

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
January 16, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson	Vice President
Jon Short	Treasurer
Ann Marlin	Member at Large
Melissa Schweitzer	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
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HOMEOWNERS PRESENT

Bo Marlin	7590 Lindberg Drive
Clancy Preston	7598 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

Board Vice President Dave Mikkelson called the meeting to order at 7:00 p.m., noting the presence of quorum.

COMMUNITY FORUM

None

BOARD OF DIRECTORS REPORTS

President- Vice President Dave Mikkelson reported on Board President Jim Preston's behalf. Mr. Mikkelson welcomed Melissa Schweitzer as the new Board member. Mr. Mikkelson reported that there are only 3 accounts in collection status.

Vice President- Vice President Dave Mikkelson reported that the 2013 Reserve Study has been posted to the website. Mr. Mikkelson inquired about the ad hoc committee for the dog park. Management advised that although members volunteered the Board did not vote to form a committee resolution and recommended we categorize it as a one-time special committee. Management was directed to invite those who volunteered to the next Board meeting. Mr. Mikkelson reported that Jesse Lentz uploaded the landscaping contract to the website.

Secretary- None.

Treasurer- None.

Member at Large- None.

COMMITTEE REPORTS

Covenants- Committee Chair Bo Marlin reported that he continues to tag for the usual violations such as inoperable front yard lights and trash. Mr. Marlin advised he would begin tagging for Christmas decorations on January 25th. Management was directed to contact real estate agents regarding leaning for sale signs throughout the property.

Communication- Clancy Preston will be working with our new newsletter editor Hayley Holser-Green and Donna Jarvis-Miller on the next edition expected to be sent out in March.

MANAGEMENT REPORT

Management reported that there is a CD maturing in April and although the Reserve Study does not call for any projects in 2014, Management would like the Board to wait for her to conduct her property inspection in March before investing any funds.

Management presented proposals for the 2014 pool management services for the Board's review.

Motion: Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to approve the 2014 pool management contract as submitted by High Sierra Pools. Motion carried unanimously.

Management will set up a pre start meeting with High Sierra and notify the Board with scheduling details.

Management reported that a tree fell on the backside of the townhomes on Great Swan Court during the last snow/ice storm. Palmer's Property Maintenance provided a proposal for the removal and replacement however that area has very soft ground. The Board approved the removal of the tree but deferred a replacement plan for the spring landscape walk-through.

NEW BUSINESS

Officer Elections-

President: Jim Preston

Vice President: Dave Mikkelson

Secretary: Melissa Schweitzer

Treasurer: Jon Short

Member at Large: Ann Marlin

Motion: Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer the Board voted to approve the Board positions as stated. Motion carried unanimously.

EXECUTIVE SESSION

Motion: Upon motion made by Dave Mikkelson and seconded by Jon Short the Board voted to enter Executive Session at 7:48 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 8:13 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 #: 1629- Front Yard Light Inoperable-\$10/day

Unit file #: 4547- Front Yard Light Inoperable-\$10/day

Unit file #: 6444- Trash Violation-\$50 per occurrence

Unit file #: 5543- Management was directed to check on the difference in the balance.

Management was directed to provide pricing for tablets in the February Board meeting packet.

ADJOURNMENT

Motion: Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to adjourn the meeting at 8:14 p.m. Motion carried unanimously.

Respectfully submitted by Paola Fiess

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
February 20, 2014
APPROVED

BOARD MEMBERS PRESENT

Jim Preston	President
Dave Mikkelson	Vice President
Jon Short	Treasurer
Melissa Schweitzer	Secretary
Ann Marlin	Member at Large

MANAGEMENT PRESENT

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

OTHERS PRESENT

Paola Fiess Recorder

HOMEOWNERS PRESENT

Bo Marlin	7590 Lindberg Drive
Clancy Preston	7598 Lindberg Drive
Hayley Holser-Green	7609 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Jim Preston called the meeting to order at 7:09 p.m., noting the presence of quorum.

COMMUNITY FORUM

None

BOARD OF DIRECTORS REPORTS

President- Board President Jim Preston advised that it was very nice to have a full Board.

Vice President- Vice President Dave Mikkelson reported that a tree was lost on White Heron during the recent ice/snow storm; Management advised a work order would be sent to Palmer's Property Maintenance. Mr. Mikkelson reported the drainage behind Lindberg homes on common property is blocked as reported by the county; Management advised that notices would be sent out to the corresponding homes.

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

On February 19, 2013, upon motion made by Jim Preston and seconded by Ann Marlin, the Board unanimously voted by email to approve the November 21, 2013 Board meeting minutes as amended. Motion carried.

Upon motion made by Dave Mikkelson and seconded by Jim Preston the Board voted to approve the January 16, 2014 Board meeting minutes as amended. Motion carried unanimously.

Treasurer- Board Treasurer Jon Short directed Management to correct the Schedule B coding for the 2014 budget accordingly.

COMMITTEE REPORTS

Communications- Board President Jim Preston reported that Hayley is currently working on the newsletter and doing a good job.

Covenants- Committee Chair Bo Marlin reported that the Pathfinder with expired tags will be towed on Monday, February 24th. Mr. Marlin reported that there are four (4) basketball hoops in driveways throughout the property. Residents are putting trash out at the curb in bags and not in the trash bins as required by HOA Policy Resolution 2009-03, Section I (4).

MANAGEMENT REPORT

Management presented the CAU package policy renewal for the Board's approval and signature. Management advised the amount was more than what was budgeted for however the budget could withstand the cost. The Board directed Management to bid the policy out and clarify if the quoted price is locked in for 3 years.

Management presented a quote of \$2,565 from Cardinal Management Group, Inc., for performing a complete inspection of each home this spring. Management advised the quote includes the 1st letter. Management would email the results to the Board prior to sending out violation notices.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer the Board voted to approve the quote of \$2,565 from Cardinal Management Group Inc. to perform a complete inspection of each home. Motion carried unanimously.

Management presented a proposal from Palmer's Property Maintenance in the amount of \$1,220 for street sweeping services of community owned streets.

Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to approve the street sweeping proposal in the amount of \$1,220 as submitted by Palmer's Property Maintenance. Motion carried unanimously.

Management and the Board discussed the proposal from Sport Systems for the installation of a dog park near the White Heron tot lot as well as an alternate location near the Grey Goose tot lot. Management and Board Secretary Melissa Schweitzer met with All Recreation to discuss the proposed park. Management advised the proposal from All Recreation is pending.

UNFINISHED BUSINESS

Management advised due to the amount of notices that go out for inoperable front yard lamps a quote was requested from PSE for bulb replacement services. PSE provided an approximate quote of \$200 per trip. The Board tabled this item for a later time.

Management reported that the 2014 pool season is right around the corner and any edits to the pool rules should be made now as registration packages are mailed out at the end of March. The Board advised Management to proceed with the current version. 2014 rules and procedures will be updated for the new pool contract and posted to the website.

Board President Jim Preston recommended that the Board adopt terms of understanding that cover the purchase of a tablet issued by the Board. Mr. Preston advised the tablet would be used for Board business. Any Board member that is interested would be allotted up to \$1,000 to purchase a tablet of his or her choice; receipts must be submitted to Management for reimbursement. The member must serve his or her full current term and sign an acknowledgement form in order to keep the tablet. Board Treasurer Jon Short does not agree with the proposed purchase.

Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the purchase of tablets for those Board members interested in the amount not to exceed \$1,000.00. Jon Short opposed; motion carried.

Board Secretary Melissa Schweitzer advised she would draft an acknowledgement form for Board review.

EXECUTIVE SESSION

Motion: Upon motion made by Jim Preston and seconded by Jon Short the Board voted to enter Executive Session at 8:32 p.m., to discuss open arc violations. 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 Jim Preston and seconded by Melissa Schweitzer the Board voted to approve all decisions made in Executive Session. Motion carried unanimously.

Unit file #: 1610- Inoperable Front Yard Lamp-\$10/day
Unit file #: 3588- Inoperable Front Yard Lamp-\$10/day
Unit file #: 3578- Dormer-Corrected No Further Action
Unit file #: 3566- Dish Cable-Corrected No Further Action

ADJOURNMENT

Motion: Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to adjourn the meeting at 8:44 p.m. Motion carried unanimously.

Respectfully submitted by Paola Fiess

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
March 20, 2014
APPROVED

BOARD MEMBERS PRESENT

Jim Preston	President
Jon Short	Treasurer
Melissa Schweitzer	Secretary
Ann Marlin	Member at Large

BOARD MEMBERS ABSENT

Dave 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	Recorder
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HOMEOWNERS PRESENT

Bo Marlin	7590 Lindberg Drive
Anne Short	7539 Grey Goose Way
Hayley Holser-Green	7609 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Jim Preston called the meeting to order at 7:05 p.m., noting the presence of quorum.

COMMUNITY FORUM

None

BOARD OF DIRECTORS REPORTS

President- President Jim Preston had no report.

Vice President- Vice President Dave Mikkelson was absent.

Secretary- Secretary Melissa Schweitzer stated the Board conducted four (4) votes via email.

On February 26, 2014, upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted by email to accept the insurance coverage offer as presented at the meeting. Motion failed 4 to 1. (Jon Short opposed)

On February 26, 2014, upon motion made by Jim Preston and seconded by Jon Short, the Board voted by email to request an extension of insurance coverage through Doug Henken until they

are able review new options as solicited by Cardinal Management Group. Motion carried unanimously.

On March 5, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for 7508 LBG for an attic fan located on the backside of the roof. Motion carried unanimously.

On March 18, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the February 20, 2014 Board meeting minutes as amended. Motion carried unanimously.

Treasurer- None

COMMITTEE REPORTS

Covenants- Committee Chair Bo Marlin reported that several residents continue to put trash out during non-collection days and the trash sits out for days. Yard waste should be placed on the curb Tuesday evening for early Wednesday morning pickup by American Disposal. Mr. Marlin advised he would tag the unit with the broken shutter. Mr. Marlin inquired whether window boxes are permitted. The Board advised that window boxes are permitted as long as they are being used.

Communications- Hayley Holser-Green reported that she made edits to the newsletter and emailed it to Board President Jim Preston. The Board advised they would like to add a small article in the newsletter reminding residents that their trash must be put inside the trash bin and not in loose bags.

MANAGEMENT REPORT

Management reported that Tracer Pro™ is being programmed with the Association's documents as inspections will begin the first week of May. Management will bring in the iPad to the next meeting to show the Board what the program looks like. Management was directed to obtain a quote for the purchase of the Tracer Pro™ software. Management will email the Board a copy of the violation log prior to issuing notices. Residents will be given thirty (30) days to bring the unit into compliance.

Management reported that Shenandoah Landscaping will reimburse the Association for the cost to repair the light pole that was damaged by the snow plow.

Management reported that Palmer's Property Maintenance has started the community spring cleanup.

Management presented a proposal from Sport Systems for the installation of a dog park. In addition to the proposal for the dog park, the tot lot at White Heron was also inspected. The proposal packet also includes a separate price for the removal of the existing concrete footings and installation of two (2) concrete footings at the White Heron tot lot. Management said she would be meeting with All Recreation next week for a 2nd proposal on the correction of the

footing issues. In the meantime Management recommends approving the repair as this is a safety concern.

Upon motion made by Jon Short and seconded by Melissa Schweitzer the Board voted to approve the Sport Systems proposal in the amount of \$1100.00 for the removal of the existing concrete footings and install two (2) concrete footings at the White Heron tot lot subject to opinion of All Recreation. Motion carried unanimously.

Management presented a proposal from Clean Advantage offering a zero increase to perform the pool house cleaning this operating season. Management recommends approval.

Upon motion made by Jon Short and seconded by Jim Preston the Board voted to approve the Clean Advantage pool house cleaning proposal for this operating season. Motion carried unanimously.

UNFINISHED BUSINESS/NEW BUSINESS

Yard Lamps- Pending proposal

Tablet-

Upon motion made by Jim Preston and seconded by Melissa Schweitzer the Board voted to clarify the February 20th Board meeting motion regarding the requirements of keeping the tablet to reflect that any current Board member with three years previously served will not be bound to serve his/her current full term in order to keep the tablet. Motion carried 4 to 1. (Jon Short opposed)

EXECUTIVE SESSION

Upon motion made by Jim Preston and seconded by Jon Short the Board voted to enter Executive Session at 7:43 p.m., to discuss open arc violations and delinquent accounts. Motion carried unanimously.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer the Board voted to exit Executive Session at 8:05 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. Motion carried unanimously.

Unit file #: 5510- Mgmt to research account balance and email board details.

Unit file #: 3573- \$10/day (Trash container placed behind bush on driveway)

ADJOURNMENT

Upon motion made by Jim Preston and seconded by Jon Short the Board voted to adjourn the meeting at 8:10 p.m. Motion carried unanimously.

Respectfully submitted by Paola Fiess

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
April 17, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson Vice President
Melissa Schweitzer Secretary
Ann Marlin Member at Large

BOARD MEMBERS ABSENT

Jim Preston President
Jon Short Treasurer

MANAGEMENT PRESENT

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

OTHERS PRESENT

Paola Fiess Recorder

HOMEOWNERS PRESENT

Hayley Holser-Green 7609 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

Board Vice President Dave Mikkelson called the meeting to order at 7:04 p.m., noting the presence of quorum.

COMMUNITY FORUM

None

BOARD OF DIRECTORS REPORTS

President- None

Vice President- Vice President Dave Mikkelson reported that they will need to use some of the pool furniture hardware that he purchased last year as some chairs and tables are missing leg caps. Mr. Mikkelson reported that the newsletter was mailed out to the membership and was very pleased with the way it turned out. Management was directed to follow up with Carlos regarding the parking bumper spikes. Mr. Mikkelson reported that they will be having a dinner for Jesse Lentz and suggested gifting him a gift card for all his help with the community website.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer the Board voted to approve the purchase of a \$100 gift card for Website Committee member Jesse. Motion carried unanimously.

Board Secretary Melissa Schweitzer advised she emailed the acknowledgement form for the tablet to Board President Jim Preston for review. Management advised that Continental will store the pool cover offsite as this was built into the contract. Mr. Mikkelson reported that the waterway behind the homes on Lindberg will always have some water running back there due to the decline/slope.

Secretary- None

Treasurer- None

COMMITTEE REPORTS

Covenants- None

Communications- None

MANAGEMENT REPORT

Management presented the March 31, 2014, financial statements. Management advised that the Association is operating at a surplus. Management was directed to show on the financials for interest received and budgeted.

Management presented the draft 2013 audit for Board review and acceptance. Management advised the Association received a good clean audit. Management recommended transferring some of the 35% member's equity into the reserves equity.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer the Board voted to approve the transfer of 15% out of member's equity and into the reserves equity account. Motion carried unanimously.

Management will research the clearing account for possible write offs. Management will research the reserves account as the reported amount in the audit was \$529k and the current balance stands at \$600k.

Management reported that State Farm will have someone out next week for an additional bid for the Association insurance. Management hopes to have this information in time for the May Board meeting.

Management reported that a demo of the Tracer Pro™ program will be provided at the May Board meeting. It's currently being programmed with the community's rules and regulations.

Management reported that High Sierra has begun the opening preparations. Management forwarded the pool permit application to High Sierra for processing. Management will be onsite next Friday to inspect the pool house and furniture. Management is doing their best to find a close match to the existing umbrellas to replace the missing one.

Management presented a proposal from All Recreations to conduct a safety inspection or audit of the tot lots for liability purposes. After further inspection All Recreation does not believe the footer is heaving at the White Heron tot lot, rather there is a drainage/grading problem at the tot lot and the over pour is exposed. Management will get a proposal from Palmer's to rake the chips and add soil. Management recommends moving forward with the safety inspection. The Board tabled the matter.

Management presented a proposal from All Recreations for the installation of a dog park. After review of the quote the Board decided to take no further action on this item. There has been no input from the committee and the cost is extremely high.

Management was directed to obtain a renewal quote from Shenandoah for the snow removal contract. The Board will review and decide whether they will bid the contract out. Management advised a contractor needs to in place no later than October.

Management was directed to follow up with Carlos General Maintenance regarding the repair of the stop sign at Audubon Meadow that was knocked down.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer the Board voted to enter Executive Session at 8:33 p.m., to discuss open ARC violations, ARC applications and delinquent accounts. Motion carried unanimously.

Upon motion made by Ann Marlin and seconded by Melissa Schweitzer the Board voted to exit Executive Session at 9:03 p.m. Motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer the Board voted to approve all decisions made in Executive Session. Motion carried unanimously.

Unit file #: 3578- Synthetic Turf installed without approval. No further action as application has been submitted.

Unit file #: 1688- Expired tags-\$10/day; Board will inspect and notify Management as extension was previously requested for 4/17/14.

Unit file #: 1694- Expired tags-No further action

Unit file #: 5510- Expired tags-\$10/day

Unit file #: 5542- Tree removal/replacement without approval. \$10/day

Unit file #: 7717- Rock Garden-No further action

Unit file #: 7729- Trellis installed without approval. \$10/day

Unit file #: 3567- ARC application-Paint Deck and Fence Barn Red. Denied

Unit file #: 1634- ARC application-Patio and concrete overlay of front walk and stoop.

Approved

Unit file #: 3578- ARC application-Synthetic Turf-Approved

Unit file #: 6444-01- Trash violation assessment waiver request-Denied

Unit file #: 5510-01- Send account to legal

ADJOURNMENT

Upon motion made by Ann Marlin and seconded by Dave Mikkelson the Board voted to adjourn the meeting at 9:04 p.m. Motion carried unanimously.

Respectfully submitted by Paola Fiess

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
May 15, 2014
APPROVED

BOARD MEMBERS PRESENT

Jim Preston	President
Dave Mikkelson	Vice President
Jon Short	Treasurer
Melissa Schweitzer	Secretary
Ann Marlin	Member at Large

MANAGEMENT PRESENT

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

OTHERS PRESENT

Paola Fiess Recorder

HOMEOWNERS PRESENT

Bo Marlin 7590 Lindberg Drive
Paul & Gwen Winter 7731 White Heron

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

Homeowner Gwen Mallard-Winter reported a recent confrontation with a neighbor regarding dog hair in the common area. Board Member Jon Short thanked Mrs. Mallard-Winter for reporting the problem; however, he advised that unfortunately the Board cannot get involved in disputes but would make sure to address the dog hair violation. Mrs. Mallard-Winter thanked the Board for their hard work and offered to assist in any way that she can.

BOARD OF DIRECTORS REPORTS

President- None.

Vice President- Board Vice President Dave Mikkelson reported that there are some yards with grass and weeds about two feet tall. Management advised that the due process must be followed in order for Palmer's to correct the violation and bill the homeowner back. Mr. Mikkelson reported that during the landscaping walk through most the plants are in good condition but a pink diamond hydrangea needs to be replaced at the corner of Cyrene and White Heron. A section of the plastic border at the AMW tot lot was removed since it was not allowing the gate to open properly. Management advised that All Rec has been contacted and is

working a solution under warranty. Mr. Mikkelson reported that he, Jim Preston and Bill Buffaloe met with Gary Much of Fairfax County to discuss the water drainage situation behind the homes of Lindberg. The situation is being resolved thanks in large part to the work of homeowner Bill Buffaloe.

Secretary- Secretary Melissa Schweitzer reported that the Board conducted seven (7) votes via email.

On April 22, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the March Board meeting minutes as amended. Motion carried unanimously.

On April 25, 2014, upon motion made by Dave Mikkelson and seconded by Ann Martin, the Board voted to approve the draft tablet agreement. Motion carried unanimously.

On April 29, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to approve the pool supplies as proposed by High Sierra Pools, Inc., in the amount of \$1457. Motion carried unanimously.

On May 4, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to approve the reclassification of the clearing account (98000) money into the accounts as recommended by Cardinal CFO for 2014. Motion carried unanimously.

On May 5, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to approve the ARC application for 7711 WHT for the installation of a fence. Motion carried unanimously.

On May 7, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to approve the ARC application for 7684 AMW for the installation of a fence. Motion carried unanimously.

On May 9, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to approve the April Board meeting minutes as amended. Motion carried unanimously.

Treasurer- None.

COMMITTEE REPORTS

Covenants- Committee Chair Bo Marlin reported that the trash violations are slowly improving.

Communications- None.

MANAGEMENT REPORT

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on April 30th. Management recommended that the Board invest \$30,000 from the operating account into a CD as only three months' worth of operating expenses needs to be maintained.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer the Board voted to invest \$30,000 from the operating account into a CD. Motion carried unanimously.

Management reported that as the Association does not have any planned reserve projects this year, Management recommends the Board invest \$50,000 from the reserve money market into the current CD ladder.

Upon motion made by Dave Mikkelson and seconded by Jim Preston the Board voted to invest \$50,000 from the reserve money market account into the current CD ladder. Motion carried unanimously.

Management presented the draft 2013 audit for Board review and approval.

Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to move \$61,553 from member's equity to the reserves equity account. Motion carried unanimously.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer the Board voted to approve the draft 2013 audit. Motion carried unanimously.

Management presented a quote from Nationwide Insurance for the Board review.

Upon motion made by Jon Short and seconded by Dave Mikkelson the Board voted to approve the Nationwide Insurance quote. Motion carried unanimously.

Management recommended tabling the proposal from Palmer's for replacing the timbers on the White Heron tot lot as a revised proposal is pending. Item tabled. Management was directed to obtain a bid from Carlos General Maintenance for the 6x6 timbers.

Management presented a renewal contract from Shenandoah Landscape Services for the 2014-2015 plowing and sanding.

Upon motion made by Jon Short and seconded by Jim Preston the Board voted to approve the Shenandoah Landscape Services for the 2014-2015 plowing and sanding. Motion carried unanimously.

Management presented a proposal from PSE for inspecting and maintaining front yard lamps. The Board decided to not take any further action at this time.

Management presented the Board with a proposal from Palmer's for watering the common areas during the summer months.

Upon motion made by Jim Preston and seconded by Jon Short the Board voted to approve the Palmer's Landscaping turf watering contract. Motion carried unanimously.

UNFINISHED BUSINESS/NEW BUSINESS

June Board Meeting-

Upon motion made by Jim Preston and seconded by Melissa Schweitzer the Board voted to cancel the June Board meeting as the property manager would be out of the office. Motion carried unanimously.

EXECUTIVE SESSION

Upon motion made by Jim Preston and seconded by Jon Short the Board voted to enter Executive Session at 8:26 p.m., to discuss open ARC violations, ARC applications and delinquent accounts. Motion carried unanimously.

Upon motion made by Jim Preston and seconded by Dave Mikkelson the Board voted to exit Executive Session at 9:03 p.m. Motion carried unanimously.

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 #: 4551- \$10/day Assessment-inoperable front yard lamp

Unit file #: 5529- \$50 Assessment-Yard waste visible in front of garage/side of home

Unit file #: 5527- \$50 Assessment-Yard waste visible in front of garage/side of home

Unit file #: 1704- Additional information needed on the ARC application

Unit file #: 7729- Deck & Trellis approved

Unit file #: 5598- Landscaping ARC application approved

Unit file #: 5503- Home Daycare park access letter denied

Unit file #: 6444- Violation Charge waiver denied-Counter offer with \$370

Unit file #: 5513- Unapproved modification letter to be sent

ADJOURNMENT

Upon motion made by Jim Preston and seconded by Jon Short the Board voted to adjourn the meeting at 9:08 p.m. Motion carried unanimously.

Respectfully submitted by Paola Fiess

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
July 17, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson President*
Jon Short Treasurer
Melissa Schweitzer Secretary
Ann Marlin Member at Large

BOARD MEMBERS ABSENT

Jim Preston Vice President*

MANAGEMENT PRESENT

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

OTHERS PRESENT

HOMEOWNERS PRESENT

Bo Marlin 7590 Lindberg Drive
Hayley Holser-Green 7609 Grey Goose Way
Anne Short 7539 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

BOARD OF DIRECTORS REPORTS

President- Jim Preston would like to step down as President. *Dave Mikkelson has offered to fill the position beginning immediately. *Jim Preston will fill the position of Vice President beginning immediately.

Upon motion made by Melissa Schweitzer and seconded by Jon Short, the Board voted to change the position of President to Dave Mikkelson and the position of Vice President to Jim Preston. Motion carried unanimously.

Vice President- The pink diamond hydrangea located in the community seating area still needs to be replaced. Palmer's Property Maintenance will replace this plant in the fall. Follow-up will be completed by Management to make sure the action occurs.

Secretary- Secretary Melissa Schweitzer reported that the Board conducted six (6) votes via email.

On June 6, 2014, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the ARC application for a deck for 7619 Grey Goose Way with no lattice or any attachment built above the rail. Motion carried unanimously.

On June 15, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to approve the ARC application for a deck add-on for 7593 Lindberg Drive. Motion carried unanimously.

On June 29, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to approve the ARC application for patio installation at 7513 Lindberg Drive with the condition of reinforcing Section 3.27 of the ARC Standards. Motion carried unanimously.

On July 6, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to approve the May 2014 meeting minutes as amended. Motion carried unanimously.

On July 8, 2014, upon motion made by Jim Preston and seconded by Dave Mikkelson, the Board voted to approve the ARC application for the painting of the deck located at 7704 Audubon Meadow Way with the agreement that the color choice is Royal Hayden (SC-136). Motion carried unanimously.

On July 9, 2014, upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted to approve the tenant request (7721 White Heron Trail) to host a pool party July 26, 2014 from 12 p.m. – 7 p.m. at the community pool with the agreement that residents are given priority with chairs, lounges, tables, etc. Motion carried unanimously.

Treasurer- Jon Short confirmed that he received the federal and state tax returns. Jon said that these forms will be signed this week and they will be returned to Victoria Garner at the Cardinal Office. They will be e-filed (federal) and hard copied (state). Management will take care of mailing them out to the appropriate offices/locations.

Member at Large – No report.

COMMITTEE REPORTS

Covenants- Updates were sent to Management for the July 16, 2014 inspections. Management informed the Board that letters from the recent annual inspection will go out Tuesday, July 22, 2014. Covenants will continue to work from Management's log of violations.

Communications- Upcoming newsletter publication: Distribution is planned for the second week of August 2014. Information to be included: annual block party; "new homeowners

notes" section (will bring new residents an overview of community rules); speed limit reminder, notice of change in board positions (as voted upon at the July 17, 2014 meeting); reminder that townhome lawns are mowed and edged by the community, but beds are not maintained; Palmer's Property Maintenance offers services lawn maintenance; violation reminders; fun things to do in the area insert; pool closing date reminder; American Disposal website information; notice that annual inspection letters have gone out – if you have additional questions or need more time, please contact Management.

MANAGEMENT REPORT

Management presented the financial statement and general ledger of income and expenses for the Association through the close of business on June 30th (Exhibit A). The community is currently operating at a loss of approximately \$20K (mostly due to snow removal and an insurance increase). Assessments receivable is \$14,000, Checking has \$65,000, and the Money Market has \$77,000. The next CD turns over in October 2014.

CAU (former insurance carrier) has contacted Management about a few outstanding charges – Management will investigate before paying any invoices.

The community pool is operating well so far this summer. The guards are communicating issues/situations with Management in a timely fashion. They are proactive at fixing items.

Tot lot inspections have been completed. The birds' nests are now removed.

Three proposals (Exhibit B) have been prepared for fixing the borders at the tot lots. Discussion was conducted about the merits of plastic borders vs. wood timbers. It was noted that the board has received complaints about the way the plastic borders look. All Recreation has quoted the project at a price of \$3,500. Carlos General Maintenance has quoted the project at a price of \$1,400. Palmer's Property Maintenance (included are various options) has quoted prices of \$4,725, \$2,362, \$192, \$5,360, and \$1280. It was determined that the replacement project will occur at the end of next winter and replace next spring. These proposals will be looked at again at a later date.

The White Heron tot lot's slide location could use more wood chips at the base of the slide. Management will price out the cost of the chips and the placement and get back to the Board with the price.

Palmer's Property Maintenance submitted a proposal for fall turf renovation at a total price of \$1,249 (Exhibit C).

Upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted to accept Palmer's Property Maintenance proposal for turf renovation. Motion carried unanimously.

KIDDCO Plumbing submitted a proposal to replace one 119 gallon electric commercial hot water heater at the community pool (Exhibit D). The replacement price is \$7,600. KIDDCO is

also coming back to look at the hot water issue in the women's bathroom (water runs either too hot or there is no hot water at all). KIDDCO originally suggested that though the hot water heater is not yet broken, it may need to be replaced sooner rather than later. There is rust accumulating at the bottom of the hot water tank. The current lack of heat or too much heat in the women's bathroom is not due to the water heater but to an issue with a mixing valve. Management will follow up with the company Friday, July 18, 2014 for an update on the progress of fixing the temperature issue. The community pool currently has a 119 gallon tank, but this size is not necessary for the community's needs. If the time comes to replace the tank, a smaller tank should be used as a replacement.

UNFINISHED BUSINESS/NEW BUSINESS

A suggestion to install a four-way stop at the corner of Cyrene and Grey Goose Way was submitted by a community member via email. Discussion of people turning in both directions at too fast a rate and while cutting corners led to the discussion of near hits and accidents. No county approval is needed for the installation of stop signs at this intersection.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to install two stop signs at the intersection of Grey Goose Way and Cyrene to create a four-way intersection. The motion carried. Jim Preston voted in opposition to the motion.

Jim Preston will donate his yield sign to replace the stop sign at Audubon Meadow Way and Grey Goose Way. Management will create a ticket to have the stop signs and the yield sign put up at the same time. This matter did not need to go before a vote as it had already been voted upon at a previous meeting.

Management discussed the status and condition of the community pool bathrooms. Normal wear and tear resulting in caulking issues and vanity scratches, etc. are beginning to show. The community may want to start thinking about remodeling the bathrooms with things like new partitions, wall tile, etc. This project is not on the reserve schedule until 2033, so the project would be ahead of schedule. Management estimates it may cost up to \$50,000. If the community goes ahead with the project, it would need to be started in January or February (60-90 day project). The Board will revisit the issue at a later Board meeting.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 7:59 p.m. to discuss open ARC violations, ARC applications and delinquent accounts. Motion carried unanimously.

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to exit Executive Session at 8:48 p.m. Motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted to approve all decisions made in Executive Session. Motion carried unanimously.

Unit file #: 5544- Documentation requested/copy of lawn care contract requested for delivery to Management within 7 days (if provided, an extension will be granted until October 1, 2014; if no contract/documentation is provided, then a \$10 a day fee will be assessed); Yard needs to be weeded and mowed

Unit file #: 1688- Referring account to legal for outstanding violations and charges.

ADJOURNMENT

Upon motion made by Ann Marlin and seconded by Dave Mikkelson, the Board voted to adjourn the meeting at 8:51 p.m. Motion carried unanimously.

The next Board of Directors meeting is scheduled for August 21, 2014 at 7 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 21, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson	President
Melissa Schweitzer	Secretary
Ann Marlin	Member at Large
Jon Short	Treasurer

BOARD MEMBERS ABSENT

Jim Preston	Vice President (<i>proxy vote held by Dave Mikkelson</i>)
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MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Sarah Christen Krummenacker	7617 Grey Goose Way
Hayley Holser-Green	7609 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

No reports/no feedback

BOARD OF DIRECTORS REPORTS

President-

Parking: Multiple residents have expressed concern over the parking availability throughout the neighborhood. The discussion revolved around our current Parking Resolution: Does anything in the current resolution cover the issue of residents parking multiple vehicles in the common parking areas? The concern at this point, as reported to the Board, is that multiple residents are parking their vehicles in the common areas rather than parking in their driveways/garages. Dave Mikkelson suggested that we consider adding to/updating the parking resolution so that a common area limitation will exist. The purpose of the addition/update would hopefully guide residents to only park one vehicle in the common area on a regular basis. The amendment would not require daily enforcement as the Board does not want to institute hanging tags/stickers. This change in policy will have to be run by the legal team before commencement. After further discussion amongst the Board members and the

community members present, the decision was made to leave the situation as is due to difficulty with enforcement.

Watering: After inspecting the neighborhood, Dave Mikkelson noticed that many of the plants/shrubbery throughout the common areas look dry and parched. The question of whether or not Palmer's Property Maintenance been coming out once a week to water within the neighborhood? Management explained that the company was instructed to water everything (plants and turf) every seven (7) to ten (10) days. Management reported that the watering has been occurring and that a check-in will occur to make sure that the services continue. Management will also check with the company about the status of the trees near Lindberg and Grey Goose (possibly dead/may need to be replaced).

Tot lot: A status of the work order for the tot lot near the pool was requested. Management reported that the issue of the gate bouncing back has now been resolved by the removal of the border section behind the gate.

Vice President- *No Report*

Treasurer- *No Report*

Secretary-

Electronic votes: It was reported that the Board conducted six (6) email votes to be read into open session.

On July 22, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to disapprove the ARC application for a rock garden at 7617 Grey Goose Way. Motion carried unanimously.

On July 23, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the July 2014 meeting minutes as amended. Motion carried unanimously.

On August 1, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for the installation of a new storm door at 7512 Lindberg Drive. Motion carried unanimously.

On August 6, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the ARC application for a deck for 7566 Great Swan Court with the condition that anything not specifically on the application complies with the ARC standards. Motion carried unanimously.

On August 7, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for 7572 Great Swan Court for a deck

with the condition that anything not specifically on the application complies with the ARC Standards. Motion carried unanimously.

On August 11, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the pool party as requested by 7584 Great Swan Court. Motion carried unanimously.

Member at Large –

Bumper Pins: Parking bumper pins are popping up again on White Heron. Management noted the location and will contact Carlos General Maintenance to fix the issue.

COMMITTEE REPORTS

Communications – The next issue of the newsletter will be published in November.

Website – The Board is still looking for a resident to administer the community website.

Covenants – *No Report*

Landscape – *No Report*

Social – The Block Party has been organized. Volunteers/help is still needed.

Neighborhood Watch – *No Report*

MANAGEMENT REPORT

Financials: The community is currently running at surplus of approximately \$14,000. There are currently no CDs rolling over. Management will alert the Board when the next CD/decision on rollover is needed. Management reported that no funds are up for investment right now. The budget process will begin shortly. Management will have the proposed budget to the Board no later than October 1, 2014. Management noted that anything the Board/community wants built in or removed (using the current budget as a template) should be noted to Management as soon as possible.

Landscaping: (Exhibit A) Management received the proposals as requested at July's meeting. Proposal 1: Tree removal at 7531 Great Swan Court – the Board requested an additional quote from a company other than Palmer's Property Maintenance to see if the cost can come in lower than \$724 (The expectation is that the total price shall not exceed \$500.00). Proposal 2: Repair of retaining wall behind 7561 White Heron (The wall is located on common property between the townhome yards and the woods). This proposal has been tabled until the next meeting so that the Board members can look at the work needed. Proposal 3: Replacement of a tree (The crabapple tree at the community park is dead). Proposal 4: Installation of a new landscaping bed on Lindberg (The bed will be located on common property next to 7504 Lindberg) to help stop erosion.

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to approve Proposals #3 and #4, request additional quotes for Proposal #1 (if the quote comes in at less than \$500, Management has the approval to proceed with the work), and table Proposal #2 until the next meeting. The motion carried unanimously.

Pool: The umbrella ordered prior to the pool season was reported as being on backorder. It is set to be delivered by next Monday (August 25, 2014). Management is still working with Kiddco Plumbing on the pool house invoices (as requested at the July 2014 meeting). Management will update the Board further upon final negotiations.

Tot lot: The tot lot at White Heron continues to need additional sand and mulch to level out the playing area. The general contractor originally contacted to perform the work disagreed with Management on the installation requirements. Management is continuing to secure the materials and the work and will alert the Board of the status.

Stop Signs: The stop signs approved at the July 2014 meeting have been ordered. They should arrive shortly and a work order will be placed when the signs arrive.

CAI Membership: Application for CAI membership. New application is needed for our Board (membership elapsed). Dave and Jim will be the members (2).

Pool Contracts: (Exhibit B) Renewal of the current contract with High Sierra is tabled for now. Two proposals were provided by the company (one with two guards for duty and one with three guards). It was noted that because the regular season is one week longer than this current season, the Board should consider not keeping the pool open beyond September 8th. Management will get new quotes that are revised with the extra week at the end removed. The question of whether or not the community's liability insurance requires a minimum number of guards to be on duty was posed. Management will look into the contract and report back the answer at the September 2014 meeting.

UNFINISHED BUSINESS/NEW BUSINESS

None

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to enter Executive Session at 7:48 p.m. to discuss open ARC violations, ARC applications and delinquent accounts. Motion carried unanimously.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 8:42 p.m. Motion carried unanimously.

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 #: 1630 – Closed out.

Unit file #: 3414 – \$10 a day if not corrected on August 25th when re-inspected by Management.

Unit file #: 5526 – Closed out.

Unit file #: 3552 – Closed out.

Unit file #: 5569 – \$10 a day.

Unit file #: 7703 – \$10 a day.

Unit file #: 7721 – \$10 a day if not corrected on August 25th when re-inspected by Management.
Unit file #: 5521 – \$50 assessment fee.
Unit file #: 1608 – Fine waived.
Unit file #: 3555 – No waiver granted. (3-2 decision)
Unit file #: 4617 – Hearing: rock garden approval denied and granted 45 days to remove and replace with grass or mulch. (4-1 decision)
Unit file #: 5543 – The Board requests submission of application.

Board Secretary Melissa Schweitzer read four (4) executive session electronic votes into the minutes for the record:

On July 23, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to by email to direct Cardinal Management to forward the account for Unit File #5542 to Rees-Broome to resolve. Motion carried unanimously.

On July 24, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to direct Cardinal Management to advise the homeowners of Unit File #1688 of the IAW Policy Resolution 2005-02 and of the suspension of pool privileges due to the delinquent account, with a right to a hearing, and advising that failure to resolve will their account being handed over to the legal department. Motion carried unanimously.

On August 7, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to assess Unit File #5569 \$10 a day for landscape maintenance violation. Motion carried unanimously.

On August 16, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the waiving of the violation assessments for Unit File # 1688, except \$65.00. Motion carried unanimously.

ADJOURNMENT

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to adjourn the meeting at 8:44 p.m. Motion carried unanimously.

The next Board of Directors meeting is scheduled for September 18, 2014 at 7 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 18, 2014
APPROVED

BOARD MEMBERS PRESENT

Jim Preston – Vice President
Melissa Schweitzer – Secretary
Ann Marlin – Member at Large
Jon Short – Treasurer

BOARD MEMBERS ABSENT

Dave Mikkelson – President (*Jim Preston holds proxy vote*)

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.

OTHERS PRESENT

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Hong and Stuart Hitchings – 7542 Lindberg Drive
Michael Ford – 7686 Audubon Meadow Way
Mark Wilson – 7684 Audubon Meadow Way

CALL TO ORDER/VERIFICATION OF QUORUM

Board Vice President Jim Preston called the meeting to order at 7:07 p.m., noting the presence of quorum.

COMMUNITY FORUM

H. Hitchings: Ms. Hitchings presented a packet of information including emails and pictures to dispute outstanding charges to her account. When presented with the picture evidence of fig trees, the Board Vice President explained that the issue and charges are not associated with the fig bushes that were planted in the yard but with the pear trees in the front yard. Ms. Hitchings discussed her concern with what she perceives to be a lack of communication on the part of Cardinal Management Group. She claims she understands that the Board made a vote decision concerning the bushes and trees, but believes that the vote was conducted without hearing her side. The Board Vice President explained that the Hitchings had an opportunity to apply for a hearing upon receiving the first letter and though they want a hearing, the time has expired. He again reiterated that the issue is not fig bushes but the pear trees in the front yard. Management informed Ms. Hitchings that all information will be reviewed and followed up on, including phone conversations. Management is happy to review the records (phone, email, etc.) and will research anywhere where there might have been

communication breakdowns. Ms. Hitchings also made the suggestion that there be immediate response upon re-inspection so that a community member can better know whether an issue has been resolved. The Board agreed with this suggestion. Ms. Hitchings also suggested that the Board should evaluate the contract with Cardinal (yearly if possible) and send out a community evaluation to see what the neighborhood thinks about the quality of service thus far on the part of Cardinal and the Board.

M. Wilson: Mr. Wilson began his conversation by asking for clarification as to why trees and bushes are part of inspection. He also asked for clarification about where in the ARC he can find the section on trees. The Board Vice President stated that it is covered under lawn maintenance and then proceeded to read the governing documents that cover this section. Mr. Wilson wants clarification added to the policy and suggested that the Board pass a new policy and run it through the community about the maintenance of trees/shrubs/grass. He would also like to see a period of time (specific times of the year) so that trimming does not occur at the wrong time of year (safety of the trees) and wants the “lack of ambiguity” cleared regarding a specific height limit. Mr. Wilson brought up an additional issue he has. He believes that the violation letter he received is misstated. He received the letter after he would have applied for the appeal. Mr. Wilson wants Cardinal Management to be more responsive and wants people who are trained and knowledgeable about the inspection process to conduct re-inspections. Mr. Wilson agreed with Ms. Hitchings’ suggestion that closure notices of issues are sent to residents. Again, the Board agreed with this last suggestion and Management assured Mr. Wilson that he would receive a phone call or email when his re-inspection was completed (in addition to a closure letter). In closing, Mr. Wilson offered to ask his wife, Ericka, to help write up guidelines on trees and a specific time basis for tree care with caveats about amount of rain, heat, etc. Mr. Wilson offered to help with ARC documents rewrites.

M. Ford: (Former President of the Board) Mr. Ford came in support of Mr. Wilson. He would like Management to be held responsible for re-inspection and to address issues with violation letters. Mr. Ford discussed that he has issue with the level of communication received in regard to Cardinal Management Group. Mr. Ford also agrees that a closure letter should be sent when a violation has been cleared; he would also be happy with a letter or with an email as confirmation. Mr. Ford discussed the issue of the cutting of trees in the hottest months of the year and suggests that the ARC relook at the covenants documents. He wants the Board to look into providing training for those who are conducting re-inspections. Mr. Ford also introduced violation issues he believes the Board has missed: other trees in the neighborhood hanging on houses or into the street, free-standing basketball hoops, etc. He doesn’t want the Board to nit-pick, but believes there is room for the ARC to be more consistent. Mr. Ford also offered to help with ARC documents rewrites.

At the conclusion of Mr. Ford’s comments, the Board Member at Large asked for a moment of time. She explained that she has watched three different management companies work with this community since she and her family moved into this neighborhood. Having seen multiple companies, she believes that Cardinal has gone above and beyond expectations, as well as the services provided by others.

BOARD OF DIRECTORS REPORTS

President- *(Report provided by email prior to the meeting).*

Wall Repairs: At the last Board of Directors Meeting, the Board decided to table the discussion of having a retaining wall behind the homes on White Heron Lane “glued” (as suggested by Palmer’s Property Maintenance in a proposal to complete the work). Dave suggests that the blocks are fairly stable due to their weight. He believes that the community may waste a great deal of money on the project.

Pool Contract: Dave is comfortable continuing the contract with High Sierra now that winterization has occurred. He also believes that the basic contract (as proposed by High Sierra) is sufficient because Labor Day 2015 occurs late in the season. He also supports High Sierra’s proposal of two lifeguards for the entire summer.

Watering Contract: Dave would like the Board to consider putting the landscape watering out to bid for next year.

Vice President- *No Report*

Treasurer – *No Report*

Secretary- *Electronic votes:* It was reported that the Board conducted two (2) votes via email.

On September 2, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve three (3) decks that were not showing in the ARC approval list. The motion carried unanimously.

On August 29, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to by email to approve the August 2014 HOA meeting minutes as amended. The motion carried unanimously with one abstention.

Member at Large – *No Report*

COMMITTEE REPORTS

Communications – *No Report*

Website – Website Maintenance: The Board is looking for a volunteer to run the website.

Covenants – *No Report*

Landscape – *No Report*

Social – *No Report*

Neighborhood Watch – *No Report*

MANAGEMENT REPORT

Financials (Exhibit A): The financial statement and general ledger of income and expenses for the Association through the close of business on August 31, 2014 was enclosed in Exhibit A.

Management recommends that the Board re-invest the October 7, 2014 maturing CD into the current ladder for no more than five (5) years. Management has reached out to Ted Hart at Morgan Stanley for recommendations on additional investments. Management followed up with Morgan Stanley concerning the \$50,000 investment from the Money Market as approved previously by the Board. This action has been completed.

Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to approve the recommended re-investment options as stated in Management's report. The motion passed unanimously.

2015 Budget: Management will begin drafting/reviewing the 2015 budget in the coming weeks; if the Board has any recommendations or special requests, the Board needs to notify Management at its earliest convenience. The budget will be provided to the Board on or before October 1, 2014.

Annual Meeting: The Association's Annual Meeting is scheduled to be held in December 2014. Management recommends the following dates for the Board's consideration for the December 2014 meeting: 12/2, 12/3, or 12/4. Management would also like to discuss plans for door prizes, guest speakers, and other special arrangements. Management plans to mail the meeting notice around November 1, 2014. The Board decided that the date and the plans will be discussed and decisions made via email.

CAI: Management sent the completed membership application to CAI on September 4, 2014 and requested confirmation of receipt again on September 11, 2014. Information has been provided to the Board concerning the Community Association of the Year Contest with CAI. Management plans to nominate the Association and has sent the application to the Board for review and essay preparation. Completed applications are due October 24, 2014.

Stop Signs: PSG will raise the stop signs to 7 feet. "All Way" signs are being shipped and will be up by next week. Jim will have the yield sign put in the pool house for installation. Orange flags will be put on the top of the stop signs at some point next week. They will be stored in the closet in the pool house.

Property Maintenance: Landscaping is in overall good condition. The Pink Diamond Hydrangea will be installed in the fall. The approved turf renovation will also be conducted in the fall and Management will follow up with Palmer's Property Maintenance to ensure additional areas do not need to be added to the contract.

Affordable Stump & Tree completed the approved work (previously approved by Management) and will be inspected by Management.

Palmer's Property Maintenance supplied a proposal following Management's site visit. This proposal will be reviewed in the spring.

The Palmer's Property Maintenance agreement is scheduled to expire on December 31, 2014. The contract has a renewal option of 1 year with a 3% increase to \$42,408 if notice is provided to the contractor in writing by October 1st. Palmer's Property Maintenance has also proposed an additional one year for 2016 at no increase. Management recommends renewal as Palmer's Property Maintenance performs well overall for its base contract services and the increase is standard. Also included is Exhibit C (proposal provided at the last Board meeting) for revisit as Item #2 was tabled for the Board's further review. Management will ask Carlos General Contracting to take a look at the blocks and not pursue work completed through Palmer's Property Maintenance for the retaining wall.

Pool: Doug Hadsell removed the broken chaise lounge and sent it off for repairs in May 2013. Management has requested an update from Doug on the status of the chaise and the broken sand chair. Management continues to work with Doug to get these items handled. The payments will continue to be held until services are rendered. The invoice for the pool umbrella was provided to confirm the order of the replacement umbrella.

High Sierra and Clean Advantage performed well this summer. The pool phone will be placed on hibernation the week of September 15, 2014.

Management continues to work with Kiddco Plumbing concerning the invoices for the water temperature repairs in the women's bathroom. Management is requesting \$500 off the total invoices owed and is currently still negotiating with Kiddco.

Enclosed as Exhibit B is the revised renewal contracts from High Sierra. Management has discussed the Board's requested options and High Sierra has agreed to provide several options for the Board's consideration.

Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to approve High Sierra's proposal for pool management for the 2015 pool season from May 23-Sep 7, 2015 with two lifeguards. Ann Marlin opposed. The motion carried 4-1.

Tot Lots: J.L. Hughes and Sons has supplied a proposal to add wood chips to the White Heron tot lot. Management approved the proposal and upon inspection of the work found that the wood chips were improperly installed. Management will be in contact with J.L. Hughes & Sons to have the wood chips correctly installed. Management also recently inspected the Audubon and White Heron tot lots and found no concerns other than tree pruning, which has been requested of Palmer's.

UNFINISHED BUSINESS/NEW BUSINESS

None

EXECUTIVE SESSION

Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to enter Executive Session at 8:26 p.m. to discuss open ARC violations, ARC applications and delinquent accounts. The motion carried unanimously.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to exit Executive Session at 8:40 p.m. The 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. The motion carried unanimously.

Unit file #: 3352 – \$10 a day if the violation is occurring upon re-inspection (to be conducted at the conclusion of the meeting)

Unit file #: 5517 – \$10 a day if the violation is occurring upon re-inspection (to be conducted at the conclusion of the meeting)

Upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted to disapprove the ARC application for a rock garden for unit file #: 7703. The motion carried unanimously.

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:46 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for October 16, 2014 at 7:30 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
October 16, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson – President
Jim Preston – Vice President
Melissa Schweitzer – Secretary
Ann Marlin – Member at Large
Jon Short – Treasurer

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.

OTHERS PRESENT

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Paul Winter – 7731 White Heron Trail
Paul Kennedy – 7531 Great Swan Drive

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Dave Mikkelson called the meeting to order at 7:30 p.m., noting the presence of quorum.

COMMUNITY FORUM

BOARD OF DIRECTORS REPORTS

President-

Pool – When the community loses power, the phone at the pool does not work. Recommend the community purchase a phone that does not need to be connected to electricity. The pool must have a working land line per county code.

Pool Furniture Caps: Many are becoming brittle and breaking off. Recommend replacements be purchased and installed for next year.

Tree next to 7567 Lindberg – The tree is on common property, but has not been maintained by our landscaper. Please ask Palmer's to maintain it from here on out. Management said the message would be passed along to Palmer's.

Draining of the Pool: Can the community look at the requirement to drain the pool every year? It is recommended that pools not be drained each season due to concrete deck cracking, which has been an expensive issue for our pool. Management recalls the community wanting to drain it/not being happy when it wasn't in the past. Management will ask professionals and get a few opinions and report back to the Board.

Vice President- *None*

Treasurer – *None*

Member at Large – *None*

Secretary- *Electronic votes:* It was reported that the Board conducted four (4) votes via email.

On September 24, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the September 2014 meeting minutes as amended. The motion carried unanimously.

On September 30, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to disapprove the ARC application for unit file #5547 for a rock garden as requested. The motion carried unanimously.

On October 1, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for a patio for 3440 Turtle Dove Nook. The motion carried unanimously.

On October 8, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to assess the accounts on the attached spreadsheet (provided in the email) at \$10.00 per day for the stated violation. The motion carried unanimously.

COMMITTEE REPORTS

Communications – *None*

Website – Much of the old content has been removed to refresh the website. FAQs will be updated. Mr. Kennedy will continue to test the website and work to improve the site. A request was made for a current residential list.

Covenants – Many more basketball nets/posts have been erected in driveways. Suggestion was made for the Board to revisit winter policies for enforcement of standards.

Landscape – *None*

Social – *None*

Neighborhood Watch – None

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on September 30, 2014 was presented (Exhibit A). The highlights of the report were discussed. Management addressed some variances in the financials for the Board's awareness: \$2,357 is due to the billing of the annual architectural inspection; \$7,652 is due to the expenses incurred for the annual block party; \$1,133 is due to recent newsletter production and postcard sending; \$3,390 is being reviewed by Management (61150 Pool Contract); and, \$1,763 is due to payment for the approved proposals from the spring walk through and the removal of a tree as approved by the Board.

The CD discussed last month was reinvested. The next time the CD will need to be reviewed will be December.

The draft 2015 Budget for the Board was presented as Exhibit B. This draft had been previously sent to the Board prior to the meeting to allow for questions to be asked. The largest change was under the Grounds Contracting section. No increase was proposed. Dates listed are through July 31, 2015.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to approve the proposed 2015 budget. The motion carried unanimously.

Annual Meeting: The Association's Annual Meeting is scheduled to be held in December. This year's meeting will be held on December 2, 2014. The meeting will be held at the Government Center. The suggestion to invite a police representative to attend the meeting was made. Refreshments will be provided. Door prizes will also be offered. Management plans to send the meeting notice out to the community around or on November 1, 2014.

Grounds & Maintenance: The question of whether or not contracting has been scheduled for the White Heron tot lot was raised. The borders on White Heron need to be addressed and will be done so in the spring.

Landscaping is in good condition. Palmer's has completed the seeding and the aerating for the season.

Management has requested an update from Doug Hadsell on the status of the chaise lounge and the broken sand chair (he had removed them and sent off for repairs in May 2013). The pool umbrella was delivered to the pool house and the pool phone has been put on hibernation. Enclosed in Management's report is also a closing inventory and winterization report from High Sierra. Management is also requesting a renewal contract from Clean Advantage.

Management is working with Kiddco Plumbing to close out the outstanding invoices for the water temperature repairs in the women's room. At this point, Kiddco has agreed to waive \$440 of the negotiated assessments.

A work order log was provided to the Board for its reference.

Contracts: Management has provided High Sierra with the approved contract for the 2015 pool season.

The Palmer's Property Maintenance agreement is scheduled to expire on December 31, 2014. The contract has a one year renewal option with a 3% increase. Palmer's has also proposed an additional one year for 2016 at no increase. Management recommends renewal as Palmer's performs well overall for its base contract services and the increase is standard. The contract renewal agreement was provided to the Board as Exhibit C. The suggestion was made to put the watering part of the contracting work out to a company other than Palmer's. The suggestion to go back to Palmer's with a no percentage increase and one year extension in order to allow them to better understand the community is unhappy with their services rendered.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to renew the Palmer's contract. The motion carried 4-1 (Jon Short opposed).

Proposed pricing was prepared for the Board for five trees that need to be removed behind 7598 and 7596 Lindberg Drive. The trees are located on association common property.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to accept the proposal for the removal of trees behind 7598 and 7596 Lindberg Drive. The motion carried. (Jim Preston abstained).

UNFINISHED BUSINESS/NEW BUSINESS

The community now has a candidate for the Landscaping Committee – Erika Wilson. She has begun giving input for amending the ARC standard guidelines and landscaping resolution.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to approve the appointment of Erika Wilson as the Landscaping Committee Chairperson.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to enter Executive Session at 8:39 p.m. to discuss open ARC violations, ARC applications and delinquent accounts. The motion carried unanimously.

Upon motion made by Jon Short and seconded by Jim Preston, the Board voted to exit Executive Session at 10:06 p.m. The motion carried unanimously.

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

Unit file #: 7717 – Trash container on driveway prior to 6 p.m. Sunday – a one-time fee of \$50 will be imposed for the second violation

Unit file #: 3549 – No approval on file for modification-rock beds in front landscape - \$10/day will be assessed for the violation

Unit file #: 3554 – Repair front left corner trim – \$10/day assessment will be applied, pending re-inspection

Unit file #: 3555 – Lawn requires seeding, sod, weeding, and/or fertilization. Bare areas and clover- \$10/day assessment will be applied, pending re-inspection

Unit file #: 3555 – Maintain landscape beds – limb up front tree to allow passage on sidewalk - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3565 – Power wash front siding and gutters - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3565 – Maintain landscape beds – weed, mulch, and replace missing landscaping - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3566 – Building exterior – power wash rear siding and remove satellite post no longer in use - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3569 – Building exterior – power wash front of home, remove bird nest in front right corner - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3571 – Building exterior – paint front door and power wash front of home - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3571 – Lawn requires seeding, sod, weeding, and/or fertilization, high percentage of weeds - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3574 – Building exterior – paint railings and power wash upper front portion of home - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3575 – Building exterior – holiday lights on deck - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3578 – Building exterior – power wash side of home and paint side shutters to match front shutters - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3584 – Building exterior – power wash back siding and clean gutters - \$10/day assessment will be applied, pending re-inspection

Unit file #: 3589 – Building exterior – repaint front door, remove foil in window above door - \$10/day assessment will be applied, pending re-inspection

Unit file #: 5533 – Lawn requires mowing and edging - \$10/day assessment will be applied, pending re-inspection

Unit file #: 5533 – Maintain landscape beds and remove extra stones stored in much and bed - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7703 – No approval on file for modification – wire fencing - \$10/day fee will be assessed for the violation

Unit file #: 7721 – Building exterior – power wash back of home - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7737 – Building exterior – power wash back of siding - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7737 – Building exterior – property hardscape requires maintenance – power wash back deck - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7743 – No approval on file for modification – front lawn and curb replaced with AstroTurf - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7743 – Building exterior – paint box window - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7743 – Building exterior – paint dormer window trim - \$10/day assessment will be applied, pending re-inspection

Unit file #: 7745 – Maintain landscape beds, repair landscape border and weed beds - \$10/day assessment will be applied, pending re-inspection

Unit file #: 5512 – Application for storm door installation – door has etching – disapproved due to the amount of etching, must be 95% clear

Unit file #: 1655 – Request for waiving violation fees – disapproved

Unit file #: 3440 – Application for rock garden – application approved as long as it is river rock

Unit file #: 7731 – Application for concrete between driveways – disapproved

ADJOURNMENT

Upon motion made by Jim Preston and seconded by Ann Marlin, the Board voted to adjourn the meeting at 10:08 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for November 20, 2014 at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 20, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson – President
Melissa Schweitzer – Secretary
Ann Marlin – Member at Large
Jon Short – Treasurer

BOARD MEMBERS ABSENT

Jim Preston – Vice President (Proxy vote given to Dave Mikkelson)

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.

OTHERS PRESENT

HOMEOWNERS PRESENT

Haley Holser-Green – 7609 Grey Goose Way
Sevinj & Kamran Mammadov – 7555 Great Swan Court
Qiung Huang – 7574 Great Swan Court
Stuart and Hong Hitchings – 7542 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

S. & K. Mammadov – Discussed landscaping for their front yard with The Board. They are happy with the positive effect from the installation of the stop signs on Cyrene.

Q. Huang – Discussed an issue with her lamppost going through multiple light bulbs.

S. & H. Hitchings – Would like a third party to conduct performance reviews of our property management in the future.

BOARD OF DIRECTORS REPORTS

President- The kiddie pool gate has been fixed (again). The annual meeting is fast approaching. Board elections will be held at the annual meeting (two positions are open). The supply room light and fixture need to be repaired. CAI news magazines are being mailed to Cardinal

Management instead of the board members. Management is working on it and in the mean time will continue to deliver them to the board when received at the office. Palmer's did not install the hydrangea in the correct location. Management reported that Palmer's will come back out and reinstall the plant. Pool furniture end caps and feet have been ordered and received. Management will contact High Sierra to take care of installing the replacement pieces. Common area water drainage issue on Grey Goose – there is water pooling where the terrain is low (area that is regularly mowed by Palmer's). Dave Mikkelson will email the homeowner about the issues that might arise with the gravel and drainage issues and the tearing up of grass.

Vice President- *None*

Treasurer – *None*

Member at Large – *None*

Secretary- *Electronic votes:* It was reported that the Board conducted five (5) votes via email.

On October 24, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for 7508 Lindberg for a deck with compliance to ARC standards. The motion carried unanimously.

On October 27, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to assess for uncorrected violations. The motion carried unanimously.

On October 28, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to assess for uncorrected violations. The motion carried unanimously.

On November 2, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for a patio for 3440 Turtle Dove Nook. The motion carried unanimously.

On November 7, 2014, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the ARC application for 7731 White Heron Trail for replacing the strip between driveways with mulch. The motion carried unanimously.

COMMITTEE REPORTS

Communications – *Newsletter:* It's been edited. Before it goes to the printers, it will be sent to the Board. It will be submitted to the printer on Monday.

Website – Paul Kennedy has updated the FAQ on the website.

Covenants – *None*

Landscape – *None*

Social – *None*

Neighborhood Watch – *None*

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on October 31, 2014 was presented (Exhibit A). There were no significant variances to present to the Board. The October CD was reinvested. The next investment will take place in April.

Exhibit B is a recommendation from the Association's auditing and tax firm. It is a deferred assessment resolution for the Board's consideration and approval. This letter is received and approved every year.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to accept the deferred assessment resolution as presented in Exhibit B. The motion passed unanimously.

Grounds & Maintenance: Palmer's will attend the Board meetings in the spring and summer months of 2015 to ensure satisfactory service and reduce miscommunications.

Kiddco Plumbing agreed to reduce the invoices for the hot water issues this summer by \$500. Management also provided three professional opinions on draining versus flipping the pool.

UNFINISHED BUSINESS/NEW BUSINESS

EXECUTIVE SESSION

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, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 9:04 p.m. The motion carried unanimously.

Upon motion made by Jon Short and seconded by Ann Marlin, the Board voted to approve all decisions made in Executive Session to include \$612 in write offs. The motion carried unanimously.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to approve the write-off of \$612.00 bad debt on file for 2014. The motion carried unanimously.

*Unit file #: 1661 – Building exterior or property hardscape requires maintenance – paint rake board:
pending re-inspection \$10/day assessment*

*Unit file #: 1661 – Building exterior or property hardscape requires maintenance – paint box window
where discolored: pending re-inspection \$10/day assessment*

*Unit file #: 7711 – Paint dormer window trim and bay window: will vote via email once the allotted time
has expired*

Unit file #: 7747 – Building exterior – paint front door and shutters: will vote via email once the allotted time has expired

Unit file #: 1610 – Front yard lamp inoperable: Family has contacted a contractor to fix the issue; will vote via email at a later date

Unit file #: 1630 – Vehicle with expired tag/safety inspection: \$10 assessment a day will be applied per check of status on prior voting

Unit file #: 4597 – Front yard lamp inoperable: Corrected

Unit file #: 5517 – Front yard lamp inoperable: Corrected

Unit file #: 5526 – Front yard lamp inoperable: Working on the issue; a vote will be conducted at a later date

Unit file #: 5543 – Fence and deck – no approval on file: \$10/day assessment will be assessed

Unit file #: 6444 – Front yard lamp inoperable: Corrected

Unit file #: 7705 – Weed landscape beds: \$10/day assessment will be applied pending a re-inspection

Unit file #: 7721 – Weed front landscape bed: \$10/day assessment will be applied pending a re-inspection

Unit file#: 7721 – Trash container in front of house: \$10/day assessment will be assessed

ADJOURNMENT

Upon motion made by Ann Marlin and seconded by Jon Short, the Board voted to adjourn the meeting at 9:04 p.m. The motion carried unanimously.

The next Board of Directors meeting is the Annual Meeting scheduled for December 2, 2014 at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Annual Meeting
December 2, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson – President
Melissa Schweitzer – Secretary
Ann Marlin – Member at Large
Jon Short – Treasurer
Jim Preston – Vice President

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.
Nicole Tavano – Management Assistant, Attendance
David York – Accounting Representative, Attendance

OTHERS PRESENT

Taylor Holland, Supervisor McKay's Chief of Staff

HOMEOWNERS PRESENT

Kenyatta Williams	7658 Audubon Meadow Way
Michael Alexander	7561 Great Swan Court
Dan Cecchini	3401 Blue Mallard Landing
Louise Finkle	7755 White Heron Trail
Paul Hay	7522 Lindberg Drive
Nanette Albarillo	7522 Lindberg Drive
Lisa Coxjohnson	7743 White Heron Trail
Bo Marlin	7590 Lindberg Drive
Kathleen Mikkelson	7589 Lindberg Drive
Clancy Preston	7598 Lindberg Drive
Heidie Rothschild	7636 Audubon Meadow Way
Khalid Salahuddin	7704 Audubon Meadow Way
Margaret Tracey	7757 White Heron Trail
Rosario Vizcarrondo	7591 Grey Goose Way
Maridol Garcia-Joy	7638 Audubon Meadow Way
Hayley Holser-Green	7609 Grey Goose Way
Gary Kosciusko	7706 Audubon Meadow Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

Victoria Garner, Vice President, Cardinal Management Group, Inc. stated that there were 54 present in person or by proxy. Proof of Notice was sent to the community confirming the requirement called for in the governing documents.

GUEST SPEAKERS

Taylor Holland, Supervisor McKay's Chief of Staff attended the meeting to report on behalf of Supervisor McKay. He reported that: the Springfield Towne Center is now open and the mall has become a regional attraction again. The mall is currently 60% full with more stores on the way. Roadwork conducted in the area was run by and completed by the mall. Frontier Drive has now been repaved. Bike lanes are also going in, as is a park.

FBI HQ relocation: The Lee District is a finalist for possible locations. A traffic study is currently underway and the office feels confident in the District's ability to compete for the contract. The hot lanes will create an exit to help with that location as well.

Wegmans: Construction is underway. The opening is still TBA but should be in early to mid-2015. Openings in the shopping center are dictated by the developer and it looks like they will be held until the opening of Wegmans. Jeff Todd Way is now open, connecting Rt 1 and Telegraph Rd.

Traffic: Van Dorn/Telegraph Road: Construction is still underway. Improvements have already been seen. The left turn on Telegraph Road going towards Van Dorn is for vendors. A CVS at the Exxon station will go in at Lockheed Blvd. There will also be a dual left turn from Lockheed onto Rt. 1 which will be completed this spring. Mr. Holland stated he will take the community comment/suggestion for Boswell/Shopping Center/Fordson Road traffic issues back to the office. The future of the Rt. 1 corridor involves evaluating options including more funding, more lanes, rapid transit, and extending the Yellow line. The decisions favor options that can quickly resolve current problems (Metro will come years down the line).

APPROVAL OF MINUTES

President Dave Mikkelson presented the Annual Meeting minutes from December 2013 and requested that those in attendance review the minutes for any changes that needed to be made.

Upon motion made by Dan Cecchini and seconded by Paul Hay, the membership voted to approve the December 5, 2013 draft Annual Meeting minutes. Motion carried unanimously.

INTRODUCTIONS & ELECTION OF DIRECTORS

The Board members introduced themselves followed by Victoria Gardner, the Grove's Property Manager. Dave introduced Nicole Tavano and David York from Cardinal Management. The community members then introduced themselves and where they live.

Victoria reported that there are two seats available for the Board of Directors as Dave Mikkelson's and Ann Marlin's terms were expiring. Management directed those present to write-in Lisa Coxjohnson's name in the write-in section. She reminded the group that this vote will be for a Board position; the Board decides which position each person will hold.

Those on the ballot gave their candidate statements.

STATE OF THE ASSOCIATION – PRESIDENT'S REPORT

The meeting minutes are kept on the website so that the community can be kept up-to-date with what occurs at each monthly meeting. This year GatHM awarded a new pool contract to High Sierra and replaced a pool umbrella. The insurance contract was bid out and the tot lots have been maintained and filled with new chips. Our maintenance contract is running strong. The audit went well. Spring landscape enhancements/walkthrough went well, but the neighborhood is always looking for help and suggestions. The ground contract with Palmer's was renewed. Palmer's takes care of the front of the townhouses (mowing and mulching) but does not provide weeding or personal tree care. The 2015 budget was approved and was delivered to community members in the Annual Meeting packet. The annual ARC inspection was completed by Cardinal Management. The community's homes are reaching the point where fresh paint and cleanings are needed more frequently, along with general landscape maintenance. There may need to be another inspection this spring because many homes still have the original paint or have not made the necessary updates. Dave Mikkelson thanked everyone for keeping up the appearance of the neighborhood.

HOMEOWNER FORUM

Clancy Preston asked to speak as the wife of a Board member. She thanked the Board for their dedication and asked the group to consider dedicating its time as well. Ms. Preston also pointed out that the President does much around the community to maintain the appearance and help save money. She reminded the community that those types of tasks help the community immensely. Ms. Preston also thanked Victoria Garner for her dedication and her continued help.

A suggestion was made to do a monthly award, such as best holiday decorating or best yard. Ann Marlin stated to the group that such a program is in the works.

A question of reconstructing/resurrecting the community watch program was posed. This requires a volunteer, but in the meantime, information is being sent by newsletter and community emails. It was mentioned that Facebook is also an avenue to get information out quickly.

Ann Marlin explained to the group that every time a certified letter goes out, it costs the community over \$22. The biggest offenses/reasons for citations are trash going out early and yard lights being out.

A homeowner received a violation notice and wanted to know how a person knows if the matter is closed. Victoria Garner explained that for the annual inspection, letters were sent to the homeowner when closed out. Covenant issues/citations need to email Victoria, as explained in the letter, when the violation has been resolved. It is required by law to send the 2nd and final notices by certified mail. Victoria also explained that notes are placed with accounts when residents respond.

Audubon Meadow Way is very dark. A suggestion was made to request that all residents on that street turn on their outdoor front lights at night for safety.

There is a need for more light near the mailbox cluster on Audubon Meadow Way. Management will look into it.

Please keep parked cars locked to deter theft. Petty theft has occurred from unlocked vehicles and only encourages future problems.

Dave reminded the group that the Board meetings are the third Thursday of the month in this building at 7 p.m.

Gift Card Drawing – Random gifts were given through a raffle. Thank you cards were given to community member volunteers for their continued efforts/dedication.

NEW BUSINESS

ELECTION RESULTS

Ann Marlin and Dave Mikkelson were elected as Board of Director members.

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:21 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for January 15, 2015 at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Organizational Meeting Minutes
December 2, 2014
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson – President
Melissa Schweitzer – Secretary
Ann Marlin – Member at Large
Jim Preston – Vice President

BOARD MEMBERS ABSENT

Jon Short – Treasurer

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

None

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Dave Mikkelson called the meeting to order noting a quorum of the board. Management confirmed the notice of meeting was published with the Annual Meeting notice.

ELECTION OF OFFICERS

The Board discussed officer positions and their preferences. Ann Marlin nominated Dave Mikkelson as President, Jim Preston as Vice President, Jon Short as Treasurer, Melissa Schweitzer as Secretary, and herself as Member-at-Large.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted to approve the election of officers as nominated by Ann Marlin. Motion carried unanimously.

ADJOURNMENT

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to adjourn the organizational meeting. Motion carried unanimously.

The next Board of Directors meeting is scheduled for January 15, 2015 at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer