

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**January 17, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
Jon Short	Treasurer
Ann Marlin	Secretary

**BOARD MEMBER(S) ABSENT**

David Mikkelson	Vice President
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**MANAGEMENT PRESENT**

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

Paola Fiess	Recording Secretary
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**HOMEOWNERS PRESENT**

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

**CALL TO ORDER/VERIFICATION OF QUORUM**

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

**DRAFT MEETING MINUTES**

The Board voted via email to approve the November 15, 2012 draft Board meeting minutes and the December 6, 2012 draft Organizational meeting minutes. Official email vote will be recorded under the Secretary's report.

**BOARD OF DIRECTORS REPORTS**

**President-** Board President Jim Preston reported having received information regarding the CAI Conference & Expo and found that they are offering several seminars that the Board and Committee members would benefit from. Management offered to provide expo only passes to those who wish to attend. The convention will be held on Saturday, March 23<sup>rd</sup>.

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

**Email vote:** The Board voted unanimously on December 07, 2012 to approve the November draft Board meeting minutes as amended. *Motion carried.*

**Email vote: The Board voted unanimously on January 14, 2013 to approve the December 6, 2012 Organizational draft meeting minutes as amended. *Motion carried.***

**Treasurer-** None

#### **COMMITTEE REPORTS**

Communications Committee- Board President Jim Preston reported that he received information from Donna Jarvis-Miller for the newsletter. Management recommended an article be included concerning dog waste in the common areas as she had recently received a complaint from an owner.

Covenants Committee- Chair Bo Marlin reported that he will be citing units for Christmas decorations beginning next week. Mr. Marlin requested that Management confirm that a satellite dish application was submitted for a unit. Mr. Marlin reported that toter violations have decreased significantly. Mr. Marlin requested direction on abandoned vehicles in the community as he expressed concern with military residents being deployed and coming back to a significantly large towing/storage bill. The Board directed Mr. Marlin to follow the due process as outlined in the governing documents. The Board discussed publishing an article on the newsletter and community website advising residents to make sure Management is aware if they will be out of town or on military orders and will be leaving a vehicle parked in the community for an extended period of time.

Neighborhood Watch- Committee Chair Gwen Mallard-Winter presented the Board with a draft 2013 budget for the Committee and requested direction on moving forward with the publication of the neighborhood watch newsletter.

**Upon motion made by Jim Preston and seconded by Jon Short the Board voted to create a new budget line item in the amount of \$1509 to cover the proposed items and events as listed in the draft budget with the exception of National Night Out Against Crime. Motion carried 2-1. (Ann Marlin opposed)**

Management was instructed to keep the National Night Out Against Crime on the agenda for further discussion.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on December 31, 2012. Management reported a cd maturing in July.

Management presented the Board with a reserve transfer request for reimbursing the operating account from the money market for the pavement project completed earlier in the year.

Management is continuing to work with CAU in regards to the proposal for Worker's Compensation. Management stated that Cardinal Management Group's owners were preparing

a letter to release to the Board concerning the requirement and will share the statute citation with the Board Treasurer, Jon Short as soon as made available..

#### EXECUTIVE SESSION

**Upon motion made by Jon Short and seconded by Jim Preston the Board voted to enter into Executive Session at 7:55 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 voted to exit executive session at 8:19 p.m. Motion carried *unanimously*.**

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

Unit file #: 5522- Flagstone patio and deck steps approved

Unit file #: 5546- Waive \$500 from total balance

Unit file #: 7701- Trash violation-Assess \$50 if violation is noted again

Unit file #: 7707- TV cable violation-Corrected

Unit file #: 5584- Trash violation-Assess \$50 if violation is noted again

Unit file #: 4546- Front yard lamp violation-\$10/day if not corrected.

#### ADJOURNMENT

**Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to adjourn the meeting at 8:21 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**  
**February 28, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBER(S) ABSENT**

None

**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
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**HOMEOWNER(S) PRESENT**

Bo Marlin	7590 Lindberg Drive
Gary Kosciusko	7706 Audubon Meadow Way
Sunny Mathur	7587 Lindberg Drive
Neeva Dhariwal	7587 Lindberg Drive

**CALL TO ORDER**

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

**SPECIAL ORDER-EXECUTIVE SESSION**

*Upon motion made by Dave Mikkelson and seconded by Jim Preston the Board voted to enter Executive Session at 7:01 p.m. to hold an Architectural Hearing as scheduled. Motion carried unanimously.*

*Upon motion made by Dave Mikkelson and seconded by Jim Preston the Board voted to exit Executive Session at 7:13 p.m.*

**COMMUNITY FORUM**

Gary Kosciusko thanked the Board for putting the community clean up announcement in the newsletter. He volunteered to write an article for the next newsletter about the most recent clean up event. Gary stated that many residents are putting their trash out without a receptacle and that the crows are tearing into it during the day and scattering trash. Gary and the Board discussed the date for the next clean up, March 30<sup>th</sup> and agreed that a reminder email would be sent to residents three days in advance.

## **DRAFT MEETING MINUTES**

The Board voted via email to approve the January 2013 draft Board meeting minutes. Official email vote will be recorded under the Secretary's report.

## **BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** Board Vice President Dave Mikkelson reported to Management that the new trees behind the pool have all died. Management replied that this was already reported to Palmer's Property Maintenance and should be addressed by the warranty. Gary Kosciusko added that there is a dead Fir tree in the pocket park at Audubon and Grey Goose. Dave Mikkelson informed the Board he has before and after pictures of the landscape improvements and will be posting them to the website.

**Secretary-** Board Secretary Ann Marlin reported one (1) email vote to be read in open session.

*Email vote: The Board voted unanimously on February 26, 2013 to approve the January 2012 draft Board meeting minutes as amended. Motion carried.*

**Treasurer-** None

## **COMMITTEE REPORTS**

**Communications Committee-** Board President Jim Preston reported that he is trying to locate a volunteer for the committee. He stated the website looks good and is functioning well.

**Covenants Committee-** Chair Bo Marlin reported that he cleaned up the violation log of old writeups and will hold-off on re-inspecting weeds, landscape and power washing until the spring. He stated that holiday wreaths are still a problem and he would appreciate the Board or Management having a second look at several that are questionable. Management agreed to do.

**Neighborhood Watch-** Board President Jim Preston announced Gwen Mallard-Winter has resigned from her position as Neighborhood Watch Coordinator.

**Social-** Board President Jim Preston stated he has reached out to Donna Jarvis-Miller concerning the social calendar for the year and will follow up.

## **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on January 31, 2012. Management recommended the Board invest \$70,000 from the money market into CDs. The Board discussed the recommendation and planned expenditures.

*Upon motion made by Dave Mikkelson and seconded by Jim Preston the Board voted to move \$70,000 from the money market account into two \$35,000 CDs into the ladder.*

Management discussed with the Board the requirement for all incorporations to have a Worker's Compensation policy, even if there are no employees. Management provided the Board Treasurer with a copy of the statute and definition of employee from the Worker's Compensation Commission. The Board agreed not to proceed with purchasing a Worker's Compensation policy at this time.

Management discussed with the Board the CAI Expo in March. It was decided that Dave Mikkelson would attend on behalf of the Board's recognition for Community Association of the Year Runner-up. Clancy Preston will also attend.

Board President Jim Preston asked Management to have Palmer's Property Maintenance provide a spring landscape article for the newsletter. He also requested Management have Palmer's apply deer repellent around the small plants in the new park.

#### **UNFINISHED BUSINESS**

The Board discussed the National Night Out proposed budget as presented by Gwen Mallard-Winter. The Board agreed to provide Rita's Ice for the event.

#### **NEW BUSINESS**

Board President Jim Preston requested Management discuss purchasing and/or use of a defibrillator at the pool with Continental Pools.

#### **EXECUTIVE SESSION**

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

*Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to exit executive session at 8:26 p.m. Motion carried unanimously.*

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

**Unit file #: 5587- Uphold owners appeal and consider deck railings approved.**

**Unit file #: 2405- Assess \$50 if violation occurs again; will assess each time seen in future.**

**Unit file #: 5540- ARC application tabled. Mgmt to check if light replacement still needed.**

**Unit file #: 7727- ARC application tabled. Mgmt to determine if application missing components. Return if more detail needed.**

**Unit file #: 5551- Mgmt to respond in writing and require all responses be in writing. Inform owner of right to hearing. If not corrected or hearing requested in 10 days assess \$10 per day.**

**Unit file #: 1694- Mgmt to send letter for expired tags and plates; parked in driveway.**

**Unit file #: 5543- Extension for payment granted.**

Board Vice President Dave Mikkelson asked the Board if they could recall any problems with the pool rules last season and if any changes were needed. The Board and Management agreed there were none. Dave will post the 2013 document on the website.

The Board discussed hearing schedules and when best during the meeting to hold a hearing. It was decided that Management would notify owners requesting hearings that the meeting begins at 7:00 p.m. and the Board will hear them when the chair determines.

Management offered to provide more detailed notes on the Dlist. The Board welcomed the additional notes.

#### **ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to adjourn the meeting at 8:36 p.m. Motion carried *unanimously*.**

*Respectfully submitted,*

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Victoria Garner, Senior Community Manager in absence of recorder.

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**March 21, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston                      President  
Dave Mikkelson                Vice President  
Jon Short                        Treasurer

**BOARD MEMBER(S) ABSENT**

Ann Marlin                      Secretary

**MANAGEMENT PRESENT**

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

**OTHER(S) PRESENT**

Paola Fiess                      Recorder

**HOMEOWNERS PRESENT**

None

**CALL TO ORDER/VERIFICATION OF QUORUM**

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 approval of the February Board meeting minutes will be read under the Secretary report as they were voted via email.*

**BOARD OF DIRECTORS REPORTS**

**President-** *None*

**Vice President-** Vice President Dave Mikkelson inquired about posting the current pool application on the community website. Management advised that the pool packet would be going out to the membership next week and stated the application could be posted on the website immediately. Dave Mikkelson recommended to Management that a dead tree, as originally reported by Gary Kosciusko, near Audubon and Grey Goose be removed and not replaced. Board President Jim Preston reported that near the dead end on Audubon there were two trees that were removed however were never replaced. Management advised she would



look into it and report back. Dave Mikkelson inquired regarding if any response was provided to Mt. Vernon Voice; Jim Preston advised that no reply was sent. Dave Mikkelson inquired on the status of the parking bumper spikes; Management advised that Carlos with Carlos Maintenance was waiting for better weather. Dave Mikkelson requested clarification on the recent notice issued to the town homes regarding yard maintenance. Management advised the recent notice issued was the standard letter providing the townhome owners of their yard maintenance requirements.

**Secretary-** Board President Jim Preston presented on behalf of Ann Marlin, two email votes to be read into the minutes, one in open session, one in executive session.

*On March 9, 2013 the Board voted to approve the February 28, 2013 Board meeting minutes as amended. Motion carried unanimously.*

**Treasurer-** *None*

#### **COMMITTEE REPORTS**

**Covenants-** Board Vice President Dave Mikkelson inquired on the best way to address the issue with back yard gardens and how to address them before they become an issue. Management suggested mailing out a postcard to the single family home membership reminding them of the requirements and being mindful of their neighbors. Management will draft the postcard and email to the Board for review and approval.

**Social-** Board President Jim Preston discussed the scheduling of the block party. Board Vice President suggested holding the party on the last week of the pool opening so the pool furniture can be used. Management suggested delaying the pool winterization a week instead as it may upset the membership if the pool is closed for the day. The Board scheduled the block party for Saturday, September 14, 2013.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on February 28, 2013. Board Treasurer Jon Short inquired about account 51121 (Management Payroll) and account 51125 (Management Reimbursement). Management advised 51121 will be removed and will be moved to account 51125.

Management presented the draft 2012 audit as prepared by Goldklang Group on behalf of the Association. Management advised the audit reflected overall a good year for the Association. Management advised that the audit reflects that the Association currently has 27% in member's equity and recommends that the Board move 7% out of member's equity and into reserves equity. Management advised that accounting is addressing the clearing account and payment is being held for the pool umbrellas.

*Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the draft 2012 audit. Motion carried unanimously.*

*Upon motion made by Jim Preston and seconded by Jon Short the Board voted to approve moving 7% out of the member's equity and into equity reserves. Motion carried unanimously.*

Management presented the engagement letter from Goldklang Group, the Association's accountant for the completion of the 2012 audit and tax returns. The 2013 rate increased by \$200 from 2012 and the 2014 by \$50. The \$75 administrative fee was removed from the agreement.

*Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the engagement letter as prepared by Goldklang Group. Motion carried unanimously.*

Management presented proposals for the pool house floor repair and painting.

*Upon motion made by Jon Short and seconded by Dave Mikkelson the Board authorized a spending limit of \$2100 for Management to bid out for the floor repair and painting. Motion carried unanimously.*

Management presented a proposal from Signs by Tomorrow for the replacement of the monument signs on Cyrene and Lindberg. Board Vice President Dave Mikkelson expressed concern as Signs by Tomorrow had previously done work on the signs and the work was not done properly. Management advised she would have someone from Cardinal onsite to ensure the work was done properly.

*Upon motion made by Jim Preston and seconded by Jon Short the Board voted to approve the proposal submitted by Signs by Tomorrow for the replacement of the Cyrene and Lindberg sign. Motion carried unanimously.*

Management presented a proposal from Clean Advantage for the cleaning of the pool house for the 2013 operating season. Clean Advantage kept their 2012 rate.

*Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the Clean Advantage proposal for the cleaning of the pool house. Motion carried unanimously.*

Management presented a lease agreement from Continental Pools for the use of defibrillators at the pool as requested by the Board. Management contacted the Association's insurance agent Doug Henken to double check that there are no liability issues. After further discussion the Board decided to table this item pending feedback from Mr. Henken.

**EXECUTIVE SESSION**

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to enter Executive Session at 7:47 p.m., to discuss open ARC violations, pending ARC applications and delinquent accounts. Motion carried unanimously.*

*Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board voted to exit Executive Session at 8:17 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 #: 3572- Trash Corrected-\$50 per occurrence.

Unit file #: 6440- Front Yard lamp-Corrected

Unit file #: 3556- Front Yard lamp-Corrected

Unit file #: 7727- Second Story Deck-Approved

Unit file #: 5510- Issue notice requesting response within 10 days advising of intent to correct the noted violations (gazebo & lawn) and the Board will further review the request.

Unit file #: 1621 – ARC application approved via email vote on 03-14-2013

#### ADJOURNMENT

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to adjourn the meeting at 8:22 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**  
**April 18, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston            President  
Jon Short             Treasurer  
Ann Marlin            Secretary

**BOARD MEMBER(S) ABSENT**

Dave Mikkelson      Vice President

**MANAGEMENT PRESENT**

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

**OTHER(S) PRESENT**

Paola Fiess           Recorder

**HOMEOWNERS PRESENT**

Mr. and Mrs. Pardo   7551 Lindberg Drive  
Mr. Sloat              7551 Lindberg Drive  
Mr. Marlin              7590 Lindberg Drive

**CALL TO ORDER/VERIFICATION OF QUORUM**

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 approval of the March Board meeting minutes will be read under the Secretary's report as they were voted via email.*

**BOARD OF DIRECTORS REPORTS**

**President-** *None*

**Vice President-** *None*

**Secretary-** Board Secretary Ann Marlin reported that there were three (3) email votes to be read into open session and three (3) email votes to be read into executive session

*On March 31, 2013 the Board voted to approve the March 21, 2013 Board meeting minutes as amended. Motion carried unanimously.*

*On April 10, 2013 the Board unanimously voted to approve the replacement of the faucets in the pool house restrooms (both). Motion carried.*

*On April 17, 2013 the Board unanimously voted to authorize Management to purchase new faucets for the pool house restrooms. Motion carried.*

**Treasurer-** None

#### **COMMITTEE REPORTS**

**Covenants-** Committee Chair, Bo Marlin reported that there are more trash can violations than before and if residents do not complete necessary mowing this weekend he will issue letters. Board President, Jim Preston asked if Bo is tagging for weeds and explained that there are yards with more than 90% weeds. Bo stated that he would do so. Jim requested that Bo tag homes that have dishes mounted to their back fences or decks. Bo informed Management that the yard waste was not picked up by the trash company yesterday, but Jim stated it was just early in the morning. Jim inquired as to how Bo rolls Management's inspections list into the tagging. Additional ARC violations were discussed and Management was directed to proceed with sending violations for no ARC approvals.

**Social-** Board President, Jim Preston stated he will speak with Committee Chair, Donna to determine the date for the upcoming wine tasting.

**Neighborhood Watch-** Board President, Jim Preston stated he will send an email to Block Captains concerning the vacant chair position. Board Treasurer, Jon Short suggested advertising the vacancy in the newsletter also.

#### **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, 2013. There were no questions from the Board.

Management presented the Board with an application for the Fairfax County Pool Permit and explained Fairfax County was not conducting pre-opening inspections this year. The application is required to be signed by the owner of the pool, but CPI will complete the rest of the application and check list. Jim Preston signed and returned the form to Management.

Management presented the Board with a proposal from Palmer's Property Maintenance for street sweeping, but did not recommend approval as there was not much ice treatment this year. The Board agreed this was not necessary.

Management presented the lease agreement from Continental Pools for the use of defibrillators at the pool as requested by the Board. Management contacted the Association's insurance agent Doug Henken and he had no concerns at all. Continental advised the defibrillator will only be used by the guards and will be stored in the guard room. Management stated her other pools did not have defibrillators. The Board agreed not to pursue this further and decline the lease agreement from CPI.

Management presented two proposals from Continental Pools for pool repairs and supplies. After walking the pool with Continental, management found two concrete pads that were cracked and need to be replaced. The perimeter caulk in the main pool and the wading pool needs to be removed and replaced. Management noted these repairs will be a reserve item and recommended approval.

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to approve the proposal from Continental Pools for the removal and replacement of two cracked concrete slabs and the removal and replacement of the perimeter caulk in the main and wading pool for a total of \$3,860.50 as a reserve expense. Motion carried unanimously.*

Management reviewed the supplies list with the Board and recommended some modifications to the list.

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to approve the pool equipment and supply list as recommended by Management for a total of \$912.55. Motion carried unanimously.*

Management reported that a proposal from Dominion Paving & Sealing is pending for the pool house floor repair and painting. Management will proceed with the previously approved budget.

Management presented a proposal from Palmer's Property Maintenance for various tree and stump removals throughout the community. The Board and Management reviewed the list in detail.

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to approve the proposal from Palmer's to include the following:*

*Item #1- Removal only no replacement*

*Item #2-Removal now and replacement in the fall*

*Item #3- Declined*

*Item #4- Removal and stump grinding as proposed*

*Item #4A- Removal of stumps as proposed*

*Motion carried unanimously.*

Management presented a proposal from All Recreation of Virginia, Inc., for the replacement of the timbers around the tot lots. Management is concerned with the Audubon Way tot lot as they continue to pop up and some wiring is exposed. Management provided the Board with pictures and explained this proposal was previously declined, however Management recommends proceeding with at least the Audubon tot lot.

***Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to approve the replacement of the timbers at the Audubon Way tot lot for a total of \$1,708 plus removal and installation fees as a reserve expense. Motion carried unanimously.***

#### EXECUTIVE SESSION

***Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board voted to enter Executive Session at 7:44 p.m., to hold a hearing, discuss open arc violations, pending arc applications and delinquent accounts. Motion carried unanimously.***

***Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to exit Executive Session at 8:26 p.m. Motion carried unanimously.***

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

Unit file #: 5532- Front yard inoperable light-\$10/day

Unit file #: 3574- Front yard inoperable light-\$10/day

Unit file #: 4577-02- Tree removal approved via email on 4/08/13

Unit file #: 7705-02- Patio application approved via email on 4/09/13

Unit file #: 3583-02- Patio application approved via email on 4/13/13

Unit file #: 4570-01- Waive all violation charges except \$100

Unit file #: 5551-01- Satellite Dish Hearing- Board will vote via email as additional information is needed.

#### ADJOURNMENT

***Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to adjourn the meeting at 8:27 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**  
**May 16, 2013**  
**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.
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**OTHER(S) PRESENT**

Paola Fiess	Recording Secretary
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**HOMEOWNER(S) PRESENT**

Bo Marlin	7590 Lindberg
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**CALL TO ORDER/VERIFICATION OF QUORUM**

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

**COMMUNITY FORUM**

NONE

**DRAFT MEETING MINUTES**

The Board voted via email to approve the April 18, 2013 draft Board meeting minutes. Official email vote will be recorded under the Secretary's report.

**BOARD OF DIRECTORS REPORTS**

**President-** None

**Vice President-** Board Vice President Dave Mikkelson provided pictures of the fence addition to deter trespassers at the end of Great Swan. Mr. Mikkelson reported the pool house floor looks really good. He recommended the utility room sink be removed to allow additional storage as it's not being used and is missing a leg. Mr. Mikkelson inquired about vehicles in the common lots that need to be tagged for expired tags. The front entrance flowers were replaced with spring annuals. Mr. Mikkelson reported that someone is dumping food such as spaghetti and turkey oil down the community storm drains. The county will provide signs for no dumping at no cost. Jessie will send out an email blast to recruit volunteers to post the signs. Management



was directed to have Palmer's Property Maintenance cut back the limb that is obstructing the fire lane sign on Great Swan.

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

**Email vote:** *The Board voted on May 10, 2013 to approve the April 18, 2013 Board meeting minutes as amended. Motion carried unanimously.*

**Email vote:** *The Board voted on April 26, 2013 to approve the pool house floor painting proposal from O'Brien Restoration. Motion carried unanimously.*

**Treasurer-** None

## **COMMITTEE REPORTS**

**Communications-** Board President Jim Preston reported that he would get the newsletter out to the Board shortly for review.

**Covenants-** Chair Bo Marlin reported that he spotted two (2) more satellite dishes; however one that was tagged was removed. Mr. Marlin requested additional violation door hangers as he is running low. Mr. Marlin reported that there are several townhomes without fences that have un-kept lawns and will tag them.

**Neighborhood Watch-** Board President Jim Preston reported he sent out an email requesting volunteers however received no response.

**Social-** Board President Jim Preston reported that the wine tasting has been scheduled for May 18, 2013.

## **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on April 30, 2013.

Management presented a Save-the-Date from Thomas Mazzei, CEO of Cardinal Management Group, Inc. Cardinal will be sponsoring a special client event on Tuesday, June 4, 2013 centered on current legal trends and recent changes to Virginia law affecting community associations in the Commonwealth. All Board members are encouraged to attend this free event.

Management reported that the grounds look good and will have Palmer's Property Maintenance do some touch ups around the pool before opening day. Management inspected the pool prior to the meeting and reported that the pool caulking looks good. The pool furniture will be set up on Monday. Doug Hadsell will be on site on Monday to take the broken lounge chair and replace missing end caps on all chair legs. Board Vice President Dave Mikkelson will order a back-up supply of end caps. Management reported that the pool fire extinguisher at the

pool house was serviced. Management was directed to speak with Continental about losing parts during winterization.

Management presented a snow plowing renewal contract from Shenandoah Landscape Services for the 2013-2014 winter season. Shenandoah has not increased their rates and has performed well in the community over the past couple of years and therefore recommends approval.

*Upon motion made by Jim Preston and seconded by Jon Short the Board voted to approve the 2013-2014 snow plowing renewal contract as submitted. Motion carried unanimously.*

Management presented proposals from Dominion Paving & Sealing and Fairfax Paving & Concrete for street crackfill and fire lane painting in the townhome section of the community. Management recommends approval of the Dominion Paving & Sealing proposal.

*Upon motion made by Jim Preston and seconded by Jon Short the Board voted to approve the Dominion Paving & Sealing proposal for crackfill and fire lane painting. Motion carried unanimously.*

Management presented a proposal from Palmer's Property Maintenance for additional landscaping as identified during the Spring Walk through.

*Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the Palmer's Property Maintenance proposal for additional landscaping as discussed. Motion carried unanimously.*

#### EXECUTIVE SESSION

*Upon motion made by Jim Preston and seconded by Jon Short the Board voted to enter into Executive Session at 8:07 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 voted to exit executive session at 8:27 p.m. Motion carried unanimously.*

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

Unit file #: 5510- Outside storage violation corrected-no further action

Unit file #: 2411- Front yard lamp inoperable-violation corrected-no further action

Unit file #: 5517- Lawn maintenance-\$10/day

Unit file #: 5531- Front yard chair-2<sup>nd</sup> final notice

Unit file #: 5567- Deck application approved via email on 5/15/13

Unit file #: 5551- 60 days to comply without sanction for satellite dish-email vote on 4/21/13

Unit file #: 1702- patio application approved via email on 5/15/13

**ADJOURNMENT**

*Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to adjourn the meeting at 8:27 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 18, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston	President
Jon Short	Treasurer
Ann Marlin	Secretary

**BOARD MEMBER(S) ABSENT**

David Mikkelson	Vice President
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**MANAGEMENT PRESENT**

Victoria Garner	Senior Community Manager, Cardinal Management Group, Inc.
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**OTHER(S) PRESENT**

Paola Fiess	Recording Secretary
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**HOMEOWNER(S) PRESENT**

Bo Marlin	7590 Lindberg
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**CALL TO ORDER/VERIFICATION OF QUORUM**

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

**COMMUNITY FORUM**

NONE

**DRAFT MEETING MINUTES**

A meeting was not held in June therefore there are no draft minutes to be voted on.

**BOARD OF DIRECTORS REPORTS**

**President-** Board President Jim Preston requested Board approval to replace the Stop sign at Grey Goose and Audubon with a Yield sign. Board President Jim Preston was directed to move forward with the replacement.

**Vice President-** Board President Jim Preston reported on Vice President Dave Mikkelson's behalf that there are branches still blocking the fire lane sign on Great Swan. Management was directed to follow up with Palmer's.

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

**Email vote:** *The Board voted on June 11, 2013 to cancel the June Board Meeting due to lack of business. Motion carried unanimously.*

**Email vote:** *The Board voted on July 8, 2013 to reinvest the CD maturing on July 8, 2013 in the ladder with a 3 year maturity. Motion carried unanimously.*

**Treasurer-** Board Treasurer Jon Short reported the Association finances are in good state.

#### **COMMITTEE REPORTS**

**Communications Committee-** Board President Jim Preston reported that the newsletter is pending however he would get working on it shortly. Management suggested sending out a post card to the membership in the meantime announcing upcoming events. Board President Jim Preston will email the information to Management for inclusion.

**Covenants Committee-** Chair Bo Marlin reported that the usual violations are being cited throughout the property such as lights, trash cans and yard maintenance. Bo Marlin requested Board direction on the citation of rocks along the driveway strips. Per Board President Jim Preston the Board has only approved two applications and any unapproved modification should be cited accordingly. Management was directed to issue 1<sup>st</sup> notices to those units in violation for installing unapproved rocks in their driveway strips.

#### **MANAGEMENT REPORT**

Management advised the June financials will be emailed to the Board for review.

Management reported that Palmer's has completed the items approved in the landscaping packet with the exception of the fall items. Management noted during an inspection that Barberry bushes that were transplanted by the pool have died; Management will follow up with Palmer's. Management was directed to have Palmer's address the spider mites in common area trees.

Management reported the pool contract with Continental expires this year. Management was directed to request a renewal proposal for the Boards review before considering bidding the contract out.

Management reported that during a recent inspection of the pool, black spots were found at the bottom of the 5 ft area. The guard advised they tried to clean it however it appears to be the plaster. Management will contact Lyon as the plaster is new.

#### **EXECUTIVE SESSION**

*Upon motion made by Jim Preston and seconded by Jon Short the Board voted to enter into Executive Session at 7:32 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 voted to exit executive session at 8:02 p.m. Motion carried unanimously.***

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

Unit file #: 1600- Inoperable front yard lamp-\$10/day  
Unit file #: 1628- Satellite Dish Violation-Corrected  
Unit file #: 1629- Satellite Dish Violation-Corrected  
Unit file #: 1630- Satellite Dish Violation-Corrected  
Unit file #: 1636- Disapproved landscape décor-Corrected  
Unit file #: 1674- Powerwash side of home-Corrected (reinspect if not corrected \$10/day)  
Unit file #: 1682- Satellite Dish Violation-\$10/day  
Unit file #: 2406- Powerwash steps-Corrected  
Unit file #: 4546- Inoperable front yard lamp-\$10/day  
Unit file #: 3558- Inoperable front yard lamp-Corrected  
Unit file #: 5536- Inoperable front yard lamp-Corrected  
Unit file #: 1629- Inoperable front yard lamp-Reinspect if not corrected \$10/day  
Unit file #: 5542- Mulch around tree-Reinspect if not corrected \$10/day  
Unit file #: 5595- 2<sup>nd</sup> story deck approved  
Unit file #: 6446- ARC application approved via email on 7/10/13  
Unit file #: 1656- Fence application approved via email on 7/1/13  
Unit file #: 7636- ARC application approved via email on 6/6/13 with the condition that the chair be removed as specified in the disapproval at the hearing.  
Unit file #: 6442- ARC application approved via email on 6/6/13 with the condition that the rock garden be removed.  
Unit file #: 1638- Landscaping modification arc application approved via email on 6/18/13.  
Unit file #: 5579- Counter offer approved as recommended by counsel via email on 6/13/13.

#### **ADJOURNMENT**

***Upon motion made by Jim Preston and seconded by Ann Marlin, the Board voted to adjourn the meeting at 8:02 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 15, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Dave Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**BOARD MEMBER(S) ABSENT**

Jim Preston	President
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**MANAGEMENT PRESENT**

Sean Putnam	Assistant Community Manager, Cardinal Management Group, Inc.
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**MANAGEMENT ABSENT**

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

Paola Fiess	Recorder
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**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
Janice Allen	7594 Lindberg Drive
Donna Jarvis-Miller	7593 Grey Goose Way
Kathleen Mikkelson	7589 Lindberg Drive

**CALL TO ORDER/VERIFICATION OF QUORUM**

Board Vice President Dave Mikkelson called the meeting to order at 7:01 p.m., noting the presence of quorum.

**COMMUNITY FORUM**

Mrs. Janice Allen reported she received a violation notice for the rock garden alongside her driveway. She advised she placed the rocks there years ago as turf does not grow. She advised she was upset to be found in violation years later. Vice President Dave Mikkelson advised the guidelines require ARC approval for any rock bed greater than 24 inches in any direction as defined in the ARC standards. In the future Mr. Mikkelson recommends a mass email be sent to the community prior to issuing violation notices for possible longstanding violations requiring a research of homeowner records, giving residents a heads up. Mrs. Allen requested that someone inspect her unit and advise her if she is in violation of any other guideline. Mr. Mikkelson informed her she may reference the ARC standards to determine violations.

## **DRAFT MEETING MINUTES**

*Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to approve the July 18, 2013 Board meeting minutes as amended. Motion carried unanimously.*

## **BOARD OF DIRECTORS REPORTS**

**President-** Vice President Dave Mikkelson reported on Board President Jim Preston's behalf that Mr. Preston is seeking Board approval to move forward with the research on a dog park for the community. The proposed location would be the area on Cyrene outside of the monument, however, as this is South Meadows property the cost of maintenance could be shared. The Board agreed to allow Mr. Preston to proceed with further research.

**Vice President-** Vice President Dave Mikkelson requested an update on the pool house barberry bushes transplant project. Alternating bushes were to be removed from the Cyrene side to the west side of the pool house. Mr. Mikkelson requested an update on the removal of the branch that is covering the fire lane sign on Great Swan. Mr. Mikkelson provided Management with required information to be included in the resale closing packages. Mr. Mikkelson requested input for reporting street light outage on Lindberg. Information will be posted in the FAQ of the community website.

**Secretary-** Board Secretary Ann Marlin reported that there was one (1) email vote to be read into open session.

*On August 13, 2013 the Board voted to approve the pool party on 8/15/13 from 4:00 p.m. to 7:30 p.m., as requested for unit 7584 Great Swan Court. Motion carried unanimously.*

**Treasurer-** *None*

## **COMMITTEE REPORTS**

**Covenants-** Committee Chair Bo Marlin reported that trash cans are being left out for several days. The usual violations are being cited for such as yards and inoperable lights. Mr. Marlin reported that a vacant unit has an inoperable yard light. Management was directed to contact the realtor to have the violation corrected. Mr. Marlin was directed to issue a door hanger for flags on banisters and railings. Mr. Mikkelson reported feedback from a homeowner that we need to increase enforcement of the rules. The homeowner also provided positive feedback on the door hangers as a good way to notify homeowners when there is a violation.

**Social-** Committee Chair Donna Jarvis-Miller reported the wine tasting will be this coming Saturday, August 23, 2013. Ms. Jarvis-Miller inquired on the possibility of having the wine tasting outside on common area. Board Treasurer Jon Short advised there should be no issues with having the wine tasting outside weather permitting. The Committee has begun planning for the block party and is exploring alternatives to barbecue food. Although the pool will be closed, residents will have access to the pool house bathrooms. The DJ and moon bounce have



been reserved. Face painting will also be available. Ms. Jarvis-Miller advised she would not be in town for the fall festival and is currently looking for a volunteer.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on July 31, 2013.

*Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to roll the Smith Barney CD maturing on 10/9/13 in the amount of \$35k into a three year CD. Motion carried unanimously.*

Management reported that the pool contract bids are in and under review by management.

#### **EXECUTIVE SESSION**

*Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to enter Executive Session at 7:53 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 Ann Marlin the Board voted to exit Executive Session at 8:37 p.m. Motion carried unanimously.*

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

Unit file #: 2409- Inoperable lamp- \$10/day

Unit file #: 5515- Yard maintenance-Deny extension. Correct violation within 7days of receipt of letter or assess \$10/day

Unit file #: 5715- Trash violation-Corrected \$50 for each future occurrence

Unit file #: 1662- Bench violation-No further action as the bench is not considered decoration

Unit file #: 5994- Address concerns regarding pets directly with neighbor and or county

Unit file #: 3549- Management was directed to research violation assessments and forward to counsel if it has reached the maximum amount of \$900

Unit file #: 5533- Management was directed to research violation assessments and forward to counsel if it has reached the maximum amount of \$900

Unit file #: 1642- Mulch arc application-approved

The Board authorized Management to write off \$171.00 in small balances as bad debt.

#### **ADJOURNMENT**

*Motion: Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to adjourn the meeting at 8:40 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**  
**September 19, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Jim Preston            President  
Dave Mikkelson      Vice President  
Jon Short              Treasurer

**BOARD MEMBER(S) ABSENT**

Ann Marlin            Secretary

**MANAGEMENT PRESENT**

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

**HOMEOWNERS PRESENT**

Paul Winter            7731 White Heron Trail  
Mike Youngson        7538 Lindberg Drive  
Kevin Richardson    7733 White Heron Trail

**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.

**COMMUNITY FORUM**

There were no comments from the residents in attendance.

**DRAFT MEETING MINUTES**

*Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to approve the August 15, 2013 Board meeting minutes as amended via email on September 6, 2013. Motion carried unanimously.*

**BOARD OF DIRECTORS REPORTS**

**President-** No Report

**Vice President-** Vice President Dave Mikkelson reported that there is a missing pool umbrella at the pool. Management stated she looked into this with the pool company and they had no explanation for the missing umbrella. Management is confirming Doug Hadsell has not removed it for any reason. Mr. Mikkelson stated the wading pool gate is broken. Management stated this will be repaired in the spring.

**Secretary-** Board President Jim Preston reported on behalf of Board Secretary Ann Marlin that there was one (1) email vote to be read into open session.

*On August 22, 2013 the Board voted to approve the proposal from Reserve Advisors for the completion of a reserve study update as recommended by Management. Jim Preston moved and Dave Mikkelson seconded. Motion carried unanimously.*

**Treasurer-** Board Treasurer Jon Short stated the financials were in good shape.

#### EXECUTIVE SESSION

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to enter Executive Session at 7:09 p.m., to discuss open ARC violations, pending ARC application, ARC hearings and delinquent accounts. Motion carried unanimously.*

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to exit Executive Session at 8:25 p.m. Motion carried unanimously.*

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

Unit file #: 5538- Send Results of Hearing Letter: \$50 for each time violation occurs again in the future without further notice.

Unit file #: 7733- Send Results of Hearing Letter: Rock garden to be considered approved as not noted in the 2004 resale.

Unit file #: 3572- Send Notice of Charge Letter: \$50 for each time violation occurs again in the future without further notice.

Unit file #: 3577- Send Notice of Charge Letter: \$50 for each time violation occurs again in the future without further notice.

Unit file #: 3565- Send Notice of Charge Letter: \$50 for each time violation occurs again in the future without further notice.

Unit file #: 1629- Send Notice of Charge Letter: \$10 per day as of 9/20/13 until corrected.

Unit file #: 2405- Send Notice of Charge Letter: \$50 for each time violation occurs again in the future without further notice.

Unit file #: 5573- Send Notice of Charge Letter: \$50 for each time violation occurs again in the future without further notice.

Unit file #: 6444- Corrected

Unit file #: 2414- ARC application for rock garden denied: may reapply with more uniform materials and proper maintenance

Unit file #: 2409- ARC application so Board may look at the property once more.

Unit file #: 7731- ARC applications for front landscape border not needed. ARC application for rock garden in backyard approved. ARC application for rock garden in driveway strip 2-2 board decision; automatic approval if no decision by Board 45 days after the date of the application.

Unit file #: 5599- ARC application for rock garden approved.

Unit file #: 7705- ARC application for rock garden approved.

Board President Jim Preston read executive session electronic votes into the minutes for the record:

*On August 16, 2013 the Board voted to deny an ARC application for Unit File #5575 for an existing rock garden. Motion carried unanimously.*

*On August 21, 2013 the Board voted to waive all but \$100 in violation charges for Unit File #1682. Motion carried unanimously.*

#### **COMMITTEE REPORTS**

**Social-** Board President Jim Preston stated the block party went well. Board Vice President Dave Mikkelson stated next year trash should not be placed in the pool house. The floor is sticky from the Rita's Ice cups leaking through the bags.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on August 31, 2013. Management advised the Board that VCB, the Association's operating account, was bought out by United Bank out of West Virginia. The Association's financials would reflect the change as of the November financial statements but there was expected to be no other changes.

Management presented the Board with the draft 2014 budget that was emailed to the Board in advance. Management asked if there were any questions or if the Board was ready to discuss the budget further. Treasurer Jon Short requested the cumulative general ledger and asked to table the budget discussion until the October meeting.

Management presented the Board with two proposals from Continental Pools for the next three pool seasons. Management discussed her concerns with the guards not reporting needed repairs and maintenance in a timely fashion. The Board shared various other minor concerns with Management. It was agreed that the contract would be placed out to bid. The scope of work is to be reviewed by the Board.

Management presented the Board with a proposal from Palmer's Property Maintenance for the annual turf renovation. Management recommended approval. Board Vice President Dave Mikkelson expressed concern over the lack of watering in the past two weeks. Management explained that she had been in touch with Palmer's who was monitoring the conditions. In the last two weeks rain was expected but did not hit The Grove. Management was onsite earlier that day and had contacted Palmer's and requested they water as some of the plants and trees were suffering.

*Motion: Upon a motion by Jon Short and seconded by Dave Mikkelson the Board voted to approve the proposal from Palmer's Property Maintenance for fall turf renovation services. Motion carried unanimously.*

#### **UNFINISHED/NEW BUSINESS**

Board President Jim Preston requested looking into the possibility of installing a dog park between the townhomes and neighboring condominium community or possibly at the end of Grey Goose near the tot lot. Mr. Preston requested Management contact some local installers to come to the next meeting and discuss the options further with the Board.

Management was requested to follow up on an outstanding mulching violation.

Board Treasurer Jon Short mentioned that some residents' tree limbs are hanging low over the sidewalks. Management stated she will again remind Palmer's to limb these up.

#### **ADJOURNMENT**

*Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board voted to adjourn the meeting at 8:50 p.m. Motion carried unanimously.*

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Respectfully submitted by Victoria Garner in absence of recorder

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**October 17, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT PRESENT**

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

**HOMEOWNER(S) PRESENT**

Bo Marlin

**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.

**COMMUNITY FORUM**

There were no comments from the residents in attendance.

**SPECIAL GUEST**

Police officer Greg Kottemann attended the meeting to discuss recent thefts in the community. The officer informed the Board that there were only twelve calls for the community in a one year period which was excellent. Some of the calls were for domestic violence, suspicious person or were sheriff actions such as serving lawsuits. The officer did not feel there was a crime outbreak in the community and stated that many property crimes are crimes of opportunity. The officer stressed the importance of securing your valuables and locking your cars. President Jim Preston invited Officer Kottemann to attend the Annual Meeting and give a short presentation on crime prevention and the recent events in the community.

**DRAFT MEETING MINUTES**

The September minutes were approved via email.

**BOARD OF DIRECTORS REPORTS**

**President-** President Jim Preston reported he is working to arrange for Jeff McKay to attend the Annual Meeting.

**Vice President-** Vice President Dave Mikkelson reported that a tie vote results in a denial of a motion according to Robert's rules of order. He advised Management that some of the parking bumper spikes are coming loose again.

**Secretary-** Board Secretary Ann Marlin reported that there were three (3) email votes to be read into open session.

*On September 30, 2013 the Board voted to approve the September draft meeting minutes as amended. Dave Mikkelson moved and Jon Short seconded. Motion carried unanimously.*

*On October 11, 2013 the Board voted to approve the 2014 Operating Budget as amended by the Board Vice President. Jim Preston moved and Jon Short seconded. Motion carried unanimously.*

*On October 15, 2013 the Board voted to approve selling the event tent which is not being used and currently stored in the pool house for \$150 to another community association managed by Cardinal Management Group. Jim Preston moved and Jon Short seconded. Motion carried unanimously.*

**Treasurer-** Board Treasurer Jon Short stated the financials were in good shape.

#### **COMMITTEE REPORTS**

**Communications** – Board President Jim Preston reported that since delivering the door hangers there have been 21 new sign ups to the Association's website. President Jim Preston informed the Board that his wife has volunteered to assist with the newsletter. He stated he is working on a survey to go on the website.

**Covenants** – Covenants Committee Chair Bo Marlin informed the Board that trash and light violations continue to be a problem. He added that power washing and wood rot is now starting to become an issue specifically with the front steps and roof dormers. Committee Chair Bo Marlin stated he would remind residents in the next newsletter of the bulk pick up and yard waste schedules.

**Neighborhood Watch** – Board President Jim Preston stated he is going to send an email blast calling for volunteers to serve as the chair of the Neighborhood Watch.

#### **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on September 30, 2013. Management advised the Board of the maturing CD on 12/23/13 and recommended re-investing into the ladder.

*Motion: Upon a motion by Dave Mikkelson and seconded by Jon Short the Board voted to approve re-investing the 12/23/13 maturing CD for three more years. Motion carried unanimously.*

Management reminded the Board of the change to the Association's operating account noting that United Bank had purchased VCB and there were no changes to direct debit for our residents.

Management presented the Board with a recommendation letter from Goldklang Group, the Association's auditor.

***Motion: Upon a motion by Jon Short and seconded by Jim Preston the Board voted to approve the deferred assessment resolution as recommended by the auditor. Motion carried unanimously.***

Management informed the Board that she had met with the reserve engineer and the 2014 reserve study should be completed in the next 4-6 weeks.

Management presented the winterization form for the pool closure to the Board for signature. The form was signed by Board President Jim Preston.

Management presented the Board with a proposal from Palmer's Property Maintenance for pruning common area trees behind Grey Goose residences. The Board discussed the proposal in great detail. Board Vice President Dave Mikkelson stated that he had met with the owner who requested the pruning. The Board agreed that since Palmer's had confirmed there was already a 2-4 ft. clearance that additional pruning was not needed at this time.

Management requested the Board table the proposal presented in the Management Report from Palmer's Property Maintenance until further clarification was received from Palmer's. The Board agreed.

Management informed the Board that she had met with Lyon Fisher from Continental Pools and that he is very interested in keeping the pool contract and would like to meet with the Board of Directors. Additionally, he offered to meet with the Board each month during the operating season if the contract was awarded to him. The Board agreed to have Lyon attend the November meeting. Management informed the Board that two additional pool management proposals have been requested. One has been received and is \$10,000 less than Continental's renewal proposal.

Management informed the Board she is scheduling vendors to attend the November meeting and discuss a possible dog park installation with the Board.

#### **UNFINISHED/NEW BUSINESS**

Board Vice President Dave Mikkelson asked the Board if they wish to file a police report for the missing pool umbrella. The Board agreed. Management was requested to purchase a replacement umbrella.



#### EXECUTIVE SESSION

*Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to enter Executive Session at 8:25 p.m., to discuss open arc violations, pending arc application, and delinquent accounts. Motion carried unanimously.*

*Motion: Upon motion made by Jon Short and seconded by Jim Preston the Board voted to exit Executive Session at 8:36 p.m. Motion carried unanimously.*

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

Unit file #: 5510- Send NOC: \$10 per day until corrected for two yard violations following re-inspection by Covenants Committee Chair.

Unit file #: 4597- Send NOC: 410 per day until corrected for yard lamp violation following re-inspection by Covenants Committee Chair.

Board Secretary Ann Marlin read one (1) executive session electronic vote into the minutes for the record:

*On September 24, 2013 the Board voted to approve an ARC application for Unit File #2409 for a rock garden. Dave Mikkelson moved. Jim Preston seconded. Motion carried unanimously.*

#### ADJOURNMENT

*Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board voted to adjourn the meeting at 8:37 p.m. Motion carried unanimously.*

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Respectfully submitted by Victoria Garner in absence of recorder

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**November 21, 2013**  
**APPROVED**

**BOARD MEMBERS PRESENT**

Dave Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Secretary

**BOARD MEMBERS ABSENT**

Jim Preston	President
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**MANAGEMENT PRESENT**

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

Paola Fiess	Recorder
Lyon Fisher	Continental Pools

**HOMEOWNERS PRESENT**

Bo Marlin	7590 Lindberg Drive
Ann Short	7539 Grey Goose Way

**CALL TO ORDER/VERIFICATION OF QUORUM**

Board Vice President Dave Mikkelson called the meeting to order at 7:01 p.m., noting the presence of quorum.

**GUEST SPEAKER**

Lyon Fisher with Continental Pools discussed the concerns the Board had with the lifeguard complaints from homeowners. Mr. Fisher assured the Board that they will take prompt disciplinary action when lifeguards are not performing accordingly. Mr. Fisher advised the lines of communication will remain open and regular meetings with the Board can be arranged to make sure the contract is being fulfilled. Management requested that all maintenance issues be reported directly to Management. Mr. Fisher advised he would also increase his site visits.

**COMMUNITY FORUM**

Mrs. Short advised that the Washington Post reported the installation of a dog park has been approved at a location about 2 miles away from the Grove at Lenclaire Park at the corner of Memorial Street and Lenclaire Street on approximately 3 acres. Mrs. Short advised this may be of interest to a few residents interested in a community dog park.

## **BOARD OF DIRECTORS REPORTS**

**President-** Vice President Dave Mikkelson reported on Board President Jim Preston's behalf. Mr. Mikkelson advised he would not be attending the Annual Meeting. Management advised that Board President Jim Preston suggested doing gift cards for door prizes. Management was directed to purchase (3) \$25 gift cards.

**Vice President-** Vice President Dave Mikkelson advised no one has responded to the lost key announcement. Mr. Mikkelson reported that some residents on White Heron have complained about the amount of traffic along the path that leads directly to the trailer park.

**Secretary-** None.

**Treasurer-** None.

## **COMMITTEE REPORTS**

**Covenants-** No report. Board Vice President Dave Mikkelson requested that Mr. Marlin continue to tag for any trash violations.

## **MANAGEMENT REPORT**

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on October 31, 2013. Management reported that the assessment coupon booklet proof was approved for mailing.

Management presented the Reserve Study Update as prepared by Reserve Advisors. Management advised that the Board has 6 months to review and submit any edits. Management was directed table this item for further review.

Management was directed to recall any boxes being stored at the Iron Mountain storage location. The Board will go through the documents and store any pertinent information on site versus paying for storage with Iron Mountain. The Board directed this guidance for future storage as well.

Management presented proposals for the 2014 pool management services for the Boards review. Management advised a company must be selected no later than February. Management was directed to table this item for further review and for further price negotiation.

## **EXECUTIVE SESSION**

*Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to enter Executive Session at 8:09 p.m., to discuss open arc violations and delinquent accounts. Motion carried unanimously.*

*Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short 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 #: 1664- Dormers Violation- Corrected no further action.

Unit file #: 4550- Dormers Violation- Inspect; if not corrected assess \$10/day.

Unit file #: 3578- Dormers Violation- Inspect; if not corrected assess \$10/day.

Unit file #: 3570- Front yard lamp inoperable- Corrected no further action.

**ADJOURNMENT**

***Motion: Upon motion made by Jon Short and seconded by Ann Marlin 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 5, 2013  
APPROVED**

**BOARD MEMBER(S) PRESENT**

Ann Marlin Secretary

**BOARD MEMBERS ABSENT**

Jim Preston President  
David Mikkelson Vice President  
Jon Short Treasurer

**MANAGEMENT PRESENT**

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

**OTHERS PRESENT**

Taylor Holland Chief of Staff, Supervisor McKay's Office  
Greg Kottemann Master Police Officer

**HOMEOWNERS PRESENT**

See Sign-In Sheet

**CALL TO ORDER**

Board Secretary Ann Marlin called the meeting to order at 7:00 p.m., noting the presence of a quorum. Mrs. Marlin informed the membership of the board absences stating both Board President Jim Preston and Board Vice President Dave Mikkelson are pilots and away for training. She stated Board Treasurer Jon Short was unfortunately in the hospital.

Ms. Marlin stated she was turning the meeting's presentations over to Victoria Garner, Senior Community Manager with Cardinal Management Group, Inc.

**VERIFICATION OF QUORUM & PROOF OF NOTICE**

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 43 homeowners signed in at the start of the meeting, either present or by proxy.

**GUEST SPEAKERS**

Mrs. Garner introduced Taylor Holland from Supervisor McKay's office. Mr. Holland reported to the membership on multiple road improvements happening near the community. He discussed the addition of a Wegmans near Telegraph road which should open in the fall of 2014. That shopping center will have a Sweet Frog and various other shops. Wegmans has also

proffered to build recreational amenities next to the shopping center to include two soccer fields, a pavilion, a playground and an open play area. To help address the traffic issue at the corner of Lockheed Blvd and Rt 1, Mr. Holland stated the county will be changing the intersection to a double left turn onto Rt 1. Mr. Holland answered questions from the membership and provided his contact information.

Mrs. Garner introduced Officer Greg Kottemann. The officer informed the membership that crime in the Alexandria area has seen a five year decline. Thefts from vehicles are the number one crime in the region. This year has seen the greatest decline in larceny since 1972. He also informed the membership that solicitors must have a license, although there are some parties that are exempt from the license requirement such as politicians, charities and other such groups. If a solicitor does not have an I.D. they can be taken to jail. Officer Kottemann encouraged the residents to call the non-emergency number if there are any questions about solicitors in the area and that a patrol unit would be sent to handle the matter. The officer took questions from the membership and encouraged all to report suspicious behavior.

#### **DRAFT MEETING MINUTES**

*Upon motion made by Ann Marlin and seconded by Jennifer Smith the membership voted to approve the December 6, 2012 draft Annual Meeting minutes. Motion carried unanimously.*

#### **INTRODUCTION & ELECTION OF DIRECTORS**

Mrs. Garner reported that there were two seats available for the Board of Directors as Jim Preston's term was expiring and one seat was vacant. Management directed those present to reference their annual meeting packets and the candidate statements that were submitted. Mr. Preston was running for reelection and new homeowner Melissa Schweitzer submitted her nomination form.

Management called for nominations from the floor. There were none.

*Upon a motion made by Ann Marlin and seconded by Alicia Evans the membership voted to close nominations. Motion carried unanimously.*

*Upon a motion made by Jesse Lentz and seconded by Ann Marlin the membership voted by acclamation to elect the two candidates, Jim Preston and Melissa Schweitzer to the Board of Directors for three year terms. Motion carried unanimously.*

#### **STATE OF THE ASSOCIATION**

Community Manager Victoria Garner provided the President and Treasurer Reports in their absences. Mrs. Garner summarized the following 2013 accomplishments on behalf of Board President Jim Preston:

1. Awarded Runner up for Medium Size Community of the Year by the Washington Metro Chapter of Community Association Institute.
2. Vice President of Board attended the 2013 WMCCAI Expo

3. President attended a client seminar at Cardinal Management Group, Inc. concerning changes to community association law and recent cases.
4. The 2012 audit was completed and approved by the Board.
5. Signed Engagement Letter with Goldklang Group for the completion of the 2013 and 2014 audits and tax returns.
6. The pool house floor was repaired and painted. Minor repairs and maintenance were also completed in the pool house.
7. Replaced concrete pad on the pool deck.
8. The roads were crack filled and the yellow curbs were power washed and painted.
9. Investigated the possibility of installing lighting on the pool deck- the conduit on the deck is for the underwater lights and cannot be tied into for adding additional lighting.
10. Entrance signs on monuments were replaced to match and read The Grove at Huntley Meadows.
11. Held landscape walk through with Palmer's and completed multiple landscape improvements and repairs. Multiple drainage repairs on White Heron.
12. Replaced faucets in pool house bathrooms.
13. Power washed pool deck.
14. Replaced edging around Audubon tot lot with new plastic borders, which will last longer and require less maintenance.
15. Topped off wood chips in all tot lots.
16. Removed dead trees and replaced various trees within the community.
17. Completed another round of turf renovation.
18. Out to bid on pool management contract.
19. Contracted a new reserve study and currently reviewing report. This is required every 5 years.

Management provided the following financial summary on behalf of Board Treasurer Jon Short and stated the figures as of 10/31/13:

1. Operating Cash Balance \$59,307
2. Reserve Cash Balance \$580,794
3. Accounts Receivable \$13,430 or 5% of Total Annual Assessments
4. Member's Equity \$78,541 or 15% of Total Annual Assessments
5. Current Operating Surplus \$13,156

Mrs. Garner stated the 2014 budget had been approved without an increase in assessments. The Association continues to maintain strong financials and follows best practices to ensure monies are properly invested and used appropriately.

#### **HOMEOWNER FORUM**

Mrs. Garner opened the floor to homeowner comments and asked if there were any comments specifically on the pool or the lifeguards to please share. Three homeowners commented on the

pool company and stated rules seem to change from year to year. There was also concern about sleeping guards and it seemed three guards were not needed.

Two homeowners inquired about the installation of a dog park in the community. Management advised this item has been on the Board's agenda for a couple of months and last month a vendor was supposed to attend the Board meeting to present ideas for the installation of a dog park and had to cancel at the last minute. This item is still open for the Board and the Board will likely do a survey to determine if there is enough interest in a dog park before agreeing to installation.

A homeowner shared that it is very dark near the Audubon mailbox cluster and requested a street lamp be added. Management stated it would be looked into.

A homeowner stated it is dark on White Heron Trail and asked if additional lighting had ever been investigated. Management stated the Board had recently discussed this to include the option of changing the light bulbs, however, the electrician recommended against that.

A homeowner requested a financial summary be provided each year with the assessment notice and budget mailing. Management agreed to do so and encouraged residents to attend monthly meetings to hear updates on financials and all aspects of the community.

Management and Mrs. Marlin encouraged residents to volunteer for committees and explained volunteerism had decreased over the past few years. Volunteering only takes a small amount of time and new committee ideas are welcomed.

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

Miscellaneous gift cards were given away by way of random drawing of tickets.

#### **ADJOURNMENT**

*Upon motion made by Melissa Schweitzer and seconded by Heidi Rothschild the membership voted to adjourn the meeting at 8:00 p.m. Motion carried unanimously.*

*Respectfully submitted,*

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Victoria Garner in absence of Recording Secretary