correcting the violations; however he continues to see trash bins being left out during non-collection times. Mr. Marlin reported that beginning January 25<sup>th</sup> residents with Christmas decorations will begin to receive violation notices.

Regarding Architectural Review matters, President Jim Preston reported one storm door application had been submitted; however it was noted that the door was installed without Board approval and currently doesn't meet the guidelines as it does not match the front door or trim. After further discussion the Board concluded the response letter needs to emphasize on the importance of submitting an application prior to any modification and allowing the Board sufficient time to review and respond accordingly.

***Motion: Upon motion made by David Mikkelson and seconded by Jon Short the Board approved the storm door application with reservations for Unit File #7701. Motion carried unanimously.***

#### **MANAGEMENT REPORT**

Management presented financials for the Association through the close of business on December 31, 2011. Management reported the Association ended the year with a net income of \$51,000, which increases the member's equity. Jon Short inquired about the \$18 account analysis charge being applied by VA Commerce bank. Management advised the fee is most likely a monthly "account sweep" fee which is applied when funds are rolled over to another account to secure funds; however Management will confirm and advise the Board.

Management presented the Board with a recommendation from Goldklang Group to adopt a Deferred Assessment Resolution which states that if the Association has any excess income at the end of the 2011 operating year it shall be at the Board's discretion as to how the funds are used. By adopting the resolution the auditor may choose the best tax filing method for the Association, placing it in the best tax position possible.

***Motion: Upon motion made by Jim Preston and seconded by David Mikkelson the Board approved the Deferred Assessment Resolution as recommended by Goldklang Group. Motion carried unanimously.***

Management reported that a delivery date from Doug Hadsell is still pending on the repaired umbrella. Management has agreed to meet Mr. Hadsell onsite when the umbrella is ready. Management will continue to keep the Board updated as information becomes available.

Management requested direction on the desire to purchase additional umbrellas for the pool. The Board directed Management to request a quote from Doug Hadsell for two additional umbrellas so they would match the rest of the furniture.

Management reported PSG has repaired the parking bumpers free of charge, but has received the Board's request for a different adhesive material to be used. Management will discuss this with PSG, but any additional repairs are pending warmer weather.

#### **NEW BUSINESS**

Dave Mikkelson reported the pool emergency exit light that was damaged during the block party has been repaired and is working properly.

#### **EXECUTIVE SESSION**

**Upon motion made by Jon Short and seconded by David Mikkelson, the Board moved to enter Executive Session at 7:51pm to hold a hearing, discuss outstanding violations and review a payment plan. Motion carried unanimously.**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to exit executive session at 8:37pm. Motion carried unanimously.**

**Upon motion made by David Mikkelson and seconded by Jon Short, the Board moved to approve all decisions made in Executive Session regarding open ARC violations, the scheduled hearing and the proposed payment plan. Motion carried unanimously.**

**UNIT FILE #5518: RV in driveway; no further action. Owner was advised to contact Management in the future. Management to send a letter thanking them for attending.**

**RB No. 07561.00004: Reject payment plan proposal.**

**Unit File #1659: \$10/day for inoperable front yard lamp.**

**Unit File #3572: \$10/day for inoperable front yard lamp. \*\*\*CONFIRM WITH BO MARLIN\*\*\***

**Unit File #4570: Management was directed to email Mr. Mikkelson the account history for this unit.**

**Unit File #1688: Management was directed to check the status of the payment plan on this account.**

**Unit File #4581: Front light ARC application. Approved via email on 12/13/11.**

**Unit File #2405: Waive all violation charges pertaining to their inoperative yard light except \$50. Approved via email on 12/12/11.**

**Unit File #5586: Patio ARC application. Approved via email on 12/3/11.**

#### **ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 8:40p.m. Motion carried unanimously.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**February 21, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Paola Fiess	Recording Secretary

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
Clancy Preston	7598 Lindberg Drive

**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:00 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

The Board voted unanimously via email on February 13<sup>th</sup> to approve the January 17, 2012 Board meeting minutes as amended. Motion carried.

**BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** None

**Secretary-** Board Secretary Ann Marlin reported four (4) email votes will be read in executive session.

**Treasurer-** None

**COMMITTEE REPORTS**

Communications Committee- Board Vice President David Mikkelson reported on behalf of Committee Chair Donna Jarvis-Miller that the wine tasting and community social was to be

held that previous Saturday however those who volunteered to host were not home. Ms. Jarvis-Miller followed up immediately with those who signed up however has not received any responses. The Committee is researching hosting a movie night at the community pool house. Mr. Mikkelson reported the approximate cost for such an event is \$2k; however the Association could cut down the costs by renting a popcorn machine separately. The Board discussed movie ratings as children may attend the event. The Board decided they were opposed to the movie night at the pool. Mr. Mikkelson reported Ms. Jarvis-Miller will have a draft newsletter for the Board to review shortly.

Covenants Committee- Chairman Bo Marlin reported having issued a few holiday decoration removal hangtags however is pleased to report the majority have complied. Mr. Marlin reported noting two homes with shutter damage; however repairs will most likely be done in the spring. Mr. Marlin was directed to tag the blue door on Lindberg. Mr. Marlin reported there is a growing trend of people painting their steps with a cream colored paint. Board Vice President David Mikkelson advised this matter needs to be addressed in the new design guidelines.

#### **MANAGEMENT REPORT**

Management presented a request from Morgan Stanley for direction on investing Money Market funds into another CD.

*Motion: Upon motion made by David Mikkelson and seconded by Jim Preston the Board authorized Management to take out \$35k out of the money market and invest into a CD at the end of the ladder.*

Management reported waiting for the publication of the CICB's complaint processing procedures and has requested counsel keep Management posted on the status. Management will provide the Board with a final resolution for review and approval upon receipt of procedures.

Management reported the Board was previously notified of an educational opportunity with the Ombudsman which will be hosted by CMG and held on March 20<sup>th</sup>. All Board members and Committee Chairs are invited. A formal invitation with further information will be sent. Management thanked the Board for changing their meeting date to accommodate the event.

Management informed the Board of the Washington Metro Chapter Conference and Expo being held on March 31<sup>st</sup> in Washington D.C. and offered them free Expo tickets. Board President Jim President and his wife requested to attend.

Management presented the 2012 Pool Rules for Board review. Management was directed to notify the pool management that beginning this year only current and the preceding year (2011) guest passes will be accepted. Management will forward the pool rules in word format to Board Vice President David Mikkelson to make updates.

Management presented a proposal from Hadsell Sun & Shade for two (2) additional umbrellas and bases. Management was directed to check into warranty specifications.

*Motion: Upon motion made by Ann Marlin and seconded by David Mikkelson, the Board moved to approve the proposal submitted by Hadsell Sun & Shade for two additional pool umbrellas and bases. Motion carried.*

Management presented the renewal contract for Clean Advantage reflecting a 3% increase. Management recommends approval based on the price and prior service history.

*Motion: Upon motion made by David Mikkelson and seconded by Ann Marlin, the Board moved to approve the Clean Advantage contract renewal. Motion carried.*

Management was directed to obtain a proposal for exterior window cleaning for the pool house.

Management reported she is already working on getting bids for the pavement and concrete repairs for the spring/summer and has already received one bid. She hopes to present three bids at the April meeting.

#### EXECUTIVE SESSION

*Upon motion made by Jon Short and seconded by David Mikkelson, the Board moved to enter Executive Session at 7:51 p.m. to discuss outstanding violations, pending ARC applications and delinquent accounts. Motion carried.*

**1630- Management was directed to follow up on payment submitted.**

**4559- Railing ARC Application. Disapproved via email on 2/15/12.**

**3583- ARC Application tabled for additional information (Deck).**

**5509- Egress window ARC Application. Approved via email on 2/15/12.**

**7731- Garage door replacement ARC application. Approved via email on 2/16/12.**

**3554- Storm door ARC Application. Approved via email on 1/30/12.**

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board moved to exit Executive Session at 8:42 p.m. Motion carried.*

#### ADJOURNMENT

*Motion: Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 8:43 p.m. Motion carried.*

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**March 19, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Paola Fiess	Recording Secretary

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
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**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:04 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

*Motion: Upon motion made by Jon Short and seconded by Ann Marlin the Board voted to approve the February 21, 2012 Board meeting minutes as amended. Motion carried unanimously.*

**BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** None

**Secretary-** Board Secretary Ann Marlin reported two (2) email votes will be read in executive session.

Board President Jim Preston reported the Board unanimously approved the revised 2012 pool rules via email but did not formally vote.

*Motion: Upon motion made by Jim Preston and seconded by David Mikkelson the Board voted to approve the 2012 Pool rules as amended. Motion carried unanimously.*

**Treasurer-** None

## **COMMITTEE REPORTS**

Communications Committee- Board Vice President David Mikkelson reported on behalf of Committee Chair Donna Jarvis-Miller that the newsletter was emailed to the Board for review. Jim Preston asked all Board members to respond, even if they have no changes, when feedback is requested.

Website- Board President Jim Preston reported major updates have been done to the community website. Mr. Preston provided positive feedback on the new look and encouraged the Board to visit the site.

Covenants Committee- Chair Bo Marlin reported inoperable front yard lights are the most popular violation right now. Mr. Marlin reported that two (2) homes have broken shutters and will continue to follow up as the weather is beginning to clear. Mr. Marlin advised he will begin citing homes for lawn maintenance as several lawns are already non-compliant. Mr. Marlin requested Board direction on how to proceed with the recently painted blue door; the Board unanimously decided to take no further action.

Landscape- Board Vice President David Mikkelson reported that he attended a Landscaping Expo and was very impressed with a few landscaping designs on display. Prior Boards have discussed upgrading the common area landscaping however decided against until a full design was done. Mr. Mikkelson reported the Association budgeted 20k last year for landscaping and approximately 4k was used. Mr. Mikkelson reported the cost of a landscaping design is approximately \$300. A walk thru has been scheduled with the proposed landscaping company for Saturday, March 24<sup>th</sup> at 11:30 a.m.; the walk thru is at no cost to the Association. Management urged the Board that before paying for any services, they allow Management to look into obtaining a design at no cost with other preferred landscaping companies. Management requested the Board allow the current grounds contractor Palmer's Property Maintenance the opportunity to propose a design as they are familiar with the property and have provided excellent service in previous projects. Ms. Garner advised that once the Board decides on a design, a pre-bid meeting can be held with all bidders to ensure everyone is on the same page.

Social- Board President Jim Preston reported that the pending newsletter contains a calendar with upcoming events.

Neighborhood Watch- Board President Jim Preston reported Jesse Lentz expressed concern with over saturating residents with email blasts as it can eventually lead to residents ignoring the information being sent out. Mr. Preston requested Board feedback. The Board decided to conduct email blasts when the information pertains specifically to the neighborhood.

## **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on February 29, 2012. Board President Jim Preston requested an explanation for the \$1223 payment reflected in the snow removal contract account. Management advised payment was released to Shenandoah Landscape for a sanding service provided in February. Board Treasurer requested clarification on a payment released to Kwik Copy. Management reported Kwik Copy just recently submitted an invoice for the printing and mailing of the 2011 Annual meeting. Board Vice President David Mikkelson requested clarification on a fee the Association incurred for coupons. Management reported there are currently 205 residents that are not enrolled in direct debit therefore coupon booklets are printed and mailed accordingly. Management recommends the Board advise residents of the benefits of being enrolled in direct debit. Management reported there are fees involved with processing direct debits. Board Treasurer requested a copy of the original Management contract as well as a copy of January 2012 schedule B. Management provided him with a copy. Management agreed to email the Board Vice President a direct debit form for posting to the website.

Management reported CPI was scheduled to perform a pool pre-opening inspection the week of March 12, 2012. Once the repair and supply list is received Management will compare it with the 2011 end of season close out checklist.

Management presented a written proposal in the amount of \$300 from general contractor Gene Crone for cleaning the exterior of the pool house windows. Management reported having received an oral proposal from PSG in the amount of \$200. Management reported Clean Advantage did not provide a proposal despite several follow up emails. Management was authorized to approve window cleaning not to exceed \$200; work is to be done a week prior to pool opening.

Management presented three (3) proposals for pavement and concrete repairs throughout the property. Management reported the Reserve Study projected pavement repairs including crack repairs and patching to be made in 2013 totaling \$11,160 and concrete sidewalk repairs to be made in 2014 totaling \$13,972. Concrete apron repairs were projected to be made in 2014 totaling \$15,118. Management reported Dominion marked the concrete repairs with spray paint so the Board can review their proposed locations. After discussion the Board tabled approval pending review of the marked locations.

## **UNFINISHED BUSINESS**

Management was directed to contact the county regarding the misspelled Lindberg street sign located at Lindberg & Beechcraft.

## **EXECUTIVE SESSION**

Upon motion made by David Mikkelson and seconded by Jim Preston, the Board moved to enter Executive Session at 8:45 p.m. to discuss outstanding violations, review a payment waiver request and review arc applications. Motion carried *unanimously*.

Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to exit executive session at 9:06 p.m. Motion carried *unanimously*.

Upon motion made by David Mikkelson and seconded by Jon Short, the Board moved to approve all decisions made in Executive Session regarding open arc violations, the payment waiver request and arc applications. Motion carried *unanimously*.

Unit File #4593- Payment waiver request denied

Unit File #1609- ARC deck, patio and storm door application approved

Unit File #4549- Front yard landscaping-Tabled for further review

Unit File #5573- Broken shutter-No further action

Unit File #3586- Front yard lamp inoperable-\$10/day

Unit File #3574- Front yard lamp inoperable-\$10/day

Unit File #3570- Front yard lamp inoperable-\$10/day

Unit File #4581- Shutter repair-No further action

Unit File #3583- Deck ARC application approved via email on 2/26/12

Unit File #5587- Management directed to return the application and request separate applications for each modification. Notice is to address the proposed space between fences and columns.

#### ADJOURNMENT

Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to adjourn the meeting at 9:06 p.m. Motion carried *unanimously*.

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**April 17, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Paola Fiess	Recording Secretary

**HOMEOWNERS PRESENT**

Mr. and Mrs. Stewman	7586 Lindberg
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**SPECIAL GUEST**

Dave Campbell	Dominion Paving
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**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:02 p.m., noting the presence of a quorum. Mr. Preston introduced special guest Dave Campbell with Dominion Paving. Mr. Campbell was present to discuss the upcoming paving and concrete project schedule and parking accommodations.

**SPECIAL GUEST**

Dave Campbell with Dominion Paving reported prior to the start date all concrete areas to be repaired will be marked with an "X." Dominion has a standard notice that is issued to the community notifying them of the upcoming project; however a copy can be provided for modification. Board Vice President Dave Mikkelson directed Management to ensure notices are issued two (2) weeks prior to commencement.

Mr. Campbell reported the crack fill and seal will take approximately two (2) weeks to complete. The Board reviewed the community map and discussed parking accommodations. Mr. Mikkelson suggested the notice to membership should encourage Lindberg residents to park in their driveways and should include a community map reflecting the areas that will be temporarily affected.

**COMMUNITY FORUM**

Mr. Gene Stewman from 7586 Lindberg reported having completed the back yard project. The new patio turned out great. Mr. Stewman reported standing water north of the Lindberg cul-

de- sac. Mr. Stewman expressed great concern as the water stood stagnant for over a week and provides perfect condition for mosquito breeding. Board President Jim Preston reported that the area in question is in fact all conservation land and unfortunately there is not much the Association can do; however the issue is definitely something to keep an eye on. Mr. Preston advised the county has a mosquito eradication program in place and the area is treated annually.

Mrs. Carrol Stewman reported she was surprised to find that the recycling bins don't come with a cover. Management advised the Board has a proposal on the agenda for covered buckets.

## **DRAFT MEETING MINUTES**

The Board voted via email to approve the March 19, 2012 Board meeting minutes. Official email vote will be recorded under the Secretary's report.

## **BOARD OF DIRECTORS REPORTS**

**President-** Board President Jim Preston reported having attended the Annual CAI Expo and finding great information pertaining to dog lots. Neighborhood Watch Committee Chair Heidi Rothschild previously suggested having a dog lot; however the suggested location was not an option. Mr. Preston suggested having one installed north of the tot lot located on Grey Goose. Mr. Preston will gather additional information to present to the Board for review.

**Vice President-** Board Vice President David Mikkelson reported the tree located at the end of Great Swan which was replaced by Palmer's is dead; Management was directed to verify if the tree is still under warranty. Mr. Mikkelson reported the receipt for the landscaping design is pending.

**Secretary-** Board Secretary Ann Marlin reported one (1) email vote will read in open session and two (2) email votes will be read in executive session.

**Email vote: The Board voted unanimously on 4/10/12 to approve the amended March 19, 2012 Board meeting minutes. Motion carried.**

**Treasurer-** None

## **COMMITTEE REPORTS**

**Communications Committee-** Board President Jim Preston reported on behalf of Committee Chair Donna Jarvis-Miller that the newsletter is pending Board Secretary article.

**Covenants Committee-** Board Secretary Ann Marlin suggested on behalf of Chair Bo Marlin that a notice be issued to the town homes reminding them of yard maintenance responsibilities. Board Vice President David Mikkelson will also send Communications Committee Chair Donna

Jarvis-Miller an email requesting an article be published in the upcoming newsletter with the town home yard maintenance responsibility notice.

Neighborhood Watch- Board President Jim Preston expressed concern with over saturating residents with email blasts as it can eventually lead to residents ignoring the information being sent out. Mr. Preston requested Board feedback. Mr. Preston advised that all future articles will be emailed to the Board for review prior to publishing.

### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on March 31, 2012. Management reported a variance of \$1,369 under line item 61150 (pool contract,) is due to the budget split. Management is working to correct for a more accurate snap shot each month.

Management presented the draft 2011 financial audit as performed by Goldklang Group. Management reported the draft reflects a clean audit. The auditors would like to see the Board either increase their reserves contribution or have the reserves interest be put back in as income. Management will forward email correspondence with Goldklang to the Board for reference.

**Upon motion made by David Mikkelson and seconded by Jim Preston the Board moved to approve the draft 2011 audit as performed by Goldklang Group. *Motion carried unanimously.***

**Upon motion made by Jon Short and seconded by Jim Preston, the Board moved to approve the transfer of 20% from member's equity to reserves equity. *Motion carried unanimously.***

Management presented an invoice from the Association's insurance carrier CAU for this month's installment however Management suggests the Board pay the policy in full as there is a bit of a cushion and there is a \$7.00 charge for making monthly payments.

**Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board moved to approve the payment of \$7,000.00 to CAU for the remainder of the insurance policy. *Motion carried unanimously.***

Management reported the spring landscape walk-through with Palmer's has been scheduled for May 21<sup>st</sup> at 2:00 p.m. The two major items that will be addressed are areas for turf renovation and inspection of all trees which were installed last year. Management reported mulching has been scheduled for June however Management is pushing for an earlier date.

Management reported the second batch of pool passes has been issued. Management presented three proposals for power washing of the pool deck. Management was authorized to approve the Clean Advantage proposal for \$300.

Management reported the overall condition of the pool house is good. The men's room shower curtain will be cleaned and a little caulking is needed. A work order with Kiddco was placed to

address two plumbing issues. Management will obtain bids for repainting the floor, however work is to be scheduled for the fall. In the mean time Management was directed to have Clean Advantage bleach the floors.

Management reported the mailbox clusters have tape residue and are in need of a good cleaning. Management suggests having them pressure washed and have the paint on the bases touched up; costs involved should not exceed \$300. Management was authorized to move forward with a work order.

Management presented the results of the tot lot inspection conducted by Management on April 6<sup>th</sup>. Management proposed the Board have the tot lots inspected by All Recreation for a professional inspection; a quote of \$250/per lot was proposed. After further discussion the Board tabled further action pending an inspection by Board Vice President David Mikkelson.

Management presented a proposal from Continental Pools for the pool parts and repairs. Management recommended approval of all items listed with the exception of the proposed flashing. Management was directed to obtain an additional bid from Dominion Paving before proceeding with concrete repair.

**Upon motion made by Jon Short and seconded by David Mikkelson, the Board approved the pool supply list submitted by CPI as amended. *Motion carried unanimously.***

Management reported a diagnosis on the pool white coat is pending from Lyon with CPI. The pool was drained for inspection and per CPI's findings the white coat is in need of replacement. An email vote will be required due to time constraints. Management will also look into the possibility of patching the white coat.

Management presented an email outlining an offer from ADS for new covered recycling totes. The Board decided to conduct an online survey requesting community feedback before moving forward.

#### **UNFINISHED BUSINESS**

Direct Debit/Bill Back- Board Treasurer Jon Short reported currently there is a \$15 fee involved for direct debit. Management provided clarification on fees involved in setting up direct debit. Management reported the Association does absorb the initial fee for setting up a new account. The Board discussed the possibility of having a policy in place which would allow for any fees associated with direct debit be billed back to the owner. Management advised drafting a policy is not an issue however it must be reviewed by counsel prior to adoption.

Common Area Trash Can Schedule-Board Vice President David Mikkelson reported residents are disposing of dog waste in the common area trash cans; causing terrible odor. Management was directed to increase the collection times during the summer from monthly to bi-weekly.

Parking Bumpers-Board Vice President David Mikkesson reported the majority of the spikes have come up. Management reported having directed PSG to conduct an inspection and repair at no cost to the Association or at minimal cost. Management has also reached out to Dominion Paving for advice.

#### **EXECUTIVE SESSION**

**Upon motion made by David Mikkelson and seconded by Jim Preston, the Board moved to enter Executive Session at 9:25 p.m. to discuss outstanding violations and review arc applications. Motion carried *unanimously*.**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to exit executive session at 10:02 p.m. Motion carried *unanimously*.**

**Upon motion made by David Mikkelson and seconded by Jon Short, the Board moved to approve all decisions made in Executive Session regarding open arc violations and arc applications. Motion carried *unanimously*.**

**Unit File #4541: Front yard inoperable lamp \$10/day**

**Unit File #5543: Front yard maintenance-Allow additional time before taking further action**

**Unit File #5587: Deck and Fence ARC application- Approved**

**Unit File #5585: Roof replacement ARC application-Approved (*Ann Marlin voted "no"*)**

**Unit File #4591: Patio ARC application-Approved**

**Unit File #1692: Deck ARC Application-Approved**

**Unit File #1636: Birth bath ARC application-Approved**

**Unit File #1636: Art deco chair with flowers-Denied**

**Unit File(s) #5526 & 5528: Management directed to check on satellite violations**

**Email Votes to be read into minutes:**

**4-1-12: The Board voted to unanimously approve the landscaping ARC application for unit file #4549 with the exception of changing out the grass in the devil's strip. Motion carried.**

**4-3-12: The Board voted unanimously to accept Dominions proposal for the pavement and sidewalk work as written. Motion carried.**

#### **ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 10:10 p.m. Motion carried *unanimously*.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**May 15, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Paola Fiess	Recording Secretary

**BOARD MEMBERS ABSENT**

Jon Short	Treasurer
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**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
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**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:15 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

None

**BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** Board Vice President David Mikkelson directed Management to send first notices to those units with no turf. Mr. Mikkelson directed Management to only include a copy of the current set of minutes in the monthly Board packet.

**Secretary-** Board Secretary Ann Marlin reported three (3) email votes will be read in executive session and two (2) in open session.

5/4/2012 The Board unanimously voted to approve the April 2012 draft Board meeting minutes as amended. Motion carried.

4/27/2012 The Board unanimously voted to approve the 2012 Summer Turf Watering proposal as submitted by Palmers. Motion carried.

**Treasurer-** None

## **COMMITTEE REPORTS**

*NONE*

## **MANAGEMENT REPORT**

Management reported the landscape walk through with Palmers has been scheduled for June 1<sup>st</sup> at 2:00 p.m.

Management reported the pool plastering is on schedule for Sunday, May 20<sup>th</sup>.

Management reported Palmers was able to make changes to the schedule and will be completing mulching sooner than projected.

Management reported the pool house floors were cleaned as directed by the Board. Board Vice President David Mikkelson advised the floors looked great and was very impressed with the results.

Management reported the mailbox painting project is pending. Updates will be provided as information becomes available.

Board Vice President David Mikkelson reported approximately 50 chair leg caps are missing as guards are not being careful when relocating the furniture. Management will check on last season supply surplus.

Management presented a proposal from All Recreation for performing safety inspections of the four (4) tot lots. After careful review the Board decided to not move forward with this item.

Management presented an email outlining an offer from American Disposal Services in regards to recycle toters along with an addendum to the contract. The Board decided to conduct an online survey for community feedback before proceeding.

Management presented a contract from Matrix Industries, Inc., for placing a vending machine in the pool house. After taking into consideration the additional fees involved, the Board decided to revisit this item if the community requests so.

Board Vice President David Mikkelson advised he would be inspecting the pool flood lights to ensure they are working properly.

After further discussion the Board decided additional pool house storage is not needed.

## **UNFINISHED BUSINESS**

Board Secretary Ann Marlin reported having experienced issues with the recent services offered by Palmers to address private lawns. Ms. Marlin was under the impression tree maintenance

was part of the packet however was told by Palmers it was not. Management suggested sending a post card to the membership clarifying the services provided.

Board Vice President David Mikkelson reported the landscape design turned out great. All proposed plants are deer proof and all of the proposed trees are native to VA. Mr. Mikkelson advised the Association has been budgeting for quite some time to do landscape renovations. Mr. Mikkelson advised once approved the work will begin within two (2) weeks, however, some transplanting will be completed in the fall. A watering plan would need to be put in place to avoid any loss. Unfortunately a final price has not been provided. After further review and discussion the Board agreed to move forward with the approval of the design with the condition the price does not exceed \$75k.

**Motion: Upon motion made by Ann Marlin and seconded by Jim Preston the Board moved to approve the landscape design as submitted with a price cap of \$75k. Motion carried unanimously.**

Management reported PSG will be providing the Board a discounted price on installing either longer screws or rebar into the parking bumpers. Management reported Dave Campbell with Dominion recommended removing the bumpers all together.

Board Vice President David Mikkelson reported Carlos used polyurethane (liquid nails) in the test and proved to be effective. Management was directed to have PSG include polyurethane as an option in the proposal.

Management reported the local fire department confirmed they do not have keys for the gates. Expert Fence is scheduled to inspect the gates and provide a proposal for repair. After further discussion the Board agreed it was best to remove the gates as they have never worked properly and continue to pose a safety hazard to the community.

**Motion: Upon motion made by David Mikkelson and seconded by Jim Preston the Board moved to approve the removal of the community gates. Motion carried.**

#### EXECUTIVE SESSION

**Upon motion made by David Mikkelson and seconded by Jim Preston, the Board moved to enter Executive Session at 8:55 p.m. to discuss outstanding violations, reading of email votes and review arc applications. Motion carried *unanimously*.**

**Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to exit executive session at 9:28 p.m. Motion carried *unanimously*.**

**Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to approve all decisions made in Executive Session regarding open arc violations, reading of email votes and arc applications. Motion carried *unanimously*.**

**Unit File 7733: Landscape and vegetable garden-Approved**

**Unit File 7731: Landscape-Denied-#2 Border does not require an application**  
**Unit File 3566: 2<sup>nd</sup> story deck-Approved with conditions**  
**Unit File 5536: Wooden Play Structure-Approved**

**Email Votes:**

**5/2/2012: 4574- Remove violation fees and legal fees related to the satellite dish violation except \$375 if paid within 45 days of notification.**

**5/8/2012: 1609 -Storm door and patio-Approved**

**5/8/2012: The Board authorized a notice-to-remove poster to attach on the basketball hoop located on common property between 7608 and 7610 AMW.**

**ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to adjourn the meeting at 9:28 p.m. Motion carried *unanimously*.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**June 21, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Darryl Payne, CEO	Cardinal Management Group, Inc.
Paola Fiess	Recording Secretary

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
Gene Stewman	7586 Lindberg Drive
Kelly McCay	7567 Grey Goose
Mario Chacon	7698 Audubon Meadow Way

**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:01 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

Mr. McCay, a three (3) year member of the community reported this was his first time attending a Board meeting. Mr. McCay submitted an architectural modification request for the installation of a deck and wanted to make sure he answered any questions the Board may have. Mr. McCay was advised the Board originally conducted an email vote and the motion failed. The Board discussed color specifications with Mr. McCay. Additionally, Mr. McCay recommended that the Board make it a requirement that residents have covered recycling totes to decrease the amount of debris in the community.

**Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board moved to approve the deck architectural application submitted by Mr. Kelly McCay at 7567 Grey Goose. Motion carried 3 to 1.**

Mr. Gene Stewman endorsed Mr. McCay's suggestion of requiring residents to have covered recycling totes.

## **DRAFT MEETING MINUTES**

The May Board meeting minutes were approved via email on June 19, 2012.

### **BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** Board Vice President David Mikkelson reported on the landscaping project stating the soil is not good and contains clay, rocks and construction material. They will be bringing in more topsoil and will also be digging larger holes for planting trees and shrubs. Mr. Mikkelson reported hanging brackets were installed at the pool to get the skimming poles off the ground. Board President Jim Preston reported the brackets were purchased by Mr. Mikkelson and he has yet to receive his reimbursement check from Management. CEO Darryl Payne provided a brief explanation on the process of having a reimbursement check processed.

**Secretary-** Board Secretary Ann Marlin reported two (2) email votes will be read in executive session and two (2) in open session.

6/19/2012: The Board voted to approve the May 2012 draft minutes as amended. Motion carried unanimously.

6/13/2012: The Board voted to approve the pool party application submitted by 7583 Great Swan Court. Motion carried unanimously.

**Treasurer-** None

### **COMMITTEE REPORTS**

**COMMUNICATIONS-** Board President Jim Preston advised input for the upcoming newsletter is needed. Management will email the office summer hours schedule to Donna. The Board suggested having a small article published providing clarification on the tree trimming services provided by Palmer's. Management will email the explanation of the services from Palmer's.

**COVENANTS-** Committee Chair Bo Marlin reported there are more residents reporting violations and the visits provided by Management are helping. Trash can, front yard lights and recycling bins are the most common violations. The Board advised Mr. Marlin that he should be issuing notices for weeds in the yard as that falls under property "maintenance." Mr. Marlin reported he has begun to see a lot of decorations on driveways and the Board may want to consider this when revising the rules and regulations of the community.

**ARC-** Committee Member Mario Chacon reported having two applications for review.

7547 Lindberg (fence)- The Board reviewed the application. Mr. Chacon expressed concern regarding an evergreen which is located at the corner of the proposed fence which may be on common property. The Board requested pictures be taken reflecting

the property line as the Board does not want the tree to be damaged during the construction of the fence.

7514 Lindberg (backyard planter)- The Board tabled review for executive session.

#### **MANAGEMENT REPORT**

Management reported CEO Darryl Payne was present to discuss any questions the Board may have regarding direct debit. Management has offered the Association a one time waiver for new owners and current residents wishing to sign up for direct debit. A letter will be mailed out to the membership encouraging them to sign up if they have not done so already. Mr. Payne advised once a resident submits the required forms, they will receive a notice providing a withdraw schedule. The offer will last from August 1<sup>st</sup>-August 30<sup>th</sup>. Mr. Payne reported one requirement to enroll is that your account be in good standing, however he will confirm with counsel of accounts that are in legal review status.

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on May 31, 2012.

Management delivered two (2) sets of the Association's taxes for signature.

Management presented a draft policy resolution written by the Association's attorney to comply with the new legislation and Ombudsman regulations in regards to complaint procedures. All associations are required to adopt such policies no later than September 28, 2012. The Board expressed great concern with the draft as it was not in-line with the regulations. Mr. Mikkelson stated the draft missed the intent of the requirement to have a complaint policy for cases where an association fails to follow the law, regulations, or its own governing documents. Mr. Short felt the document was poorly written and unorganized. Management will forward the policy in word format to Mr. Jon Short for editing. Management asked the Board if the resolution should also be sent back to the attorney for revision and review and the Board declined.

Management presented a draft policy resolution as written by the Association's attorney to comply with the new legislation effective July 1, 2012 that requires all associations to adopt a fee schedule for access to association records.

**Motion: Upon motion made by Jim Preston and seconded by David Mikkelson the Board moved to approve the draft policy resolution as drafted my counsel with one amendment to reference the documents available on the Association website. Motion carried unanimously.**

Management reported the landscaping walk through with Palmer's went very well. The property looked good overall however Palmer's was instructed to stay on top of the weeds and to remove the dead trees near the pool and the two stumps noted near Ms. Rothschild's unit. Proposals will be available for the August or September Board meeting.

Management reported on the pool furniture problem of missing end caps. CPI denied having anything to do with the missing end caps. Management recommends the Board not have CPI store the furniture in the future however Mr. Mikkelson directed Management to just have CPI gather the caps to be reinserted into the end of the furniture legs versus throwing them away.

Management presented an email outlining an offer from ADS in regards to the recycle toters along with an addendum to the contract. The Board tabled further action pending the online survey.

Management presented a proposal from PSG for the securing of parking bumper spikes in the community. The Board tabled action pending verification of materials used by Carlos General Maintenance.

Management presented a proposal from Palmer's Property Maintenance for watering of the new landscape that is being installed. The Board tabled action pending comparison of the pending proposal from Landscape and Design.

Board President, Jim Preston requested discussion on disclosure packages and the current requirement to purchase them from Cardinal. Management reported the community governing documents can be downloaded from the community website however accounting information and unit filing is kept by Management therefore if the Board chose to do the disclosure packets they would not be able to provide all required information unless the board took on the responsibility of maintaining these records. The Board may run into issues and deadlines can be missed as well as risking the possibility of not having a complete and accurate packet. There was no further action taken.

#### EXECUTIVE SESSION

**Upon motion made by David Mikkelson and seconded by Jim Preston, the Board moved to enter Executive Session at 9:05 p.m. to discuss outstanding violations, reading of email votes and review arc applications. Motion carried *unanimously*.**

**Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to exit executive session at 9:28 p.m. Motion carried *unanimously*.**

**Upon motion made by David Mikkelson and seconded by Jim Preston, the Board moved to approve all decisions made in Executive Session regarding open arc violations, reading of email votes and arc applications. Motion carried *unanimously*.**

**Unit File #5514- 1/4 yard maximum for garden \*needs to be scaled back\***

**Unit File #4593- Wheel barrow in flower bed is to be kept in good appearance and only in the rear or front of home.**

**Unit File #1616- Front yard lamp inoperable: \$10/day**

**Unit File #1621- Front yard lamp inoperable: \$10/day**

**Unit File #5533- Front bed weeds \$10/day**

Unit File #5542- Trash can in public view: \$50/occurrence  
Unit File #5543- Yard maintenance-HOLD  
Unit File #5579- Yard maintenance-\$10/day  
Unit File #5595- Satellite violation-\$10/day  
Unit File #5595- Back yard garden: \$10/day  
Unit File #6444- Trash can in public view: \$50/occurrence

**Email Votes:**

Unit File #5597- The Board voted to approve the patio arc application as submitted. Motion carried unanimously.

Unit File #4667- The Board voted to approve the deck and patio arc application as submitted. Motion failed.

**ADJOURNMENT**

Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 9:36 p.m. Motion carried *unanimously*.

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**July 19, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Dr
Yafei Liu	7514 Lindberg Dr
Roger Thomas	7514 Lindberg Dr
Heidie Rothschild	7636 Audubon Meadow Way

**OTHERS PRESENT**

Paola Fiess      Recording Secretary

**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:01 p.m., noting the presence of quorum.

**Hearing**

**Motion: Upon motion made by Jim Preston and seconded by David Mikkelson the Board moved to enter Executive Session at 7:03 p.m. to conduct a hearing for Unit File #s 1636 & 5514. Motion carried unanimously.**

**Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board exited Executive Session at 7:42 p.m. Motion carried unanimously.**

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

The Board tabled action on the draft June Board meeting minutes for further review.

**BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** Board Vice President David Mikkelson reported on the landscaping project stating the patio area has been completed. Mr. Mikkelson reported the project looks good so far however unfortunately the original contract did not include the optional pathway. An addendum for the Board's review is pending. Mr. Mikkelson advised he would be keeping a close eye on Palmer's watering to ensure plants don't die as plants will only be replaced in the fall if there was an adequate watering plan in place.

**Secretary-** Board Secretary Ann Marlin reported two (2) email votes will be read in open session.

6/27/2012: The Board voted to approve the Association Complaint Policy Resolution. Motion carried unanimously.

7/4/2012: The Board voted to approve the newly planted tree and shrub watering contract from Palmer's Property Maintenance. Motion carried unanimously.

**Treasurer-** None

#### **COMMITTEE REPORTS**

**COVENANTS-** Committee Chair Bo Marlin reported he recently conducted an inspection and several units have come into compliance since. Mr. Preston advised Bo a homeowner needs to submit an ARC application for the back yard garden as it's not fenced.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income for the Association through the close of business on June 30, 2012. Board Vice President David Mikkelson advised that there is 81k cash on hand and inquired on the status of the reimbursement request for reserve expenses. Management will check with the accounting department.

Management requested confirmation that the Board does not want the Books and Records or Complaint Procedures Resolutions mailed to the membership and will be posting them online with a postcard or newsletter update to the community. The Board directed Management to proceed with posting versus mailing the information.

Management reported the direct debit program memo was mailed out to the membership. The program will be effective August 1-31<sup>st</sup>.

Management presented an email outlining an offer from ADS in regards to recycle totes along with an addendum to the contract. Board Vice President David Mikkelson reported the results of an online survey via the community website to collect feedback from the community. The survey produced an overwhelming desire to move forward with the proposed totes.

**Motion: Upon motion made by Ann Marlin and seconded by David Mikkelson the Board moved to approve the contract addendum to the American Disposal Services contract as presented. Motion carried unanimously.**

Management reported that Carlos General Maintenance submitted a proposal in the amount of \$2150 for the repair of the parking bumpers however a proposal from PSG is pending. Management was directed to have Carlos revise the proposal to reflect the securing of the bolts only and have him also include the removal of the old caulk.

Management reported that the grounds contract with Palmer's Property Maintenance is set to expire on December 31, 2012. If the Board wishes to bid the contract Management needs ample time to prepare rpf's. The Board tabled further discussion pending review of the renewal contract from Palmer's.

### **Unfinished Business**

Management reported the bench work order has been placed on hold.

Board Vice President David Mikkelson reported two lights at the shallow end of the pool are still out. Mr. Mikkelson advised PSG did a good job on the gate.

Management reported payment was issued for the landscaping.

Management reported the pool umbrellas have been delivered. The Board requested payment be withheld until the one broken chaise lounge is replaced.

### **EXECUTIVE SESSION**

**Upon motion made by David Mikkelson and seconded by Jim Preston, the Board moved to enter Executive Session at 8:19 p.m. to discuss outstanding violations, hearings and review ARC applications. Motion carried unanimously.**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to exit executive session at 9:32 p.m. Motion carried unanimously.**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to approve all decisions made in Executive Session regarding open ARC violations, hearings and ARC applications. Motion carried unanimously.**

**Unit File #5514: Approved "as it exists currently" appeal is upheld only for this season. (Ann Marlin voted "no")**

**Unit File #3587: 2<sup>nd</sup> Story deck approved**

**Unit File #7731: Side motion light approved**

**Unit File #7733: Side motion light approved**

**Unit File #3549: Landscaping-Hold pending Mario's review**

**Unit File #1621: Waive fees**

**Unit File #5533: Get notices out**

**Unit File #1636: Denied**

**ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 9:36 p.m. Motion carried unanimously.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**August 16, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
Dave Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Dr
Donna Jarvis-Miller	7593 Grey Goose Way
Gwen Mallard-Winter	7731 White Heron Trail

**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:03 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

Homeowner, Gwen Mallard-Winter thanked the Board for all they do. She addressed some safety concerns in the community. Her husband's vehicle was badly vandalized. She wishes to participate in the Neighborhood Watch. Gwen suggested brighter light bulbs be used in the street lamps to deter crime. Gwen went on to suggest using reflective and bilingual no trespassing signs.

Board President Jim Preston informed Gwen the Neighborhood Watch Chair had just recently resigned and asked if she would be interested in the position. He explained how the Watch has been functioning to date. Gwen accepted the position.

**MOTION: Upon a motion made by Jim Preston and seconded by Ann Marlin the Board unanimously appointed Gwen Mallard-Winter as the new Neighborhood Watch Chair.**

Gwen explained to the Board that there is a parking problem on White Heron and it is often hard for visitors to find parking. Gwen made several suggestions to remedy the problem, but the Board explained these solutions would require a change in the parking policy. Management recommended placing an article in the newsletter and sending an email blast to residents asking them to be courteous of their neighbors and if they have several or frequent visitors asking them to park on Cyrene. The Board agreed to take this route.

Gwen expressed concerns with residents not picking up after their pets. She stated she did not feel there were enough doggie stations in the community. The Board discussed her concern and directed Management to request a proposal from Doody Calls for installing three additional cans.

Gwen stated that the native area is growing out of control behind her home. Management advised her that the Board is reviewing a proposal for this exact item later in the meeting.

Gwen suggested starting a blog for residents to share how they found The Grove and why they decided to purchase a home here. Donna Jarvis-Miller said she thought this was best suited for the newsletter and asked Gwen to send her an article.

#### **DRAFT MEETING MINUTES**

The July draft meeting minutes were approved via email.

#### **BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** Board Vice President David Mikkelson discussed the questions he sent Management in regards to the report. He stated his questions were emailed to the entire board. He presented a proposal for the President's signature for installing a walk-way. There were questions on the size of walk-way to proceed with and Dave agreed to measure the Association's current sidewalks and make a recommendation to the Board via email.

Dave informed Management that Palmer's may have overwatered the dogwood trees. Dave expressed his concerns with Palmer's watering crew and said it had been two weeks since the shrubs were last watered. He would like Palmer's to water two to three times per week. He also informed Management he was not pleased with the turf watering and believes it was not started soon enough or accomplished often enough.

**Secretary-** Board Secretary Ann Marlin reported there were two electronic votes, one of which is for Executive Session.

8/14/2012 The Board unanimously voted to approve the July draft meeting minutes.  
Motion carried.

**Treasurer-** None

#### **COMMITTEE REPORTS**

**COMMUNICATIONS-** Committee Chair Donna Jarvis-Miller stated she is finishing up the newsletter and still needs the Board Secretary's article. She believes the newsletter will be six pages. Vice President Dave Mikkelson requested a small article be added about lamp posts to encourage keeping all 3 bulbs working if applicable.

**SOCIAL-** Acting Committee Chair Donna Jarvis-Miller stated she is planning the block party. She asked about the turn-around time for reimbursements and if there was a way to process payments without having to use her own credit card or funds. Management explained the payment process. Donna informed the Board she would need assistance with kid activities and set up and breakdown of the event. The Board agreed on \$9,000 for the event based on a \$10,000 annual social budget.

Donna stated there was a social event scheduled for August 25, 2012 but the hosting home has not been confirmed. President Jim Preston agreed to see if his residence was available.

**COVENANTS-** Committee Chair Bo Marlin reported the same violations continue to be a problem; trashcans, yard maintenance, and front yard lamps. Bo explained there was some confusion and discrepancies with some of the violations and Management's tracking log, but the matters were being resolved. Management explained there was a change of administrative assistant and agreed to do everything possible to remedy the matter.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income for the Association through the close of business on July 31, 2012. There were no questions on the statements.

Management discussed the need to inform residents of the newly posted resolutions on the website. The Board stated the update was in the newsletter.

Management informed the Board she is still discussing a delivery date for the new recycle toters with ADS. She explained that if residents wish to keep their current recycle bin they should not put it out on the recycling day that the carts are being delivered.

Management presented a proposal from Carlos General Maintenance for repairing the adhesive for the parking bumpers. Management advised PSG had not submitted their revised proposal and was not responding to requests. Additionally, Management explained another car was recently damaged by the raised spikes.

**MOTION: Upon a motion by Dave Mikkelson and seconded by Jon Short the Board unanimously approved the proposal from Carlos General Maintenance for a total of \$1,625.00 for removing the current adhesive and applying a new type to all the parking bumpers in the community.**

Management presented the Board with a package of proposals from Palmer's Property Maintenance for landscape repairs and improvements throughout the community as a result of the spring landscape walk-through. Management stated Dave Mikkelson accompanied her on the inspection of the grounds. The Board discussed the proposals.

**MOTION: Upon a motion by Jim Preston and seconded by Jon Short the Board approved the Palmer's Property Maintenance proposal package for landscape repairs and improvements, including turf renovation for a total of \$10,092.00.**

Management presented the Board with two proposals from Continental Pools for replacing the lights in the pool. One proposed replacing all the fixtures with new LED ones. Dave Mikkelson provided Management with a picture taken when the pool white coating was being done and again expressed the belief the lights were damaged during that process since it is unlikely all 4 lights would burn out at the same time. Management agreed to send the picture to the pool company to try to resolve this matter.

Management presented the Board with a two year grounds renewal contract from Palmer's Property Maintenance reflecting a 3% increase from 2012 with no increase in 2014. Management explained the contract offers a third year at a 3% increase. The Board discussed the contract and Palmer's performance year to date. Dave Mikkelson expressed he has always been happy with their grounds maintenance, but this year has had reservations with their watering services.

**MOTION: Upon a motion by Dave Mikkelson and seconded by Jim Preston the Board unanimously approved the renewal contract with Palmer's Property Maintenance for two years totaling \$41,172.00 with the option for a third year with a 3% increase.**

#### **UNFINISHED BUSINESS**

Board President Jim Preston instructed Management to remove the pet lot from the agenda; he no longer wishes to present his recommendation given the amount of other work completed this year.

Board President Jim Preston discussed with the Board the Management Liaison role and electronic communications with Management. Jim expressed that he felt some members of the Board did not always feel in the loop and asked for discussion. Management explained the requirement of a Management Liaison and expressed concerns with having all board members included on emails; however agreed to try the change. It was agreed that moving forward all board members would be included on emails with Management, but only the Management Liaison is to respond to or give direction to Management.

Board President Jim Preston expressed his appreciation for Management and stated he had some concerns recently. Jim explained that he feels it takes too long for checks to be processed and understands that Nexus Payables will likely alleviate the delays. Jim stated he believes there has recently been a problem with attention to detail using the violation tracking as an example. Vice President Dave Mikkelson stated that he knows there is access to an assistant manager, but he believes the property manager needs to be onsite more often because of the knowledge of the property.

Management agreed to look into alternative ways to track violations and agreed to spend a little more time training the new administrative assistant. Management agreed to perform two inspections a month herself and send the assistant no more than twice a month. Management assured the Board that they are an important client and will make all necessary changes to maintain the good business relationship they have had for several years now.

#### EXECUTIVE SESSION

Upon motion made by Jim Preston and seconded by Dave Mikkelson, the Board moved to enter Executive Session at 9:14 p.m. to discuss outstanding violations, collections and review arc applications. Motion carried *unanimously*.

Upon motion made by Jim Preston and seconded by Dave Mikkelson, the Board moved to exit executive session at 9:56 p.m. Motion carried *unanimously*.

Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to approve all decisions made in Executive Session regarding open arc violations, collections and ARC applications. Motion carried *unanimously*.

Unit File #1612- \$10 per day

Unit File #4611-\$10 per day

Unit File #5533- \$10 per day (garden)

Unit File #5533- \$10 per day (weeds)

Unit File #5587-\$10 per day

Unit File #3548- corrected

Unit File #5510-\$10 per day (yard)

Unit File #5510-\$10 per day (gazebo)

Unit File #5510-\$10 per day (power wash)

Unit File #4570-\$10 per day

Unit File #5533-settle account for \$400.00 if paid within 2 weeks.

Unit File #5526-MGMT to send letter and provide 30 days to present reasoning and \$10 per day to begin after 30 days.

8/3/12 The Board approved via email an ARC application for 7599 Lindberg for a deck. Motion carried *unanimously*.

8/10/12 The Board approved via email an ARC application for 7549 Great Swan Court for landscaping changes. Motion carried *unanimously*.

#### ADJOURNMENT

Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 9:57 p.m. Motion carried *unanimously*.

*Respectfully submitted by Victoria Garner in absence of recorder.*

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**September 20, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
Dave Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
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**OTHERS PRESENT**

Paola Fiess	Recorder
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**HOMEOWNERS PRESENT**

Gwen Mallard-Winter	7731 White Heron Trail
Bo Marlin	7590 Lindberg Drive

**CALL TO ORDER/VERIFICATION OF QUORUM**

Board President Jim Preston called the meeting to order at 7:02 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

*None*

**DRAFT MEETING MINUTES**

The August 16, 2012 Board meeting minutes were approved via email.

**BOARD OF DIRECTORS REPORTS**

**President-** *None*

**Vice President-** Board Vice President Dave Mikkelson reported that there are tree limbs blocking a Great Swan fire lane sign that need to be trimmed back. Mr. Mikkelson inquired on the status of the streetlight wattage information; Management advised information is still pending.

**Secretary-** Board Secretary Ann Marlin reported one (1) email vote to be read into the minutes under open session and one (1) email vote to be read into the minutes under executive session.

On 9/14/12 the Board moved to approve the August 16, 2012 Board meeting minutes as amended. Motion carried unanimously.

**Treasurer-** *None*

## **COMMITTEE REPORTS**

**Covenants-** Committee Chair Bo Marlin reported that 10 door hangers were issued last week. Trash has been a big issue recently. Mr. Marlin reported that the area on Audubon Meadow near the pool is extremely dark at night. Mr. Marlin inquired with Management regarding a recent miscommunication that resulted in both door hangers and letters being issued. Management apologized for the misunderstanding and assured Mr. Marlin that the log was documented accordingly.

**Social-** Committee Member Gwen Mallard-Winter reported that the block party was a major success with approximately 300 in attendance and \$80 in entrance fees were collected for non-RSVP homeowners. Eighteen residents signed up to volunteer for the Neighborhood Watch Committee. Ms. Mallard-Winter reported that she met with Crime Prevention Officer Cody and received her Neighborhood Watch binder containing pertinent information. Ms. Mallard-Winter offered suggestions to enhance the program such as organizing a meet and greet and publish flyers with contact numbers and critical information. There are several programs available within the department such as Citizens Police Academy, the Explorer program designed for kids. Ms. Mallard-Winter reported that September is Disaster Prevention month and October is Crime Prevention month. Board President Jim Preston requested that Ms. Mallard-Winter send him an email with the reported information and he will issue an email blast through the community website.

## **MANAGEMENT REPORT**

Management presented the financial statement and ledger of income and expenses for the Association through the close of business on August 31, 2012. Management reported that a MS Smith Barney cd in the amount of \$35,000 would be maturing on 10/09/2012 and recommended that Board re-invest the funds into the ladder not further out than 3 yrs.

**Motion: Upon a motion made by Jim Preston and seconded by Jon Short the Board moved to re-invest the MS Smith Barney cd maturing on 10/09/2012 in the amount of \$35,000 for up to 3 years. Motion carried unanimously.**

Board Vice President Dave Mikkelson reported that account #61200 reflected a payment made to PSE in the amount of \$1751 for light replacements however only one (1) light was replaced. Management provided Mr. Mikkelson the invoice for that service and after review there were no further questions. Management stated she is continuing to work with Lyon from CPI on the pool lighting matter.

Management reported that 17 residents signed up for direct debit in August. Board Vice President Dave Mikkelson requested that Management verify if the four (4) accounts that were signed up in July were a result of the direct debit program and mailing.

Management presented a quote from CAU (the Association's insurance carrier) for adding Workers Compensation to the policy. Management has requested an example for when this

additional coverage would apply however that information is still pending. The Board directed Management to table further discussion pending additional information.

Management reported that per the Board's request they are looking for more advanced ways to track violations. Currently, one of the Principals of CMG is reviewing GoogleDocs and a recommendation is pending.

Management reported dates available for the Association's Annual meeting in December. The Board scheduled the Annual meeting for December 6<sup>th</sup>. The Board advised refreshments will be provided and drawings will be held however the winner must be present to receive the prize. Management advised that Cardinal would be donating a \$50 gift card. Board President Jim Preston will invite Mr. Jeff McKay to be a guest speaker at the Annual meeting. Committee Chair Gwen Mallard-Winter will also speak to the membership regarding the Neighborhood Watch program. The meeting will be held at the Mt. Vernon Government Center.

Management reported that during a recent site visit a wood timber around the Audubon tot lot had fallen and has begun to rot. Management is seeking a proposal for new material for the Board's review.

Management advised the status of the parking bumpers was pending however would update the Board upon receipt.

Management presented a proposal from DoodyCalls for the installation and upkeep of three (3) additional pet waste stations. Board Vice President Dave Mikkelson reported the feedback was negative.

**Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board moved to table the DoodyCalls proposal as presented. Motion carried unanimously.**

#### **UNFINISHED BUSINESS**

Landscape- Board Vice President Dave Mikkelson reported that at the end of September or early part of October Landscape and Design Center will be onsite adding some boulders and replacing any dead trees.

#### **EXECUTIVE SESSION**

**Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board moved to enter Executive Session at 7:52 p.m. to discuss pending ARC applications, delinquent accounts and pending violations. Motion carried unanimously.**

**Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board moved to exit Executive Session at 8:37 p.m. Motion carried unanimously.**

**Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board moved to approve all decisions made in Executive Session. Motion carried unanimously.**

Unit file #: 4611- Violation corrected-No further action (front yard lamp)

Unit file #: 3556- Violation corrected-No further action (front yard lamp)  
Unit file #: 5513- Confirm ownership and retract accordingly (satellite dish)  
Unit file #: 5571-01- \$10/day (trash)  
Unit file #: 3565-01- \$50 per occurrence  
Unit file #: 5571-01- \$50 per occurrence  
Unit file #: 5587-03- Notice to be issued for not building the deck per the approved design.  
Unit file #: 7727-03- Deck application must include the proposed stain color.  
Unit file #: 2404-02- Application not required when matching paint is used.  
Unit file #: 1702-03- Deck Application-approved  
Unit file #: 7526- Schedule a hearing for the October meeting  
Unit file #: 1620-03- Write off account  
Unit file #: 3568-01- Write off account  
Unit file #: 4581-01- Write off account  
Unit file #: 5549-01- Write off account

\*Email vote to be recorded:

On 9/10/12 the Board moved to write off the assessments for RB file # 756148 per counsel's recommendation. Motion carried unanimously on 9/11/12.

#### **ADJOURNMENT**

**Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board moved to adjourn the meeting at 8:38 p.m. Motion carried unanimously.**

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Respectfully submitted by Paola Fiess

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**October 18, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston                      President  
Dave Mikkelson                Vice President  
Ann Marlin                      Secretary

**BOARD MEMBER(S) ABSENT**

Jon Short                        Treasurer

**MANAGEMENT PRESENT**

Victoria Garner                Senior Community Manager, Cardinal Management Group, Inc.

**OTHERS PRESENT**

Paola Fiess                      Recorder

**HOMEOWNERS PRESENT**

Trina Barlow                      7526 Lindberg Drive  
Gwen Mallard-Winter            7731 White Heron Trail  
Bo Marlin                         7590 Lindberg Drive  
Gary Kosciusko                  7706 Audubon Meadow Way

**CALL TO ORDER/VERIFICATION OF QUORUM**

Board President Jim Preston called the meeting to order at 7:01 p.m., noting the presence of quorum.

**HEARING**

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson, the Board voted to enter into executive Session to discuss an open arc violation. Motion carried unanimously.*

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to exit executive Session. Motion carried unanimously.*

**COMMUNITY FORUM**

Mr. Kosciusko addressed the Board regarding several violations noted throughout the property. Mr. Kosciusko emailed the Board specifics regarding the violations. Mr. Kosciusko reported that unfortunately he would not be able to attend the neighborhood clean-up scheduled for November 10<sup>th</sup>. Board President Jim Preston directed Neighborhood Watch Committee Chair Gwen Mallard-Winter to recruit the Committee members to volunteer with the neighborhood clean-up project.

## **DRAFT MEETING MINUTES**

**Motion:** *Upon motion made by Jim Preston and seconded by Ann Marlin the Board voted to approve the September 20, 2012 Board meeting minutes as amended. Motion carried unanimously.*

## **BOARD OF DIRECTORS REPORTS**

**President-** *None*

**Vice President-** Board Vice President Dave Mikkelson reported that he unplugged the appliances in the pool house. Management was directed to have Palmers add some grass seed to fill in the areas where the gate posts were removed. Mr. Mikkelson reported on the park landscaping advising that more rocks were added and a few trees were replaced. The benches were properly secured and the tree gator bags are typically removed in the early part of November. Mr. Mikkelson reported that the community website calendar is up to date with the winter garbage schedule.

**Secretary-** Board Secretary Ann Marlin reported that one (1) email vote is to be read into the minutes under open Session and two (2) email votes are to be read into the minutes under executive Session.

**Motion:** *On 10/1/2012 the Board moved to accept the snow removal contract as submitted by Shenandoah. Motion carried unanimously.*

**Treasurer-** *None*

## **COMMITTEE REPORTS**

**Covenants-** Committee Chair Bo Marlin reported that the most common violations continue to be trash and yard lights. Mr. Marlin expressed his appreciation for the residents who are reporting violations and for Managements site visits. Mr. Marlin reported that hang tags have been issued for railing painting and power washing of the front steps however this work will most likely be done in the spring time. Mr. Marlin reported he is running low on his door hanger supply.

**Neighborhood Watch-** Committee Chair Gwen Mallard-Winter reported the 1<sup>st</sup> Committee meeting held at Board President Jim Preston's home was a major success. Approximately 12 residents attended. Ms. Mallard-Winter reported that Officer Grey will be on-site to meet the captain blocks. The Committee is working on getting a mission statement drafted for Board review. This statement along with a fact sheet will be distributed by the captains to their corresponding residents. Ms. Mallard-Winter requested authorization to move forward with the ride along program provided by the police department; authorization was provided. Ms. Mallard-Winter submitted receipts for the refreshments purchased for the Committee meeting.

## MANAGEMENT REPORT

Management presented the financial statement and ledger of income and expenses for the Association through the close of business on September 30, 2012. Management reported that an MS Smith Barney cd in the amount of \$35,000 would be maturing on 12/31/2012 and recommended that the Board re-invest the funds into the ladder not further out than 3yrs.

***Motion: Upon motion made by Dave Mikkelson and seconded by Jim Preston the Board voted to re-invest the MS Smith Barney cd maturing on 12/31/2012 in the amount of \$35,000 to the end of the ladder. Motion carried unanimously.***

Management presented the 2013 draft budget reflecting a 5% increase. The Board discussed the budget and presented their recommended changes providing for no increase. Management expressed concerns with reducing the snow removal budget.

***Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the 2013 draft budget as amended. Motion carried unanimously.***

Management presented the winterization report from CPI for Board review and signature however as confirmation of completion is pending Management advised no action should be taken.

Management presented the holiday trash collection schedule as provided by ADS. This information has been uploaded to the community website and will also be included in the Annual meeting packet.

Management presented a proposal from Palmer's Property Maintenance for the replacement of a dead spruce tree on Grey Goose. The Board recommended the spruce tree be replaced with a Crape Myrtle. The Board instructed Management to proceed, but direct Palmer's to install a Crape Myrtle and not a spruce as discussed.

Management reported that PSE has agreed to conduct a survey of the different wattages used in the common area lighting for a total of \$300. The Board discussed their options. Mr. Mikkelson questioned the usefulness of this information. Management suggested conducting an online survey before proceeding.

***Motion: Upon motion made by Jim Preston and seconded by Ann Marlin the Board voted to approve the PSE proposal to conduct an inventory of the common lighting in the community. Motion carried. Dave Mikkelson opposed.***

Board Vice President Dave Mikkelson discussed the contract option to not allow Shenandoah to sand the streets without prior approval from Management or the Board. Management recommended against this as it cannot be guaranteed that Shenandoah will be notified before they dispatch the crews and it was best to leave it at the discretion of the contractor and their experience. The Board agreed that the Board President will have the authority to call off

sanding and the Vice President will have the authority to act in his absence and Management agreed to do its best to provide the message to Shenandoah as soon as possible.

#### EXECUTIVE SESSION

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to enter Executive Session at 8:19 p.m., to discuss open arc violations, delinquent accounts, pending ARC applications and read in email votes. Motion carried unanimously.*

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to exit Executive Session at 9:13 p.m. Motion carried unanimously.*

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve all decisions made in Executive Session. Motion carried unanimously.*

Unit file #: 6446- Yard maintenance-14 day extension

Unit file #: 5526- Satellite violation-10 day extension

Unit file #: 3574- Yard maintenance-\$10/day

Unit file #: 3584- Yard maintenance-Closed

Unit file #: 6442- Yard maintenance-Closed

Unit file #: 6444- Yard maintenance-Closed

Unit file #: 1612- Yard maintenance-\$10/day

Unit file #: 4683- Open violation \$10/day

Unit file #: 3564- Open violation \$10/day

Unit file #: 5517- Open violation \$10/day

Unit file #: 5543- waive interest and late fees; counter offer with \$1317.50

Unit file #: 1655- waive all but \$100 in violation fees

Unit file #: 1620- write off

Unit file #: 3568- write off

Unit file #: 5581- write off

Unit file #: 5541- write off

Unit file #: 5595- Fence application approved with the stipulation that the height is at least 5 ½ ft and does not exceed 6 ft.

Unit file #: 1659- ARC application approved via email vote on 10-13-12

Unit file #: 7727- ARC application approved via email vote on 10-3-12

#### ADJOURNMENT

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to adjourn the meeting at 9:29 p.m. Motion carried unanimously.*

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Respectfully submitted by Paola Fiess

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**November 15, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Dave Mikkelson      Vice President  
Jon Short              Treasurer  
Ann Marlin            Secretary

**BOARD MEMBER(S) ABSENT**

Jim Preston            President

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**OTHERS PRESENT**

Paola Fiess            Recorder

**HOMEOWNERS PRESENT**

Bo Marlin              7590 Lindberg Drive  
Gary Kosciusko        7706 Audubon Meadow Way

**CALL TO ORDER/VERIFICATION OF QUORUM**

Board Vice President Dave Mikkelson called the meeting to order at 7:03 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

*Motion: Upon motion made by Ann Marlin and seconded by Jon Short the Board voted to approve the October 18, 2012 Board meeting minutes as amended. Motion carried unanimously.*

**BOARD OF DIRECTORS REPORTS**

**President-** *None*

**Vice President-** *None*

**Secretary-** *None*

**Treasurer-** *None*

## **COMMITTEE REPORTS**

**Covenants-** Committee Chair Bo Marlin reported that residents have begun to put up Christmas decorations. Management reported only one townhome resident has requested the removal of the recycling toter. Mr. Kosciusko reported that the overall state of the common area trash is better. The next community clean-up day has been set for December 1<sup>st</sup> from 9-11 a.m.; Mr. Mikkelson will email the information to Jessie so an email blast can be issued.

## **MANAGEMENT REPORT**

Management presented the financial statement and ledger of income and expenses for the Association through the close of business on October 31, 2012. Management reported the variance noted in the landscape replacement/improvements line item was a result of watering and turf renovation.

Management presented the winterization report from CPI for the Boards review and signature. Management verified all items were addressed. Board Vice President, Dave Mikkelson signed the form.

Management reported ADS delivered the recycling toters to the townhomes and there has been only one request for removal.

Management reported completion of the parking bumpers project is pending. Board Vice President Dave Mikkelson advised that Carlos needs to set a date in advance versus issuing a 24 hour notice.

Management reported that she would be meeting with Don Mazzei to iron out the details of using Google Docs for the tracking of covenant violations once the Board agrees on a process and date to make the transition.

Management was directed to inspect the recent drain installed by Palmer's Property Maintenance as it appears to not re-direct the water properly.

Board Vice President, Dave Mikkelson asked if the proposal previously approved for the installation of a Crape Myrtle was for Cyrene. Management stated it was for Grey Goose near the mailbox cluster. Management was directed to replace the dead tree by Cyrene with a Crape Myrtle.

## **NEW BUSINESS**

Management was directed to purchase two (2) additional \$25 gift cards as tokens of appreciation for volunteers.

## **EXECUTIVE SESSION**

*Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to enter Executive Session at 7:37 p.m., to discuss open arc violations, pending arc applications and delinquent accounts. Motion carried unanimously.*

***Motion: Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to exit Executive Session at 8:20 p.m. Motion carried unanimously.***

***Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to approve all decisions made in Executive Session. Motion carried unanimously.***

Unit file #: 6444- Trash \$10/Day

Unit file #: 3574- Yard Light \$10/day \*Pending Bo's inspection

Unit file #: 3587- Trash-Corrected

Unit file #: 1616- Yard \$10/day

Unit file #: 2406- Railing has been painted-power wash is pending: Issue notice requesting update

Unit file #: 2406- Yard-Corrected

Unit file #: 4550- Paint railings-Issue notice requesting update

Unit file #: 7715- Trash-Corrected

Unit file #: 1646- Unapproved Outdoor decoration \$10/day

Unit file #: 3572- Paint railing and power wash steps \$10/day

Unit file #: 2411- Powerwash steps \$10/day

Unit file #: 5579- Front light \$10/day

Unit file #: 2411- Unapproved satellite location \$10/day

Unit file #: 2405- Trash \$50/occurrence

Unit file #: 3565- Trash \$50/occurrence

Unit file #: 4577- Tree removal application-Table further action pending arborist inspection

Management to check on the status of the lien for account #756143

#### **ADJOURNMENT**

***Motion: Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to adjourn the meeting at 8:20 p.m. Motion carried unanimously.***

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Respectfully submitted by Paola Fiess

**THE GROVE AT HUNTLEY MEADOWS  
HOMEOWNERS ASSOCIATION  
Minutes of the Annual Meeting  
December 6, 2012  
APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
David Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
Nicole Tavano	Management Assistant, Sign In
Ashley Fleck	Accounting Representative, Sign In

**OTHERS PRESENT**

Paola Fiess	Recording Secretary
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**HOMEOWNERS PRESENT**

Jansen Evans	7534 Lindberg Drive
Michael Ford	7686 Audubon Meadow Way
Shawn Frost	7662 Audubon Meadow Way
Maridol Garcia-Joy	7638 Audubon Meadow Way
Joshua Hodges	7627 Audubon Meadow Way
Vernon Lee	7545 Lindberg Drive
Robert Marlin	7590 Lindberg Drive
Carl McCants	7577 Lindberg Drive
Kathleen Mikkelson	7589 Lindberg Drive
Clarice Preston	7598 Lindberg Drive
Eugene Stewman	7586 Lindberg Drive
Doug Stump	7524 Lindberg Drive
Kenyatta William	7658 Audubon Meadow Way

**CALL TO ORDER**

Board President Jim Preston called the meeting to order at 7:00 p.m., noting the presence of a quorum. Community Manager Victoria Garner presented the Annual Meeting Proof of Notice confirming the requirement called for in the governing documents. Mrs. Garner reported that there were 40 homeowners signed in at the start of the meeting, to include 29 by proxy.

**DRAFT MEETING MINUTES**

*Upon motion made by Jon Short and seconded by Ann Marlin the Board voted to approve the December 6, 2011 draft Annual Meeting minutes. Motion carried.*

## **INTRODUCTION & ELECTION OF DIRECTORS**

Board President Jim Preston reported that there were two seats available for the Board of Directors as Jon Short's term was expiring and one seat was vacant. Management advised if no one was interested in running for a seat on the Board, a vote by acclamation could be done to re-elect Jon Short.

*Upon motion made and seconded by the floor Jon Short was voted onto the Board by way of acclamation. Motion carried.*

## **STATE OF THE ASSOCIATION**

Board President Jim Preston reported that the landscaping is the biggest enhancement and thanked Board Vice President Dave Mikkelson for all his work in coordinating the project. Mr. Preston reported: the Board purchased two (2) additional umbrellas for the pool deck; sidewalk and curb repairs have been completed and would like to get feedback from the community on these projects; new 64 gallon recycling totes were provided to the community at no cost with a 2 year contract extension with ADS; crack fill and sealcoat of community owned streets was performed to extend the life of our streets; in conjunction with management, held a cost-free direct debit drive in August to encourage participation; contracted to have the parking bumper spikes secured; prepaid our insurance policy for 3 years, providing a cost savings; and renewed contracts for grounds maintenance and pool house cleaning. Mr. Preston reported future projects include increasing the lighting in the community.

## **HOMEOWNER FORUM**

A member in attendance expressed concern with the lack of lighting near the pool area. Based on recent power outages in the neighborhood, a member also suggested having Dominion Power add a feed line from the nearby substation directly into the existing neighborhood conduits. *Board President Jim Preston agreed this would be a good idea and advised he would look further into this matter.*

A member in attendance requested the rental ratio for the community. *Board President will obtain that information from Management and will post the ratio on the community website for reference.*

## **NEW BUSINESS (PRIZE DRAWINGS)**

Miscellaneous gift cards were given away by way of random drawing of tickets. Board President Jim Preston thanked Management and the recording secretary for their continued services and presented them with a gift card.

## **ADJOURNMENT**

*Upon motion made and seconded by the floor the meeting was adjourned at 7:54 p.m. Motion carried.*

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
**Organizational Meeting Minutes**  
**December 6, 2012**  
**APPROVED**

**BOARD MEMBERS PRESENT**

David Mikkelson  
Jim Preston  
Jon Short  
Ann Marlin

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

NONE

**CALL TO ORDER/QUORUM VERIFICATION**

Jim Preston called the meeting to order and confirmed a quorum of the Board. Management confirmed the notice of meeting was published with the Annual Meeting notice.

**ELECTION OF OFFICERS**

The Board discussed the various positions and their preferences.

Jon Short nominated Jim Preston as President, Dave Mikkelson as Vice President, Ann Marlin as Secretary and himself as Treasurer.

**Upon a motion by Jon Short and seconded by Jim Preston the Board unanimously approved the election of officers as nominated by Mr. Short.**

**ADJOURNMENT**

**Upon a motion by Jim Preston and seconded by Jon Short the Board adjourned the Organizational Meeting. Motion carried unanimously.**

*Respectfully submitted,*

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Victoria Garner, Senior Community Manager in absence of Recording Secretary