

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
January 15, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jon Short (Proxy vote with Dave Mikkelson)

MANAGEMENT PRESENT

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

OTHERS PRESENT

Master Police Officer Robert Urps

HOMEOWNERS PRESENT

Clancy Preston – 7598 Lindberg Drive
Heidie Rothschild – 7636 Audubon Meadow Way
Kathleen Mikkelson – 7589 Lindberg Drive
Bo Marlin – 7590 Lindberg Drive
Marge Tracey – 7757 White Heron Trail
Aydee Mauricio – 7503 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

The potholes on Fairchild Drive have been fixed. It really helps to keep in touch with Supervisor McKay's office as they helped coordinate with VDOT.

Realtor signs need to be addressed. Some are falling/leaning. Management made note to inspect.

Master Police Officer Urps – MPO Urps is the Grove's new liaison. He reported that the Grove had great numbers this past year for low crime. Our biggest crime is the petty larceny from vehicles. The rest were service calls. He also reported that he is trying to reinvigorate the

neighborhood watch program and is offering to train those interested in being a part of a cyber-watch group (February/March timeframe), which will involve giving your email address to a coordinator. If you see something, call 911, call the non-emergency, or filter all the information to the coordinator. Resources will be pooled to respond to what is turned into the coordinator. MPO Urps can also send information to the coordinator to send out. More crimes are solved through networking than any other way. MPO Urps also invited Grove community members to attend the Citizen's Advisory Committee which meets once a month and represents all of the communities in the area. Questions are answered and training is provided for any pressing issues/requests.

BOARD OF DIRECTORS REPORTS

President-

Pool - It is time to begin preparing for pool season. Changes for pool rules need to be submitted, discussed and incorporated. Rocks have been thrown onto the pool cover. We, as a neighborhood, need to keep an eye out for vandalism, etc. We were not charged for the follow-up visit to remove the rocks on the cover.

Slow Down program – Thanks to homeowner Paul Kennedy for procuring the Slow Down signs to alert drivers to slow down for safety and not speed within our residential community.

Association of the Year - We were not selected for the CAI Association of the Year.

Newsletter - A schedule for the newsletters has been set up. The next edition will be out to the community by the first of April. Submissions need to be in by March 1st.

Landscaping – In regards to the landscaping contract for 2016, the Grove would like to entertain the idea of putting it out to bid to include more landscaping for the townhomes. Adding such coverage will help to standardize the look and upkeep of the homes as a whole. For this year, during the landscape walkthrough with Neil, the walkthrough needs to occur earlier (March, weather depending) so that bids/services can be accomplished in the spring instead of the fall. The dead tree that was removed from Grey Goose and Cyrene needs to be replaced. Management was asked to wait for cutting of the pampas grass at the entrances to the community until the beginning of April to maintain the decorative look during the winter months.

Utility Unit - There is a utility unit that is rusting away at the corner of Cyrene Boulevard and Grey Goose Way. Management will look into getting the utility company out.

Website – The website domain and hosting has been renewed for three years.

Future Improvements – To maintain the appeal of the community, we need to continue to look at future projects for maintenance and improvements. Some examples: aging street signs could be replaced with decorative posts, replacement of the parking bumpers, etc. Mailbox lights have been suggested by Heidie Rothschild. She also stated there is a dark area on Audubon Meadow

Way by the tot lot that could use lights. Any other suggestions should be presented at the next meeting.

Vice President- *None*

Treasurer – *None*

Member at Large – *None*

Secretary- *Electronic votes:* It was reported that the Board conducted seven (7) votes via email.

On November 24, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the November 2014 meeting minutes. The motion carried. One abstained.

On December 4, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the organizational meeting minutes. The motion carried. One abstained.

On December 5, 2014, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to waive the violation fees for unit file 5542 except \$100 and authorize a credit back to the homeowners in the amount of \$612.50. The motion carried unanimously.

On December 16, 2014, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to waive the violation fees except for \$100 for unit file 1672. The motion carried unanimously.

On December 22, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to assess unit file 4548 \$10/day until stated violations are corrected. The motion carried unanimously.

On December 23, 2014, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to waive the violation fees for unit file 4589 except \$100. The motion carried unanimously.

On January 10, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for 7757 White Heron Trail for replacement of the front door. The motion carried unanimously.

COMMITTEE REPORTS

Communications – *Newsletter: None*

Website – *None*

Covenants – Christmas decorations need to be removed within the next week as inspections will occur at the end of next week.

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 December 31, 2014 was presented (Exhibit A). Management addressed some variances in the financials for the Board's awareness: 1. The variance of \$3,321 under 51030 Office Expenses is due to various reimbursements; 2. The variance of \$1,279 under 61570 Landscape Replacement/Improvement is due to the payment for the turf renovations services provided in the spring. The next CD matures in April of 2015.

The latest street snow removal invoice from Shenandoah has not yet arrived. It will be reported as soon as it arrives.

While the Association was over budget month-to-date, the Association was not over budget year-to-date and ended the year with a year-end surplus (\$18,000).

Grounds & Maintenance: Management has recently inspected the property and provided a short list of concerns for Palmer's to address. The completion of these tasks will be in the February packet. Palmer's will attend the Board meetings in the spring and summer months of 2015 to ensure satisfactory service and reduce miscommunications.

Management has requested a renewal contract from Clean Advantage and has followed up on the request. It will be provided in the February report.

The administrative calendar will be provided in the February packet. The RFP for the landscape contract will be added to the agenda. Other landscaping items will also be added.

The upcoming Expo will occur in March. Management will send details and dates later this week.

UNFINISHED BUSINESS/NEW BUSINESS

Landscape/Water – On the agenda as a reminder for going out to bid in the future.

Pool Committee – Heidie Rothschild has volunteered to be the pool Chairman for the upcoming season.

Upon motion by Dave Mikkelson and seconded by Jim Preston, the Board voted to elect Heidie Rothschild as the pool Chairman for the 2015 pool season. The motion passed unanimously.

Childcare Center – Aydee Mauricio is a permitted childcare service provider. She is currently licensed for 10 children and is working toward licensing for 12 children. At the Lee District hearing, she was told that she needs her HOA’s approval before moving forward. Ms. Mauricio was informed that the number one issue is that the Grove’s Declaration of Covenants, Conditions, and Restrictions (CCRs) does not allow for homes to be used as businesses and previous violations have been enforced. Ms. Mauricio reported that both 7654 Audubon Meadow Way and 7543 Lindberg Drive both have current state licenses and are listed as providing services at this time. She reported that center would be in the entire basement and the sunroom. She also reported that the children she currently watches are usually split groups so that small groups of children are taken to the community tot lot at separate times. However, it was also explained to her that there is a liability for the association in using the tot lots (the HOA is paying for that insurance). There is a concern about the parking and the traffic at that corner. To change the CCRs will require the entire community to vote. It will be discussed further as a Board.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to enter Executive Session at 8:02 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to exit Executive Session at 8:45 p.m. The motion carried unanimously.

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

Unit file #: 5503 – Repair landscape border and weed beds – Will be reevaluated in 60 days

Unit file #: 5517 – Front yard lamp inoperable – \$10/per day until violation is resolved

Unit file #: 5531 – Front yard lamp inoperable - Fixed

Unit file #: 5567 – Rock garden (rock and broken pavers along driveway)/No approval on file – Fixed

Unit file #: 5541 – Front yard lamp inoperable – \$10/per day until violation is resolved

ADJOURNMENT

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to adjourn the meeting at 8:45 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for February 19, 2015 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
February 19, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jim Preston (Proxy vote with Dave Mikkelson)

MANAGEMENT PRESENT

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

OTHERS PRESENT

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

Security – Has the community ever considered installing cameras? Yes, but it would be a major undertaking. There is a liability issue for the HOA to do so, but homeowners are able to install on their own properties.

BOARD OF DIRECTORS REPORTS

President – *Homeowner Suggestions*: 1. Power-wash all sidewalks in the neighborhood. At this time, we already power-wash the entrances, the pool deck, and sidewalk areas that are noted as dirty. At other times, areas that are excessively dirty are cleaned by work order. 2. Gate the community. The research shows that the cost compared to the minimal security added with the installation of gates is excessive.

Downed Street Sign: The County is working to confirm the ownership and the reinstallation of the sign for Great Swan Ct.

Utility Box: Management will request a replacement for the rusting electrical utility box at Cyrene Boulevard and Grey Goose Way.

ARC Inputs: Discussion on the changes for the ARC standard revision.

Vice President- *None*

Treasurer – *None*

Member at Large – *None*

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

On January 20, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the 2015 pool rules as amended. The motion carried unanimously.

On January 22, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the January 2015 meeting minutes as amended. The motion carried. Jon Short abstained.

COMMITTEE REPORTS

Communications – *Newsletter:* The due date for newsletter materials for the next issue is March 1st. Items should be sent to Haley and Clancy.

Website – *None*

Covenants – *Violations* – two violations have been corrected as of today.

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 January 31, 2015 was presented (Exhibit A). There is a \$23,000 surplus and the CD comes to maturity in April. Management addressed some variances in the financials for the Board's awareness: The variance of \$1,520 under 51125 Management Reimbursements is due to the annual budgeted amount being placed in the GL account 51121. Management is working to correct this. Additionally, the December extra charges included the annual meeting and coupon booklets.

Grounds & Maintenance: Materials were provided by Management regarding Palmer's following up on concerns addressed previously. Palmer's will perform the fertilization of the holly tree at no charge. The spring landscape walk-through is scheduled for March 25, 2015 at 1:00 p.m. Palmer's will begin attending Board meetings in the spring and summer months to ensure satisfactory service and reduce miscommunications.

Cleaning: Enclosed as Exhibit B is a renewal proposal from Clean Advantage for the pool house cleaning for the 2015 pool season. There is no increase in the contract fee and Clean Advantage performed well last year.

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to approve the renewal contract with Clean Advantage. The vote carried unanimously.

Enclosed as Exhibit C is the 2009 Scope of Work used to Bid out the grounds contract. Included as part of the exhibit is a recommendation from a resident to add to the scope of work. Of note, Mowing, Trimming and Weeding: there has been concern over the years about the scheduling of services. The current schedule is acceptable. Tot Lot: We need to define a spring deadline for topping off the tot lots with mulch/filler material. New suggested date is April 1st. The supplemental topping off of the gate entrance will also be added. Chemical Treatments: What should be added as treatments for the pesticides and trees? Deep root treatment needs to be added for trees and perennial plants. Insurance: put all insurance notes and requirements in the same section. Townhome Mowing: Will be added. Fertilization of grass (after some research is conducted), edging, and mulching of lawns will occur as well. Townhomes will be given the opportunity to opt out of the services. Trees will not be pruned but be a homeowner responsibility.

Management wishes to discuss the landscape water contract and if this services will be placed out to bid. The exact scope of services needs to be clarified. Shenandoah Services currently takes care of South Meadows. This may be a company to look at.

UNFINISHED BUSINESS/NEW BUSINESS

Future Improvements – Street signs/New posts, Fitness Equipment, Parking bumpers, Lighting

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:27 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to exit Executive Session at 8:46 p.m. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to approve the ARC application for a replacement yard lamp at 7588 Great Swan Court. The motion passed unanimously.

ADJOURNMENT

Upon motion made by Dave Mikkelson 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 March 19, 2015 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
March 19, 2015
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson – President
Jim Preston – Vice President
Melissa Schweitzer – Secretary
Jon Short – Treasurer

BOARD MEMBERS ABSENT

Ann Marlin – Member at Large (Proxy vote is with Melissa Schweitzer)

MANAGEMENT PRESENT

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

OTHERS PRESENT

HOMEOWNERS PRESENT

Clancy Preston – 7598 Lindberg Drive
Gwen and Paul Winter – 7731 White Heron Trail
Heidi Rothschild – 7636 Audubon Meadow Way
Karen Gerry – 7729 White Heron Trail
Frank Kulesa – 7727 White Heron Trail
Anne Short – 7539 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

Mr. Kulesa – Inquired on when homeowners can request a private session with the Board. Victoria explained there are five cases for a closed session hearing with the Board during Executive Session and most are directly related to an individual's account. Other concerns are required to be in open session.

Gwen and Paul Winter – Inquired about concerns with the installation of bird feeders in our community. If the issue is not a violation of our governing documents or affecting the common areas, the Board does not get involved. Homeowners should work it out in a neighborly fashion. For enforcement of the ARC standards, that is between the Board and the homeowner in question.

BOARD OF DIRECTORS REPORTS

President- None

Vice President- None

Treasurer- Attended the WMCCAI Annual Conference and Exposition. He was able to visit the exhibits and meet with some of our community contractors.

Member at Large- None

Secretary- Electronic votes: It was reported that the Board conducted three (3) votes via email.

On February 25, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the February 2015 meeting minutes as amended. The motion carried. Jim Preston abstained.

On March 13, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for a deck at 7737 White Heron Trail. The motion carried unanimously.

On March 19, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the ARC application for 7632 Audubon Meadow Way to resurface the existing deck. The motion carried unanimously.

COMMITTEE REPORTS

Communications –

Newsletter: The community newsletter will be sent out the first week of April.

Website: Paul will add the Easter Egg Hunt to the website.

Covenants – *None*

Landscape – The Spring landscape walkthrough is scheduled for April 17th at 1 p.m.

Social – (Reported by the President) The annual Easter Egg Hunt will be held March 28, 2015 from 10 a.m. – 11:30 a.m.

Neighborhood Watch – The initial training for leaders will occur Tuesday, March 24th. Additional trainings will be held later in the year.

Pool – The pool pass application will go up on the website April 1st.

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on February 28, 2015 was presented (Exhibit A). There were no significant variances in the financials this month. The variance under the pool contract was brought to Management's attention. Management has sent an inquiry to the Financial Department and should have an answer by Monday, March 23rd. The \$126,000 in the reserve money market is high. Management suggested that \$100,000 be moved into CDs.

Another option would be to move some of the funds into a Variable Funds CD to earn more interest on the money. Management can have Morgan Stanley send the rates and terms to the Board for review. CDs will be maturing in July and October for rollover.

Property & Maintenance: Palmer's will begin spring cleanup in the upcoming weeks. Management will keep the Board posted on the progress. The spring landscape walk through is scheduled for April 17, 2015 at 1 PM; however, the walk through may be rescheduled at the Board's request. Palmer's will also begin attending Board meetings in the spring (beginning in April) and summer months of 2015 to ensure satisfactory service and reduce miscommunications. A work order was put in for the utility box (#1918959). Date of repair is unknown.

Pool: Management has contacted High Sierra and requested a start-up schedule. The guest passes and stickers have been ordered.

Homeowner Request: Management received a request from a homeowner concerning the clearing of snow from common property sidewalks. This service could go through the company contracted to clear the neighborhood streets. The cost is typically high, but it does cover liability issues. Management will gather pricing and present it to the Board.

Signage: Management presented a proposal from Forsite for the replacement of the Association's street signs and posts. Management wishes to discuss the options with the Board prior to gathering two additional proposals. The County maintains some of the signs and Management is working with the County to find out what needs to be done to replace those signs. Management and the Board will reach out to Supervisor Jeff McKay for assistance in determining whether or not the four county sign posts can be remodeled as well.

Landscape: Management received edits and recommended additions to the landscape contract scope of work from the landscape committee chair Ericka Wilson. Management reviewed the changes and additions with the Board. The scope will be included in the April report for final review. Management also sent out a request for proposals for the watering contract and will include the proposals in the April management report.

UNFINISHED BUSINESS/NEW BUSINESS

ARC Standards – Edits have been compiled. A clean copy will be sent out for Board vote.

Future Improvements – Solar lighting of 3 community mailboxes. Lighting cannot be attached to mailboxes per USPS rules. Lumens will be checked for the single light pole versus the double light pole. Cost of installation and labor will also be explored by Management.

Parking Bumpers – Rebar anchors will be ordered to replace rising spikes. Maintenance of the existing bumpers will be checked during the walkthrough.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:45 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to exit Executive Session at 9:08 p.m. The motion carried unanimously.

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

Unit file #: 4531 – Front yard lamp inoperable – Extension granted

Unit file #: 5510 – Front yard lamp inoperable – Pending follow-up

Unit file #: 5569 – Front yard lamp inoperable – If no extension is granted, \$10 a day assessment will be applied

Unit file #: 7751 – Trash container on driveway on Sunday prior to 6 p.m. - Closed

Unit file #: 7731 – Concrete in driveway - Closed

ADJOURNMENT

Upon motion made by Jon Short and seconded Melissa Schweitzer, the Board voted to adjourn the meeting at 9:09 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for April 16, 2015 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
April 16, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

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

OTHERS PRESENT

Neil Brady, Palmer's Property Maintenance

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Clancy Preston – 7598 Lindberg Drive
Michelle Burgess – 7751 White Heron Trail

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

Michelle Burgess – Wanted clarification about the next procedural step after receiving a second and final notice. She was informed that as long as the violation has been corrected and it does not occur again within the next running year, no further action is necessary.

Clancy Preston – Clancy was approached by a community member who wants to post something to the community bulletin board, located on the side of the pool house. Any ideas/postings will be sent to the Board for review before being placed on the community board.

Neil Brady – Palmer's Property Maintenance – Neil provided a brief overview of what's been done so far in The Grove. The first services were the winter landscape clean-up followed by a clean-up of the beds. A few weeks ago the spring clean-up was conducted. Beds were cleaned

and edged. Mulching crews then came through. The mowing crew completed the first mowing. Neil then provided a preview for the next few weeks' worth of work. They will continue on the 7-10 day schedule for mowing. Next week will be the first fertilizer application/crab grass pre-emergent. Small signs will be posted which may be thrown away after 48 hours (community responsibility). Then the next turf application will be performed (broad leaf weed control). Neil presented a new product to try: Fiesta (all organic post-emergent broad leaf weed control). This product is the most environmentally- and pet/child-friendly product. It is a bit more expensive to apply but Palmer's will bear the extra cost this year in order to use it as an experiment with a larger-sized community. Neil can forward the product information to Management for review. Fiesta acts like a super-concentrated iron product (grass likes it, weeds do not). Management questioned if there is a back-up plan to incur costs if the application does not work. Neil also answered watering questions. Once we are in summertime, the watering schedule can be flexible (daily watering crews). The issues for the last few years have consisted of missed trees and missed bushes. Neil assures the Board and Management this will not occur. May will be the planting of the summer flowers. The landscape walkthrough is set for 1 p.m. on April 17.

BOARD OF DIRECTORS REPORTS

President- Acknowledged the success of the Easter Egg Hunt. Christine Chen did a lot of work arranging the event. Dave will look into the missing submission for reimbursement of the bunny suit.

Vice President- None

Treasurer- None

Member at Large- None

Secretary- Electronic votes: It was reported that the Board conducted eight (8) votes via email.

On March 20, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for a patio at 7617 Grey Goose Way. The motion carried unanimously.

On March 21, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the Palmer's street sweeping proposal. The motion carried unanimously.

On March 25, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to waive the yard lamp inoperable violation fees for 7574 Great Swan Court except for \$100. The motion carried unanimously.

On March 27, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the March 2015 meeting minutes as amended. The motion carried unanimously.

On March 27, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to waive the violation fees for 7561 Great Swan Court down to \$100 for the front yard landscape violation. The motion carried unanimously.

On March 30, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to waive the fees for 7569 Lindberg Drive for landscaping violations except for \$100 with the condition that the current landscaping be brought into compliance by April 20, 2015. The motion carried unanimously.

On April 7, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the tree application for 7583 Great Swan Court. The motion carried unanimously.

On April 7, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for a tree removal at 7506 Lindberg Drive. The motion carried unanimously.

COMMITTEE REPORTS

Communications –

Newsletter – Newsletters should be delivered tomorrow. Postage escrow will need to be replenished. Newsletters go to homeowners and renters.

Website – The I-95 Landfill/Lorton Center on Furnace Road (Recycling and Waste) will be added to the website as a place for electronics and hazardous waste receptacle. They now take old televisions and computer equipment for free.

Covenants – We will have to start watching lawns. The Board will continue to monitor moss and algae. It will require a May Board walk around of the community.

Landscape – The Spring Walkthrough is scheduled for April 17th at 1 p.m.

Social – Suggestion was made for the annual garage sale – contact a charity to be available to pick up junk. Management has information it can lend for the contact of such an activity.

Neighborhood Watch – A flyer will be made for distribution to the community.

Pool – None

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on March 31, 2015 was presented (Exhibit A). There is a surplus of \$30,000. There were no significant variances in the financials this month other than snow expenses.

Enclosed as Exhibit B is the proposed investment from Morgan Stanley for the Board's review. Management recommended to the Board that \$100,000 from the reserve money market account

be invested in an investment with higher yield potential, within legal guidelines. These funds are not needed for any upcoming reserve expenditures. The Board is comfortable with the terms of the variable rate CD (as proposed by Morgan Stanley).

Upon motion made by Jon Short seconded by Jim Preston, the Board voted to approve the investment of \$100,000 from the reserve money market account to a variable rate CD as suggested and presented by Morgan Stanley. The motion carried unanimously.

Enclosed as Exhibit C is the 2014 draft audit for the Board's review and acceptance. The Representation Letter must be signed and returned within sixty (60) days of the date of the audit to prevent additional charges.

Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to move the amount above 20% in the members' equity to reserve equity and to accept the draft audit as presented to the Board. The motion carried unanimously.

Representation Letter was signed by Board president.

Enclosed as Exhibit D is the 2015/2016 Engagement Letter from Goldklang Group for the completion of the audits and tax returns. The proposed rate for 2015 is \$100 more than 2014 and 2016 has an increase of \$100 above 2015 rate. Management recommends the approval of these completions.

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to accept the completion of the audit and tax return at the increased rates above by Goldklang Group. The motion carried unanimously.

Property & Maintenance: Palmer's has begun the spring cleanup, edging, cleaning, and mulching the landscape beds. Management will keep the Board posted on the progress. Palmer's will attend the Board meetings in the spring and summer months of 2015 to ensure satisfactory service and reduce miscommunication.

Pool: Management has contacted High Sierra and requested a start-up schedule along with a proposal for recommended repairs and maintenance as necessary. The water has been turned on and the phone line will be turned on as well. The pool pass application has been mailed to the membership and processing has begun. Management will inspect the pool house for needed repairs as soon as the furniture is moved onto the deck.

Work Order Log: There are no open work orders to report at this time; however, a request was sent to Carlos General Maintenance via email in regards to the parking bumpers. Management has reported the damaged utility box at Grey Goose Way and Cyrene Boulevard. The county will repair the fallen street sign. Management ordered and received the new rebar parking bumper spikes and will be delivering them to the pool house.

Contracts:

Landscape: Enclosed as Exhibit E is the final landscape scope of work, including the desired changes and additions. As a reminder, the grounds contract is scheduled to be placed out to bid in 2016. Enclosed as Exhibit F are three (3) proposals for landscape watering services for this summer. Five (5) proposals were requested following the approval of the RFP by the Board of Directors. Management would like to discuss the proposals in greater detail.

Upon motion made by Melissa Schweitzer and seconded by Jon Short, the Board voted to approve the watering proposal as presented by Palmer's Maintenance for the 2015 watering season. The motion carried unanimously.

Signage: Information was received from Fairfax County concerning the replacement of the street signs that are currently their responsibility. Management has requested additional information and clarification for the \$10,000 refundable deposit and the right to change signs/style.

Snow: Management has requested an updated snow proposal from Shenandoah Landscape Services for the 2015/2016 winter season. The proposal will include an option for the clearing of sidewalks. Shenandoah estimates the cost for clearing sidewalks for a 2-4 inch snow fall to be \$6,000-\$8,000 with treatment.

Lighting: Enclosed as Exhibit G is information concerning solar lighting and estimated installation costs per the Board's request. PSG and PSE both came in at \$350 to install each pole. PSE does not recommend going with solar options. Management will ask PSE to provide a quote for the installation of an electrically-powered light/running of the electricity.

UNFINISHED BUSINESS/NEW BUSINESS

Yard of the Month – Discussion for a process for nominating and voting: Homes would only be able to win once a season (April – September). A notice can be placed on the website. A ballot box could also be placed on a post by the pool. Winners awarded a sign of recognition and a small gift card.

Opening of the Pool: Water and refreshments will be provided.

Dog DNA: Due to issues with dog waste not being picked up in our community, the Board discussed implementing a dog DNA sampling requirement for the community. An article will be placed in the next newsletter to reinforce picking up after their dogs.

Fire Lane Signs: There are 130 signs in the community with a couple that are starting to fade. There is an expense for purchasing, reinstalling, and re-inspection. Fire marshal inspection stickers are \$35/sign.

ARC Standards: Need to be approved.

Upon motion made by Ann Marlin and seconded Melissa Schweitzer, the Board voted to approve the ARC Standards as amended. The motion carried unanimously.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to enter Executive Session at 8:47 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to exit Executive Session at 9:05 p.m. The 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. The motion carried unanimously.

Unit file #: 5579 – Front yard lamp inoperable – \$10/day violation assessment

Unit file #: 5546 – Trash container being stored on the side of the home – Corrected; payment plan as presented approved

ADJOURNMENT

Upon motion made by Melissa Schweitzer and seconded Jim Preston, the Board voted to adjourn the meeting at 9:06 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for May 21, 2015 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
May 21, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Dave Mikkelson – President (Proxy vote is with Jim Preston)

MANAGEMENT PRESENT

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

OTHERS PRESENT

Neil Brady, Palmer's Property Maintenance

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Clancy Preston – 7598 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

Neil Brady – Palmer's Property Maintenance – Lawn weed control has been completed (Fiesta). Summer flowers have been installed. Mowing (on a weekly basis) will continue. The watering of flowers will occur on a weekly basis (as needed). The watering of turf will occur as conditions dictate. There will be a second application of the pre-emergent fertilizer. The tot lot woodchips will be filled in (White Carpet/playground quality chip). The pruning of shrubs is now occurring. As the season progresses, Neil will meet with Dave Mikkelson to discuss/review the watering of the turf. When rain occurs on a mowing day, Palmer's tries to only let the mowing slip by a maximum of one day.

BOARD OF DIRECTORS REPORTS

President- Submitted in advance for discussion: The mailboxes along Lindberg are showing their age. Flags are broken, numbers are worn or falling off, posts are cracked and weathered, and boxes are rusted or faded. Finding a matching replacement post is difficult and some have

a sharp edge next to the sidewalk. To improve the community look along the street, we could replace the current boxes and posts with new and more stylish mailboxes as a single contract next year. As a single group contract, this would keep costs minimal while keeping a consistent look down the street. This issue will be discussed further at the next meeting.

Vice President- Entrances to Property: No Solicitation signs are faded. Management will order new signs. Inspections on Great Swan Court are not yet completed. They will be completed next week. The Board will continue to try to recruit Covenant members. Will there be a reimbursement of the water cost when the pool overflowed? Management noted High Sierra performed a number of plumbing jobs at no cost which should more than balance out the water cost.

Treasurer- None

Member at Large- None

Secretary- Electronic votes: It was reported that the Board conducted eight (8) votes via email.

On April 24, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the April 2015 meeting minutes as amended. The motion carried unanimously.

On May 5, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve ARC application for painting the front door green for 7739 White Heron Trail with the condition that the color listed in the ARC Standards (Behr Twilight Forest) is used. The motion carried unanimously.

On May 5, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the application for replacement of the outdoor light at 7739 White Heron Trail. The motion carried unanimously.

On May 11, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the ARC application to remove a tree at 7665 Audubon Meadow Way. The motion carried unanimously.

On May 11, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for 7708 Audubon Meadow Way for a fence. The motion carried unanimously.

On May 12, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to accept the proposal from Palmer's Property Maintenance except Item #3. The motion carried unanimously.

On May 12, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the insurance renewal as presented by Nationwide. The motion carried unanimously.

On May 15, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the pool party for 7717 White Heron Trail for May 31, 2015. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Newsletter – None

Website – None

Covenants – Thank you to the Board for completing the annual inspections.

Landscape – None

Social – The annual community garage sale will be held Saturday, June 13, 2015.

Neighborhood Watch – None

Pool – Pool party has been approved (May 31st)

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on April 30, 2015, was presented (Exhibit A). The majority of the variances in the financials were due to the audit adjustments. The variance under the grounds contract and townhouse landscape was caused by the April and May payment being made in the same month. Morgan Stanley has invested \$50,000 into a variable rate CD and will be investing the remaining \$50,000 as approved last month by the Board when a preferred investment becomes available. There are no CDs coming up before July.

Pool: Management has inspected the pool house, deck, and furniture and provided a list of repairs and requests to High Sierra and Carlos Maintenance. Management will perform a final inspection the day before the pool opens and will deliver supplies and bottled water. Management cleaned and organized the guard room in preparation for opening. There is an issue with a mixing valve in the women's sink area (leak). It will be fixed for the opening of the pool season. Pool passes have been issued on a daily basis.

High Sierra has been informed not to drain the pool next year. High Sierra will apply extra swimmer-friendly algaecide in the fall and start filtering the pool the first week of April 2016. The stains on the white coat will be removed with granular chlorine. The pool may have a few stains that can only be removed by acid. Not draining the pool will save \$300 off the contract and around 50,000 gallons of water. High Sierra does not want a doggy swim held if the pool will not be drained.

Contracts: Signage: Enclosed as Exhibit C is information and pricing for the replacement of the community's street signs for the Board's further discussion.

Upon motion made by Melissa Schweitzer and seconded by Jim Preston the Board approved the Town Square pole style with a Cannon Ball filial and double mount signage style for planning purposes as proposed on March 15, 2015 by ForSite. The motion carried.

Lighting: Enclosed as Exhibit D is a proposal from PSE for the installation of two (2) lights for the dark mailbox areas on Grey Goose Way and one (1) on Audubon Meadow Way. Management will get two more quotes in order for prices to be compared.

Railings: Enclosed as Exhibit E is a proposal from PSG for repainting the railings along the retaining walls and drainage areas for the Board's consideration. Management will reach out to additional contractors for additional pricing.

Upon motion made by Jon Short and seconded by Jim Preston, the Board voted to approve Management's choice in contractors if the proposal for the repainting of the railings along the retaining walls and drainage areas does not exceed \$2,500. The motion passed.

Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to cancel the June 18, 2015 meeting. The next meeting will be held on July 16, 2015. The motion passed.

UNFINISHED BUSINESS/NEW BUSINESS

Yard of the month: The following two homes were nominated for the May 2015 Yard of the Month Celebration: 7583 Lindberg Drive and 7636 Audubon Meadow Way. After a brief discussion, the Board approved the two nominated homes as winners. The gift cards will be delivered on Friday (signs will arrive at a later date).

EXECUTIVE SESSION

Upon motion made by Jim Preston and seconded by Ann Marlin, the Board voted to enter Executive Session at 7:56 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Jim Preston and seconded by Jon Short, the Board voted to exit Executive Session at 8:15 p.m. The motion carried unanimously.

Unit file #: 5510 – Front yard lamp inoperable – Corrected

Unit file #: 5527 – Front yard lamp inoperable – Corrected

ADJOURNMENT

Upon motion made by Melissa Schweitzer and seconded Jim Preston, the Board voted to adjourn the meeting at 8:15 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for July 16, 2015 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
July 16, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jim Preston – Vice President (proxy vote is with Dave Mikkelson)

MANAGEMENT PRESENT

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

OTHERS PRESENT

Neil Brady, Palmer's Property Maintenance

HOMEOWNERS PRESENT

Carlton Battle – 7565 Grey Goose Way
Anne Short - 7539 Grey Goose Way
Mark Wilson – 7684 Audubon Meadow Way

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Dave Mikkelson called the meeting to order at 7:02 p.m. noting the presence of quorum.

COMMUNITY FORUM

Anne Short – Ms. Short provided photos for the Board documenting the height of the mulch around trees throughout the neighborhood. She expressed concern about the depth and the state of mulch (and hardness). Management explained that this topic has been addressed with Palmer's Property Maintenance and has been incorporated into the upcoming contract year. There is still an issue with people running the four-way stop. A suggestion to request a police presence during peak times was made. Hopefully this presence will deter people from running the signs.

Carlton Battle – Mr. Battle would like to join the Landscaping Committee. He has noticed a great deal of disease in the pine trees. It is migrating from Fordson Road. Mr. Battle suggested that an arborist be contracted to make suggestions on what the disease is and how to take care of it. There also appears to be an issue with silk worm on the cherry trees.

Neil Brady – Palmer’s Property Maintenance – Mr. Brady reported that mowing is continuing every 7-10 days (as conditions allow), the tot lot woodchips are now completed, and work order items have been completed. Some watering of flowers occurred after initial planting but further watering has not been needed. Watering may need to start again in the upcoming weeks. Mr. Brady will get together with the Board to clarify which beds need supplemental watering. He reported that a pruning crew was onsite (today) to prune. Pending items include: watering as needed, mowing, and a fall turf renovation (if needed).

Mark Wilson – Mr. Wilson received a violation notice for his renter (trash out prior to 6 p.m. on Sunday). He brought pictures to show how trash cans are not marked and how their can might have been mixed up with a neighbor. The Board suggested that his renter mark the garbage cans with the house number to reduce future confusion.

BOARD OF DIRECTORS REPORTS

President- Management is still working with Carlos General Maintenance to get the remainder of the railings painted throughout the community. The bumper spikes have arrived and Carlos General Maintenance will begin to replace them as needed. Longer bolts have been ordered and installed for the pool furniture to prevent further loss of hardware. There were eight (8) total yard sales at the spring yard sale.

Vice President- None

Treasurer- None

Member at Large- None

Secretary- Electronic votes: It was reported that the Board conducted eleven (11) votes via email.

On May 27, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the May 2015 meeting minutes as amended. The motion carried unanimously.

On May 23, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve ARC application for 7703 White Heron Trail for the installation of a fence and deck with the condition that they conform to the ARC standards. The motion carried unanimously.

On June 1, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the request for a pool party hosted by 7678 Audubon Meadow Way on June 24, 2015. The motion carried unanimously.

On June 3, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application to remove a tree at 7549 Lindberg Drive. The motion carried unanimously.

On June 5, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the deck application for 7620 Audubon Meadow Way. The motion carried unanimously.

On June 9, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to waive the violation fees for 7527 Lindberg Drive except \$400, with the condition that the payment is received within thirty (30) days. The motion carried unanimously.

On June 13, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for 7619 Grey Goose Way for paint color (of deck) with a suggestion to consider Timberline or Cedar. The motion carried unanimously.

On June 18, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for 7597 Lindberg Drive to resurface the deck. The motion carried unanimously.

On June 18, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the ARC application for 7696 Audubon Meadow Way for a fence, patio, and landscaping. The motion carried unanimously.

On June 22, 2015, upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted by email to approve the nomination of 7523 Lindberg Drive and 7634 Audubon Meadow Way as Yard of the Month June 2015 winners. The motion carried unanimously.

On June 23, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the ARC application for a tree at 7587 Lindberg Drive. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Newsletter – None

Website – None

Covenants – (Reported by Ann Marlin) A streetlight by the tot lot on Grey Goose Way is flickering again. There are three lights that are having issues. Management has informed PSE to fix the issue.

Landscape – None

Social – None

Neighborhood Watch – None

Pool – None

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on June 30, 2015 was presented (Exhibit A). The Association is currently running at a surplus of \$29,000. The July CD will mature at the end of the month. Management recommends that the CD be reinvested. There were no significant variances to report.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to approve the reinvestment of the July CD as recommended by Morgan Stanley. The motion carried.

Management will begin drafting the 2016 budget over the next several weeks. There will be an updated format for the new budget. Recommended changes or additions should be submitted to Management no later than the August Board meeting.

Grounds & Maintenance:

Yard of the Month: Management will continue to work the Yard of the Month signs. There has been difficulty in finding signs at a reasonable price. Management suggests that flags be considered. The Board will also look into creating signs itself for next season.

Contracts:

Signage: Management is completing the required paperwork for the replacement of the street signs and processing the necessary payments. There is an order for 15 signs (30 blades). A \$10,000 bond is the deposit required by VDoT.

Snow: Enclosed as EXHIBIT B are two (2) proposals from Shenandoah Landscaper Services for the 2015/2016 snow season. The second proposal includes the option for clearing the sidewalks. Shenandoah estimates the cost for clearing common area sidewalks for a 2-4 inch snow fall to be \$6,000 to \$8,000 with treatment per occurrence. There are no rate increases for the regularly serviced items. The rate for sidewalk snow removal was deemed too excessive for our budget.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to approve Proposal #1 (without sidewalk shoveling) as provided by Shenandoah for the 2015/2016 snow season. The motion carried.

Work Orders: A work order has been placed to replace the fire lane sign on Audubon Meadow Way that is faded. Additional signs have been ordered.

Lighting: Enclosed as EXHIBIT C is a proposal from PSE and Kolb for the installation of two (2) lights for the dark mailbox areas on Grey Goose Way and Audubon Meadow Way. A third bid was requested but not received. Management recommends approval of the PSE proposal.

Upon motion made by Melissa Schweitzer and seconded by Jon Short, the Board voted to approve the PSE proposal for the installation of light poles for the dark mailbox areas at Grey Goose Way and Audubon Meadow Way. The motion carried.

Railings: Carlos General Maintenance is tasked with completing the railing repainting.

Trash: Enclosed, but not referenced by exhibit is a notice of increase from American Disposal Services for the Board's reference. Management has contact American Disposal to negotiate the increase.

UNFINISHED BUSINESS/NEW BUSINESS

Lindberg Mailboxes: Many of the mailboxes on Lindberg Drive are in disrepair. There may be a need for a new standard to be put in place. To cover such a change there would be a one-time assessment fee. A note will be placed in the newsletter alerting homeowners and asking for feedback.

EXECUTIVE SESSION

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

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to exit Executive Session at 8:29 p.m. The motion carried.

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

Unit file #: 1684 – Trash container on curb on Sunday prior to 6 p.m. – A letter will be sent closing item

Unit file #: 1610 – Front yard lamp inoperable - \$10 assessment/day

Unit file#: 1629 – Front yard lamp inoperable – \$10 assessment/day

Unit file#: 2404 – Front yard lamp inoperable – Corrected

Unit file#: 4543 – Front yard lamp inoperable – \$10 assessment/day

Unit file#: 4555 – Front yard lamp inoperable – \$10 assessment/day

Unit file#: 3558 – Front yard lamp inoperable – Corrected

Unit file#: 5510 – Front yard lamp inoperable – Bank will correct (1-2 weeks)

Unit file#: 5549 – Front yard lamp inoperable – Corrected

Unit file#: 7731 – An application was submitted to approve the ARC application for the repainting of the front step in the color Sand Dune. The application is dsapproved with the suggestion that a new color be submitted (more of a grey tone).

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:30 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for August 20, 2015 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
August 20, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Melissa Schweitzer – Secretary (Proxy vote with Ann Marlin)

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Lisa Cox Johnson – 7743 White Heron Trail
Heidi Rothschild – 7636 Audubon Meadow Way
Katie Hulseley – 7656 Audubon Meadow Way
Monica Simental – 7715 White Heron Trail
Jen Smith – 7611 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

COMMUNITY FORUM

Jen Smith raised the possibility of an off-leash area for dogs within the community. Mr. Mikkelson explained that the board has reviewed this in the past. An ad hoc committee was formed after the 2014 annual meeting. The Board tabled further discussion until a plan is submitted with county and park approval (as required).

Lisa Cox Johnson expressed concern about the possibility of installing a dog park in the community. She felt it would hurt home sales. Mr. Mikkelson stated that if a plan for a dog park is considered by the Board that it will be put out for a vote of the membership.

A homeowner inquired about the cancelled dog swim. Mr. Mikkelson explained it was cancelled due to increased costs and negligence of pet owners as explained in the community email that was sent out on this topic.

Lisa Cox Johnson expressed concern with a letter she received about her storm door tint. She stated that the tint was installed to prevent over-heating and improve air stability between her door and storm door and that it is still 95% clear. The Board discussed the matter and explained it was a violation of the ARC Standards and she had not received ARC approval for the modification.

Monica Simental asked if a community yard sale was being held this fall. Mr. Mikkelson replied it is currently planned and they are waiting for confirmation from the social chair.

Lisa Cox Johnson asked if the homes with front yard lamps could be wired in parallel and put on a solar panel grid to alleviate the headache of lighting outages and expenses for the owners. Mr. Mikkelson explained solar lighting was previously examined for other community lights and determined to be unfeasible for the Association at this time. The front yard lamps are the homeowners responsibility and on their land.

Lisa Cox Johnson inquired about upgrades to the townhome mailboxes: bigger boxes, better locks, and adding a covered shelter over the mailboxes. Management explained that the USPS is responsible for the boxes, not the HOA.

BOARD OF DIRECTORS REPORTS

President- A request was received to extend the fence at the end of Audubon Meadow Way. This would require the current brick wall to be moved and it would be cost prohibitive. Extending the fence is not an option as it would block off Association property. The extra copies of the newsletter are in the pool house and extras will no longer be printed. Mr. Mikkelson requested Management review the closing date for the pool on the admin calendar as it is incorrect and inquired about the pavement repairs schedule. Management explained a schedule has been received and is being reviewed. It will be mailed to all residents.

Vice President- None

Treasurer- None

Member at Large- None

Secretary- Electronic votes: It was reported that the Board conducted seven (7) votes via email.

On July 21, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the July 2015 meeting minutes as amended. The motion carried unanimously.

On July 21, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for a deck at 7534 Lindberg Drive with the condition that the omitted details comply with ARC standards. The motion carried unanimously.

On July 25, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the contract proposal by Dominion Paving for 2015. The motion carried unanimously.

On July 30 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the application for 7731 White Heron Trail for concrete paint using the submitted color of Cape Cod Grey. The motion carried unanimously.

On July 30, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to award 7567 Lindberg Drive and 7559 Grey Goose Way as Yard of the Month winners for July 2015. The motion carried unanimously.

On August 3, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to assess the 19 homeowners who have not corrected their violations from the annual inspection \$10/day. The motion failed.

On August 12, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted to disapprove the fence ARC application at 7654 Audubon Meadow Way with the note that the small section between townhomes needs to be included. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Newsletter – None

Website – None

Covenants – Inquired as to the status of the light repair on Audubon Meadow Way by the tot lot? Inquired as to how long a car can sit before it is considered abandoned? Mr. Mikkelson stated 14 days per the community parking resolution.

Landscape – None

Social – None

Neighborhood Watch – Officers will be contacted about a possible abandoned vehicle.

Pool – The pool is not getting much use in the evenings, with almost no use in the last hour. Ms. Rothschild suggested changing the hours to 10-8 for next season. Mr. Mikkelson will show the chair how to turn on the pool house flood lights.

MANAGEMENT REPORT

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on July 31, 2015, was presented (Exhibit A). Management asked for any questions, to which there were none.

Management mentioned the upcoming client event on October 1st being held by Cardinal Management Group, Inc. and encouraged the Board to save the date.

Management discussed the drafting of the 2016 budget and mentioned it will be in a new format and emailed only.

Management requested the Board's feedback on the new management report format.

UNFINISHED BUSINESS/NEW BUSINESS

Management discussed the turf renovation proposal submitted by Palmer's Property Maintenance. The proposal was tabled for further discussion with Neil Brady from Palmers.

Mr. Mikkelson expressed concern about the weeds and crabgrass throughout the community's turf. Management will follow up on this matter with Palmer's.

Management discussed the de-mulching proposal submitted by Palmer's Property Maintenance and recommended approval to bring down the depth of mulch around the trees. It was explained that the mulch does not decompose fast enough and occasionally needs to be brought down to maintain a healthy depth. This item is in the new scope of work for the grounds contract when it is placed out to bid next year.

Upon a motion made by Jon Short and seconded by Jim Preston the Board voted to approve the proposal from Palmer's Property Maintenance for a total of \$2,622 for de-mulching services. The motion carried unanimously.

The Lindberg mailbox replacement plan was tabled until the September meeting.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:02 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to exit Executive Session at 8:36 p.m. The motion carried unanimously.

Upon a motion by Jim Preston and seconded by Dave Mikkelson the Board voted to approve the following decisions made in Executive Session:

Unit file #: #3574 – Front yard lamp inoperable - \$10 assessment per day

Unit file #: #3582– Front yard lamp inoperable - \$10 assessment per day

Unit file #: #1670- deck approved with condition that a county permit is obtained.

Unit file #: #7733- light installation approved as submitted.

ADJOURNMENT

Upon motion made by Jim Preston and seconded Jon Short, the Board voted to adjourn the meeting at 8:39 p.m. The motion carried unanimously.

Respectfully submitted by Victoria Garner in absence of secretary

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 17, 2015
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 (Proxy held by Melissa Schweitzer)

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Heidie Rothschild – 7636 Audubon Meadow Way
Jen Smith – 7611 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.

Approval/Modification of Agenda: None

COMMUNITY FORUM

While walking through the neighborhood, Ms. Rothschild noticed that newly applied paint to the curb on Audubon Meadow Way is already peeling off. Management will contact Dominion about the issue. The dead spruce tree located on common property in front of 7690 Audubon Meadow Way, also reported by Ms. Rothschild, is on the list for removal. It was also noted that there continues to be an issue with vehicles parking in driveway aprons and on the sidewalk.

SPECIAL GUEST

Mr. Patrick Palmer – Palmer's Property Maintenance – Mowing is occurring every 7-10 days. The plants in the pool deck pots will be removed next outing. Fertilization and weed control occurred today, but turf aeration cannot occur with the current dry weather. Thus, it will occur within the next three weeks. Watering of flowers, trees/shrubs and turf will occur until the end of September as needed. Special requests include removal of the palms/annuals at the pool, pruning of native trees at the Cyrene Blvd. entrance signs, and cutting back of all vegetation from the two storm water management swales on Lindberg. The grass throughout the community is not dead, but is dormant. It was noted that discussions with Neil Brady occurred

about the organic turf product applied to control weeds; since it was not as effective due to being more susceptible to rain washing it away as happened this spring, Mr. Palmer suggests that an additional organic treatment be applied in the future. A revised fall turf renovation proposal has been submitted; a proposal has also been submitted for Nutsedge control. Proposals were submitted for tree removals and replacements. Leaf removal will occur in mid-October as conditions dictate.

BOARD OF DIRECTORS REPORTS

President- Mr. Mikkelson publicly thanked Donna Jarvis-Miller for her work on the Block Party. Management will look into the rules/regulations in the Community's governing documents about short-term leasing. There were multiple issues with the sealing of the community roads. Towing did a poor job with towing/moving vehicles (showing up/remaining onsite). Management will advise of the cost to the community for towing of unmoved vehicles from the common parking areas. Management spoke with Dave Campbell who is willing to come back and do a spot treatment to the parking space on Great Swan left untreated due to a parked vehicle.

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 August 22, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for a replacement sliding door for 7539 Lindberg Drive. The motion carried unanimously.

On August 26, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for a fence at 7670 Audubon Meadow Way with the condition that the new fence includes replacing the builder-installed section to match the new fence. The motion carried unanimously.

On September 2, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for 3444 Turtle Dove Nook for a deck with the condition it is in accordance with ARC standards. The motion carried unanimously.

On September 8, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to award 7605 Grey Goose Way and 7581 Lindberg Drive as Yard of the Month winners for August 2015. The motion carried unanimously.

On September 10, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the August 2015 meeting minutes as amended. The motion carried unanimously.

COMMITTEE REPORTS

Communications – A community newsletter will be coming out with a target mailing date of Nov 1.

Covenants – Covenants expressed thanks to Management for taking care of the work orders for the community streetlights that are out.

Landscape – None

Social – None

Neighborhood Watch - None

Pool – Management will follow up with High Sierra to finish the winterization process. Standardization needs to occur within the log book. The suggestion was made to change the hours of the pool next season to 10:30 AM to 8:30 PM instead of 11 AM to 9 PM. Renovations for the pool house will be upcoming in the near future.

Dog Park Ad-hoc – Jen Smith stated that there is a call in to the Zoning and Planning Committee of Fairfax County to find out what land is owned by the community and what is Fairfax County's land. Use of the land for dog parks will require the issuing of multiple permits.

MANAGEMENT REPORT

Administrative: The 2016 draft budget is underway and will be emailed to the Board of Directors no later than October 1, 2015.

Management will be hosting a client event on October 1, 2015 at 7:00 p.m. Invitations have gone out to the Board members. RSVP is only needed if attending the event.

The Association's annual meeting is scheduled to be held in December and the meeting preparation will be placed on the October meeting agenda.

Management will be nominating the Association for Community of the Year and has completed the application.

Grounds & Maintenance:

Management has performed weekly site visits since the last meeting and reported miscellaneous maintenance items to both the pool and landscaping company.

The grounds are in good overall condition. Management has addressed the concern of turf weeds with Palmer's. The Board will not pursue organic products moving forward. Palmer's will continue to attend the Board meetings until October to address any concerns the Board may have.

Contracts:

Management has provided PSE with the approved proposal for the installation of the two (2) new street lamps. PSE projects the project will be completed within two (2) months, as they are required to get the necessary permits and coordinate the job with Dominion Power. A work ticket has been opened with Dominion Power and a start date is pending from PSE.

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on August 31, 2015 was provided for the Board's review. The variance of \$9,747 under 61200 Property Repairs is due to the deposit of \$10,000 to Fairfax County for the replacement of the community's street signs. There is a CD that comes to maturity on October 8th, 2015. Management recommends reinvesting the CD per Morgan Stanley's suggestions.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to reinvest the CD per Morgan Stanley's suggestion. The motion carried unanimously.

UNFINISHED BUSINESS

Mailbox Replacements: Proposal for Lindberg Mailbox Replacement: Total projected cost is \$5,597 (budget is \$0). Items not included in the total costs: installation, shipping, and tax. The source of funding will be the Operating Budget – 61200 Property Repairs. The project will be on the October agenda.

Turf Renovation Proposal and Additional Proposals: Palmer's Property Maintenance submitted a proposal for Turf Renovation. The total cost is \$2,812.00 (budget is \$10,500). Items not included in the total costs: \$75/hour watering fee. The devil strips and two islands within the community need to be addressed. The source of the funding will be the Operating Budget – 71570 Landscape Replacement/Improvement.

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to approve the proposal provided by Palmer's Property Management for the Fall Turf Renovation. The motion carried unanimously.

Palmer's Property Maintenance submitted a proposal for Nutsedge post emergent weed control.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to approve the proposal provided by Palmer's Property Management for the Nutsedge post emergent weed control. The motion carried unanimously.

Palmer's Property Maintenance submitted a proposal for removal and replacement of a yoshino cherry tree in park area, removal and seeding of a dead Norway spruce, removal and seeding of a dead crabapple tree, and removal and replacement of a dead barberry bush at pool house.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to approve the proposals listed above as presented by Palmer's Property Maintenance. The motion carried unanimously.

Street Sign Poles: The quantity and design of the poles to be ordered were confirmed.

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to approve the Forsite proposal pending confirmation of pole heights per county requirements. The motion carried unanimously.

NEW BUSINESS

Yard of the Month: The following addresses were nominated as yards of the month for September 2015: 7514 Lindberg Drive and 7665 Audubon Meadow Way.

Upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted to award 7514 Lindberg Drive and 7665 Audubon Meadow Way as Yard of the Month winners for September 2015. The motion carried unanimously.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:02 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to exit Executive Session at 8:11 p.m. The motion carried unanimously.

ADJOURNMENT

Upon motion made by Jon Short and seconded Dave Mikkelson, the Board voted to adjourn the meeting at 8:13 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for October 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
Minutes of the Board of Directors Meeting
October 15, 2015
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 – Vice President, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

Travis Steeves – 7692 Audubon Meadow Way
Bo Marlin – 7590 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 a quorum.

Approval/Modification of Agenda: No modifications made

COMMUNITY FORUM

Prior to the start of the meeting, a gentleman looking for another HOA meeting presented an opportunity to the community and Board present. He explained that his company, more information can be found at www.whenyouseeuscome.com, is able/willing to collect all metal recycling from the Grove and will pay a certain percentage back to the Association every month. He also explained that his company can pick up large appliances at no charge to the residents.

SPECIAL GUEST

None present

BOARD OF DIRECTORS REPORTS

President- Mr. Mikkelson explained that the pool was drained part way for winterization and allow for some refilling by rain and snow. There was an issue with Palmer's turf renovation (South Meadows property was done as part of our treatment) and half of Lindberg was not treated; Mr. Mikkelson asked Management to contact Palmer's to discuss. Management explained that the requested proposal from Palmer's for complete townhouse front yard

maintenance (except tree pruning) has not been received. This proposal will affect the budget. An update to the budget will be provided upon receipt. The garage sale (3-5 sales were held) was positively received, but the suggestion was made that advertisements need to include the address of the Grove. Sealcoating is now complete. Mr. Mikkelson extended a special thanks to Paul Kennedy for getting the last two spaces cleared and ready for the sealcoating to be completed. Mr. Mikkelson also explained that the power line project occurring on the Grove's land (field behind Lindberg towards Rt. 1) is on hold. Supervisor McKay forwarded the community's concerns to Delegate Scott Surovell, but it sounds unlikely the lines will go underground due to cost.

Vice President- None

Treasurer- None

Member at Large- None

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

On September 22, 2015, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the September 2015 meeting minutes as amended. The motion carried unanimously.

On September 24, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application to paint the front door of 7573 Lindberg Drive black with the condition the storm door must be changed/painted to match the new door color or trim. The motion carried unanimously.

COMMITTEE REPORTS

Communications –The delivery date of the next newsletter is set for November 1st.

Covenants – None

Landscape – None

Social – None

Neighborhood Watch - None

Pool – None

Dog Park (Ad-hoc) – None

MANAGEMENT REPORT

Administrative

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on September 30, 2015 was presented as Exhibit A. The Association is currently operating at a surplus of just over \$16,000. There is \$89,000 in the Money Market Account. The next CD matures in January 2016.

2016 Draft Budget: Management emailed the draft 2016 budget to the Board of Directors. Management forecasts a \$4,000 loss due to projected projects (this will become a surplus once the street signs are installed and the \$10,000 deposit payment is returned).

Annual Meeting Preparation: The Association's Annual Meeting is scheduled for December 3rd at 7 p.m. (sign-ins will begin at 6:30 p.m.) at the Mount Vernon Government Center. The following plans were made: guest speakers (Supervisor McKay/MPO Urps), door prizes (Dave), and refreshments (Melissa). Only the Treasurer's position (currently held by Jon Short) is expiring. Invitation and meeting information will be mailed out to the Association via Cardinal Management.

Grounds & Maintenance

Property Maintenance: Management continues to send Palmer's small lists for attention following site visits. The pool phone has been placed on hibernation. There are no open work orders at this time. Enclosed as Exhibit B is information submitted by the board President concerning mailbox replacements on Lindberg. This item is further detailed in the Old Business Section.

Contracts

Signage Replacement Proposal: Management requested a corrected proposal from ForeSite and confirmed with PSG that they will be using concrete to install the new signs. A new proposal was provided for the addition of stop signs and yield signs to match the new poles.

Upon motion made by Ann Marlin and seconded by Melissa Schweitzer, the Board voted to add the 15 stop signs and 1 yield sign as proposed by Foresite to the existing proposal (including mounting brackets). The motion carried.

Lighting: Management has requested an update from PSE for the status of the installation of the two (2) new lights on Grey Goose Way and Audubon Meadow Way. They are experiencing delays with Dominion. More information will be presented as it arrives.

Pool Contract: Management presented the renewal contract from High Sierra (with revised hours). High Sierra is willing to hold the rate for two years. Approval of the renewal will be tabled until the wording of the contract can be fully reviewed.

UNFINISHED BUSINESS

Lindberg Mailboxes: Our current mailboxes are too short. Replacement will follow USPS guidelines. USPS prefers the bigger box option. There is worry that plastic boxes will crack and fade in the summer. Spring installation is the goal (April). Management will request a proposal contract from PSG for installation.

Pool House Remodeling: Management is working on getting two (2) estimates for furniture repairs. Remodeling of the pool house is currently scheduled for both 2023 (\$4,000) and 2033 (\$44,000). There is a need for new: showers, stalls, vanities, and floors. The broken dispenser

in the women's room needs to be removed. The goal for full renovations is 2017. Management recommended selecting a volunteer to guide remodeling decisions.

Board Proxies and Electronic Voting: Association law states that "email voting may occur by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as through taken at a meeting of the Directors." Association law states that "the number of Directors shall constitute a quorum for the transaction of business. Board Meeting Proxies are for Membership Meetings" (nothing speaks to proxies for Board meetings). Administrative Resolution 2006-02, Procedures for Regular Board of Directors Meetings, is outdated on the night of the week for meetings, is repetitive for guidance in our bylaws, and contains language not contained in Robert's Rules of Order. Therefore:

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to rescind Administrative Resolution 2006-02. The motion carried.

NEW BUSINESS

None

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:25 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 8:45 p.m. The motion carried.

ADJOURNMENT

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

The next Board of Directors meeting is scheduled for November 19, 2015 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 2, 2015
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 – Vice President, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
David Petrie – 7552 Great Swan Court
Frank Kulesa – 7727 White Heron Trail
Heidie Rothschild - 7636 Audubon Meadow Way
Jen Smith – 7611 Grey Goose Way
Russ East – 7640 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 a quorum.

Approval/Modification of Agenda: No modifications made

COMMUNITY FORUM

White Heron Trail – a resident reported a broken curb. Management confirmed it is aware and looking into the damage.

Disruptive Children – a resident reported that non-resident kids are causing chaos in the neighborhood and at the tot lots. The police were called as behavior, noise, and profanity are issues (in addition to trespassing). A resident called the zoning violation number (spoke with a gentleman named David) and found out that there are issues with the home of these children (non-Grove residents). Jon Short asked that he be called if it occurs again. It's trespassing and the HOA is not responsible/liable for non-residents. Management suggests that a letter be sent to the residence alerting them to the situation. The letter was agreed upon and will be sent.

Association Audits – A resident questioned how often the Association is audited. Management explained that audits occur every year. Audit results are posted on the website.

SPECIAL GUEST

Patrick Palmer – The yoshino cherry tree has been replaced in the park area and the de-mulching around trees is beginning tomorrow (it will take two to three days to finish). Mulch will be replaced in the spring. Townhome front yard maintenance proposal: The proposal adds lawn care (pre-emergent and spring fertilizer, 2 broad leafs, a late fall fertilizer). Spring clean-up will include edging, cleaning of beds, and mulching.

BOARD OF DIRECTORS REPORTS

President- Curb damage has been reported on White Heron Trail. A clarification was made for turf renovation/missing of Lindberg Drive devil strips. 7510 Lindberg is for sale – management will need to coordinate with Rees Broome for assessments that need to be paid.

Vice President- None

Treasurer- None

Member at Large- None

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

On October 22, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the ARC application for 7584 Lindberg Drive for the replacement of the roof. The motion carried unanimously.

On October 23, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the October 2015 meeting minutes as amended. The motion carried unanimously.

COMMITTEE REPORTS

Communications – An article needs to be added for the picking up of dog feces; a note also needs to be added about not posting signs/flyers to the lamps in the neighborhood

Covenants – None

Landscape – None

Social – Events need to be added to the calendar with greater notice/in advance

Neighborhood Watch – Clancy is working to get MPO Urps to attend the Annual Meeting

Pool – Suggestion to add flexibility on the hours for the pool contract (especially for multi-year contracts)

Dog Park (Ad-hoc) – The committee has been in contact with the various zoning boards (Fairfax County). A map has been submitted to zoning for the White Heron Trail location. At this time, zoning will not approve the location (flood plain). The neighborhood plats are available for viewing on the website. There is a second option – file an amendment to zone/build a dog park (non-administrative).

MANAGEMENT REPORT

Administrative

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on October 31, 2015 were not available for inclusion in the report due to the early meeting date. The financials will be emailed to the Board as soon as they are made available.

2016 Draft Budget: Management emailed the draft 2016 budget to the Board of Directors. An additional proposal for townhome lawn maintenance was also emailed to the Board for consideration (as part of the budget). The proposal for townhome turf/bed care will go into the townhome mowing/lawn care section.

Upon motion made by Jon Short and seconded by Ann Marlin, the Board voted to approve the changes made to the budget as discussed at the Board meeting. Motion carried.

Upon motion made by Ann Marlin and seconded by Dave Mikkelson, the Board voted to give permission to Management and the President to review the historical process for townhome assessment calculation and the 2016 increase will be applied accordingly. The motion carried (3-1). Melissa Schweitzer opposed.

Annual Meeting Preparation: The Association's Annual Meeting is scheduled to be held December 3, 2015 at 7 p.m. (sign-ins will begin at 6:30 p.m.) at the Mount Vernon Government Center. Management will be mailing a notice to residents during the first week of November.

Grounds & Maintenance

Property Maintenance: Management has addressed the Board's concerns surrounding the turf renovation services with Palmer's. Palmer's provided additional services at no cost. Management inspected the areas and confirmed the work was completed.

Pool

Management is working on getting two (2) estimates for furniture repairs.

Work Orders

There are no open work orders to report. Enclosed, but not referenced by exhibit, is an inspection report from PSG for the Board's awareness. Management also spoke with PSG about changing the color of the doors at the pool house to reduce the heat/temperature of the women's bathroom door. This action will be completed in the spring.

Trash Schedule

The holiday trash and Christmas tree collection schedule was provided for the Board's reference. This schedule will be mentioned with the mailing of the Association's 2016 assessment notice and posted on our website.

Contracts

Signage Replacement Proposal: Management has placed the order with Forsite and appreciates the Board President's assistance in finalizing the order details. The signs will be shipped

directly to PSG who will schedule installation as soon as they arrive. Management wants a finalized number of street signs per street (should be the same as what is present now).

Townhome Mailbox Lights Proposal: PSE is still having trouble with Dominion and cannot install the light posts until it is remedied.

Pool

Enclosed as Exhibit A is the 2016-2018 pool contract with High Sierra. Management recommends renewal of the contract and confirmed the contract can be cancelled with or without cause with a 30 day notice. The 3 year renewal has no annual increases.

Upon motion made by Melissa Schweitzer and seconded by Jon Short, the Board voted to approve the 2016-2018 High Sierra renewal contract as presented. The motion carried.

Mailboxes

Enclosed as Exhibit B is a proposal from PSG for the purchase, storage, and installation of the new mailboxes for Lindberg Drive. This also includes disposal of the old mailboxes and posts.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to approve the proposal from PSG for the purchase, storage, and installation of the Lindberg Drive mailboxes (to include disposal of old mailboxes and posts) contract as presented. The motion carried.

Grounds

Enclosed as Exhibit C is an addendum to the grounds contract to include townhome turf and bed management in the 2016 scope of work (proposal mentioned above). In addition to mowing and trimming of townhome front yards, this proposal will provide:

- 5 weed control/fertilizer applications
- springtime mulching of landscape beds and tree rings
- springtime edging of landscape beds and tree rings
- springtime weeding of landscape beds and tree rings

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to approve the townhome turf and bed management proposal as presented by Palmers as an addition to the 2016 scope of work. The motion carried (3-1). Melissa Schweitzer opposed.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 9:01 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 9:21 p.m. The motion carried.

Upon motion made by Ann Marlin and seconded by Melissa Schweitzer, the Board voted to approve all decisions made in Executive Session. The motion carried.

Unit file #: 1625 – Front yard lamp inoperable – \$10/day assessment

Unit file#: 2404 – Front yard lamp inoperable – \$10/day assessment

Unit file#: 4555 – Front yard lamp inoperable – \$10/day assessment

Unit file#: 3566 – Trash container on driveway on Saturday - \$50/day assessment

Unit file#: 5522 – Front yard lamp inoperable - \$10/day assessment

Unit file#: 7531 – Front yard lamp inoperable – \$10/day assessment

Unit file#: 4551 – The Board accepted the settlement offer as proposed by Rees Broome (RB 756137.001)

The Board approved writing off prior owner small balance of \$96.00 for unit file 6440-04

ADJOURNMENT

Upon motion made by Jon Short and seconded Dave Mikkelson, the Board voted to adjourn the meeting at 9:23 p.m. The motion carried.

The next Board of Directors meeting is scheduled for January 21, 2016 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 3, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

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

OTHERS PRESENT

Marcus Wadsworth, Supervisor McKay's Chief of Staff
Officer Kyle Albert – Mount Vernon District Station (Community Patrol Unit)

HOMEOWNERS PRESENT

Scott & Alexis Dominick – 7708 Audubon Meadow Way
Jansen Evans – 7534 Lindberg Drive
Qing Guo Gao – 7574 Great Swan Court
Carlton Battle – 7565 Grey Goose Way
Paul Hay & Nanette Albarillo – 7522 Lindberg Drive
Jennifer Kaaoush – 7660 Audubon Meadow Way
Paul Kennedy – 7531 Great Sawn Court
Gary Kosciusko – 7706 Audubon Meadow Way
Richard Kirsch – 3410 Blue Mallard Landing
Robert Marlin – 7590 Lindberg Drive
David Petrie – 7552 Great Swan Court
Kathleen Mikkelson – 7589 Lindberg Drive
Clancy Preston – 7598 Lindberg Drive
Heidie Rothschild – 7636 Audubon Meadow Way
Bettie Samuel – 7540 Lindberg Drive
Anne Short – 7539 Grey Goose Way
Yacob Fisseha & Dawita Tedla – 7650 Audubon Meadow Way

Margaret Tracey – 7757 White Heron Trail
Usha Viswanathan – 7713 White Heron Trail
Rosario Vizcarrondo – 7591 Grey Goose Way
Kenyatta Williams – 7658 Audubon Meadow Way
Yeshinesh Yayeh – 7565 Great Swan Court
Hayley Holser-Green – 7609 Grey Goose Way
David Zummo & Katie Hulsey – 7656 Audubon Meadow Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

Victoria Garner, Vice President, Cardinal Management Group, Inc. stated that there were 49 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

Marcus Wadsworth, Supervisor McKay's Staff Assistant attended the meeting to report on behalf of Supervisor McKay's office. He reported that: Transportation improvements continue to be made. There are preparations for an extension of the METRO Yellow Line, and a public meeting will occur in the spring of 2016 for community members to express concerns/ask questions. The plan is to bring the yellow line from Huntington to Hybla Valley. There is also a plan to create a dedicated bus lane along Route 1 extending all the way to Woodbridge.

A recent zoning ordinance has been passed regarding title lenders. With the incoming casinos at National Harbor, there is a desire to limit the number of title lenders opening business in Fairfax County. The Board of Supervisors recently adopted a plan to ban certain locations for new title loan companies: no commercial shopping centers, no stand-alone buildings, no locations within one mile of another lender, and no locations near places of worship or schools. The hours for new companies will also be restricted.

The Board also voted to limit the location of donation drop boxes. The community is worried many of the boxes have become eyesores because they are overflowing and not picked up regularly. Only C5 and C9 districts will be allowed to host donation drop boxes with a limitation of two per lot with size restrictions.

Fairfax County is one of the wealthiest counties in the state (much of the wealth is located on one side of the county) and the allocation rates don't correspond to the costs of students as compared to the rest of the state. The Board of Supervisors recently adopted a proposal that will give Fairfax County a fair share of the funding from across the state.

There are still two phases at the Springfield Towne Center that need to be completed. These phases include parking and residences/hotels.

The old Penn Daw shopping center located across from The Shelby will be demolished soon and has been approved for a mixed use residential and commercial unit. This project will break ground in 2016. When this project was decided, proffers were created to help deal with the congestion at Shields Street and School Street. These streets will be realigned.

There were no traffic improvements made to Lockheed Boulevard at the new CVS because no proffers or developmental conditions could be implemented.

Officer Kyle Albert attended the meeting. He reported that: Officers are assigned to certain Patrol Service Areas in order to help individuals become accustomed to the same Officer/familiar faces. He reminded everyone to say something if you see something. Officers will investigate all calls – no matter how small.

He provided the crime statistics for our area (called service calls): Reports/stats show (for the last year): 3 animal bite services calls, 2 destruction of property services calls, 1 drug services call, 2 fraud impersonation services calls, 1 larceny from a building services call, 3 thefts from vehicles services calls, 1 larceny of a parked vehicles services call, 1 abandoned vehicle service call, 2 civil disputes service calls, 3 police service calls (domestic), 1 lost/found property services call, 1 non-reportable crash (to DMV) service call, 1 traffic hit-and-run service call, 1 trespass service call, 1 warrant services call, and, 1 unlawful weapons discharge service call.

APPROVAL OF MINUTES

President Dave Mikkelson presented the Annual Meeting minutes from December 2014 and requested that those in attendance review the minutes for any changes that needed to be made.

Upon motion made by Heidie Rothschild and seconded by Gary Kosciusko, the membership voted to approve the December 2, 2014 draft Annual Meeting minutes. The motion carried.

INTRODUCTIONS & ELECTION OF DIRECTORS

Dave Mikkelson began the introduction by introducing himself. Victoria Gardner, the Grove's Property Manager and the board members introduced themselves. The community members then introduced themselves and where they live. Katie Phillips and David York introduced themselves.

Victoria reported that there is one seat available for the Board of Directors as Jon Short's term is expiring. Management reminded the group that this vote will be for a Board position; the Board itself decides which office each person will hold. Mr. Mikkelson asked the membership if anyone wished to nominate themselves or another to be added to the ballot. No nominations were made.

Upon motion made by David Petrie and seconded by Heidie Rothschild, the membership voted to close nominations for the Board. The motion carried.

Upon motion David Petrie and seconded by Anne Short, the membership voted to elect Jon Short to the Board by acclamation. The motion carried.

STATE OF THE ASSOCIATION – PRESIDENT’S REPORT

This year The Grove started a Yard of the Month competition/award. The competition lasted from May until September of 2015 and will pick back up in May of 2016. Winners are listed on the website.

Victoria Garner coordinated with Dominion for the replacement of the rusted utility box on Cyrene.

The Grove had many contracts this year: railings were painted, the pool contract was extended, street signs were purchased to replace current signs, mail box lights were purchased to improve lighting, Lindberg Drive mailboxes were purchased for replacement, the website has been paid up for three years (Thank you to Paul Kennedy for being the web master!), street sweeping was completed, demulching of the tree rings throughout the community was completed, street crack filling and sealcoating was completed, townhome front yard maintenance will begin January 1, revisions to ARC standards were made (the next revision will include concrete colors for steps), the pool rule revisions were posted, repairs to pool furniture will occur this spring, the women’s bathroom door will be repainted prior to the opening of the pool in 2016, the pool house will be renovated in 2017, three newsletters went out this year, there were three social events this year (Easter egg hunt, block party, and costume/parade), sign-ups for the community Facebook page (run by residents, not the Board) has grown, there is an increase in dues because all contract costs going up/yard keeping initiatives/reserve fund (CDs are not making quite as much as anticipated), and sign-ups for community emails via our website (www.gathm.com) are continuing to occur. Our website continues to make community information and meeting minutes easily accessible for all our members.

Reminder – there are some areas of the ARC Covenants that continue to be issues. The areas that continue to occur are: yard lights out (safety issue for all), trash cans on street, in driveway or on side of house during non-garbage times, and yard waste out at wrong times (pickup will stop December 24th and will pick back up in March).

The Christmas tree pickup calendar is on the website and portable basketball hoops need to be put away during the winter months. Reminder – get a permit for the building of decks, installation of basement windows, etc.

HOMEOWNER FORUM

There continues to be an issue with people running the 4-way stop located on Cyrene. The Board will look into reflectors or flashing lights once the new signs have been installed. Speed bumps were suggested, but this was previously investigated and the community vote did not pass. The Board can also ask the police to monitor at certain times if the issue continues.

A homeowner suggested that teenagers be allowed to advertise their snow shoveling services as the winter approaches (newsletter and Facebook).

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

NEW BUSINESS

ELECTION RESULTS

Jon Short was elected as a Board of Director member.

ADJOURNMENT

Upon motion made by Heidie Rothschild and seconded by David Zummo, the membership voted to adjourn the meeting at 8:48 p.m. The motion carried.

The next Board of Directors meeting is scheduled for January 21, 2016, 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 3, 2015
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

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

OTHERS PRESENT

None

HOMEOWNERS PRESENT

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

ADJOURNMENT

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to approve the election of officers as nominated by Jon Short. The motion carried.

The next Board of Directors meeting is scheduled for January 21, 2016, at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer