

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
January 21, 2016
APPROVED

BOARD MEMBERS PRESENT

Dave Mikkelson – President
Jon Short – Treasurer
Melissa Schweitzer – Secretary

BOARD MEMBERS ABSENT

Jim Preston – Vice President
Ann Marlin – Member at Large

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Clancy Preston – 7598 Lindberg Drive
Rick Murphy – 7532 Lindberg Drive
Ann Feeley-Leetz – 7541 Lindberg Drive
Heidie Rothschild – 7636 Audubon Meadow Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

Approval/Modification of Agenda: No modifications made

COMMUNITY FORUM

Basketball – Mr. Mikkelson provided all in attendance with proposed ARC changes detailing basketball hoops/boards in the community. Management stated that approximately a quarter of communities ban hoops altogether (those under Cardinal’s management). There is a community concern that while the hoops state they are portable, they are cumbersome and not meant to be moved multiple times. Storage becomes an issue when the hoops are not stored away out-of-sight. Community member stated that her family (and the families of others with hoops) have insurance for mishaps/accidents. Anchors are made to help keep the bases held to the ground. There becomes an issue among the townhomes when hoops are placed in the middle of driveways (in front of the garage) and then cars don’t get pulled in all the way (blocking the sidewalk). It becomes a safety issue when hoops go unsecured and left for long periods of time.

SPECIAL GUEST

None

BOARD OF DIRECTORS REPORTS

President- Parking bumpers/spikes: 50 rebar spikes were purchased to test their effectiveness. Management is in touch with Carlos Maintenance regarding where they replaced the old spikes. Last January, the board guidance to Palmer's was to not prune the pampas grass at the entrances until late winter/early spring to maintain the aesthetics of the decorative grass. This guidance was not followed. Question was raised on when professionals state they should be cut back. Complaints continue about drivers running the stop signs in the neighborhood. Complaints continue about people parking over the sidewalk (safety and passage issue). Mailboxes on Lindberg will be replaced – boxes will be left for the homeowners on their porches; posts will be removed. Community socials – after discussion with the social chair, it was agreed that reimbursements should be provided to offset costs for the host up to \$100. Reimbursement funds will be allocated from the social chair's budget. The Board will review the rider clause to verify insurance coverage.

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 5, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the 2016 budget, amendment 1. The motion carried unanimously.

On November 11, 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.

On November 12, 2015, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC application for 7543 Lindberg for a natural grey-colored walkway along the north side of the house. The motion carried unanimously.

On November 25, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to waive the yard lamp violation fees down to \$100 for file number 1629 if paid within 30 days. The motion carried unanimously.

On December 1, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to waive the violation fees down to \$200 for violations for file number 3573 if paid within 30 days. The motion carried unanimously.

On December 7, 2015, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the organizational minutes for the annual meeting. The motion carried unanimously.

On December 18, 2015, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to apply all or part of the excess assessment income to next year's assessments with the final amount to be at the Board's discretion. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Covenants – None

Landscape – None

Social – Working on the annual dates list and will provide them to the Board when completed

Neighborhood Watch – Facebook has been working well with providing tips/information

Pool – Fabrics for the new pool furniture/re-strapping were provided by Management (a prioritized list will be provided at the February meeting); any new rules for next year's pool season need to be prepared for next month's meeting

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 December 31, 2015 was enclosed as Exhibit A. The Administrative Calendar (as prepared by Management) was also provided for the Board's reference. The Association operated at an unaudited loss of \$1,400 (unbudgeted costs). No CDs will mature until May 2016. The Reserve Study will be reviewed in the upcoming months.

Sample Rule Language: Enclosed as Exhibit B was sample language prepared by Management for the Board's consideration in regards to portable basketball hoops.

Grounds & Maintenance

Landscaping: Palmer's performed well overall for the year and all fall services have been completed as contracted.

Pool: Management will have the exterior side of the bathroom doors painted a lighter color before pool opening; a board member volunteered to do this so a work order will not be issued. Management provided pictures of a new pool house bathroom that Cardinal manages. The photographs are examples of the recommended improvements for The Grove.

Contracts

Signage: The new signs arrived from Forsite and are being stored at the pool house. A meeting with the Board President and PSG was performed to confirm the installation details and instructions. The installation will be scheduled as soon as possible weather permitting.

Lighting: Management advised that PSE has received county approval. When weather allows, PSE will begin installation of the two (2) new lights for mailbox clusters on the north end of Grey Goose and Audubon Meadow. Management is following up with PSE for the scheduled installation date.

Pool: Management has requested the renewal contract from Clean Advantage for the pool house cleaning services. It should be in the February report.

Mailboxes: PSG met with Management and the Board president to discuss installation of the mailboxes on Lindberg. Old mailboxes will be left on homeowner porches; posts will be disposed of. An email will be sent to the Lindberg homes who have registered on our website.

Grounds: Management has received two requests from townhome residents to opt out of the front lawn/bed maintenance. Those opt outs will be provided to Palmer's before the spring cleanings begin. Management will put out a reminder/notify the Board of the last date for opting out so that a reminder can be sent to the community.

Pool Furniture Proposals: Enclosed as Exhibit C were two (2) proposals for furniture repair for the Board's review and consideration. Management has sample fabrics for the Board's consideration. Fabric selections need to be made by the February meeting. Fabric samples were given to the pool committee chair.

UNFINISHED BUSINESS

Pool House Remodeling: Pictures have been provided for consideration for future (spring 2017) remodeling decisions.

NEW BUSINESS

None

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:07 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Melissa Schweitzer and seconded by Jon Short, the Board voted to exit Executive Session at 8:47 p.m. The motion carried.

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

Unit file #: 1629 –Front yard lamp inoperable – If still in violation, \$10/per day fee; if fixed, close
Unit file#: 2410 – Front yard lamp inoperable – If still in violation, \$10/per day fee; if fixed, close
Unit file#: 5504 – Basketball hoop out – should be stored during winter – Homeowners will be contacted to alert them that no further action is being taken for 30 days pending Board vote in February on ARC revision to rule

Unit file#: 5531 – Basketball hoop out – should be stored during winter – Homeowners will be contacted to alert them that no further action is being taken for 30 days pending Board vote in February on ARC revision to rule

Unit file#: 5532 – Basketball hoop out – should be stored during winter – Homeowners will be contacted to alert them that no further action is being taken for 30 days pending Board vote in February on ARC revision to rule

Unit file#: 5541 – Basketball hoop out – should be stored during winter – Homeowners will be contacted to alert them that no further action is being taken for 30 days pending Board vote in February on ARC revision to rule

Unit file#: 7743 – Unapproved film on storm door -- \$10/day fee

Unit file#: 7755 -- Unapproved film on storm door -- \$10/day fee

Unit file#: 7703 – Management to turn over to legal

Unit file#: 7737 – Management to turn over to legal

Unit file#: 1620-05 – Write-off \$503 as recommended by legal.

Upon motion made Jon Short and seconded by Dave Mikkelson, the Board voted to dismiss the case against unit file number 7743 as recommended by Rees Broome. The motion carried.

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:48 p.m. The motion carried.

The next Board of Directors meeting is scheduled for February 18, 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 Board of Directors Meeting
February 18, 2016
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

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

SPECIAL GUEST

None

BOARD OF DIRECTORS REPORTS

President- Notice of mailbox installation for Lindberg Drive was distributed by email (non-email recipients were contacted individually). The “All Way” street stop signs are in the pool house and PSG will install at a later date once the brackets are received.

Vice President- None

Treasurer- None

Member at Large- None

Secretary- Electronic votes: It was reported that the Board conducted one (1) vote via email.

On January 28, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the January 2016 meeting minutes as amended. The motion carried unanimously.

COMMITTEE REPORTS

Communications – Newsletter will be distributed the first week of April.

Covenants – There are a few residents who still have holiday decorations up and will be cited.

Landscape – None

Social – A list of dates has been submitted to the President for review. Finalized dates will be put in the newsletter. The Community Social held in January was a success. Thank you to Ms. Heidie Rothschild for hosting.

Neighborhood Watch – An officer will be requested to sit at the four-way stop in the neighborhood to help with the issue of running the intersection.

Pool – The pool rules have been updated. They will be submitted to Management.

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 January 31, 2016 was enclosed as Exhibit A. The Community is currently running at a surplus. The variance of \$1,009 under Management Reimbursements was caused by annual meeting preparation and sign in staff. The variance of \$16,353 under Property Repairs was caused by the payment to Forsite for the street signs, which were previously accrued for. The \$10,000 bond deposit issued to Fairfax County for the installation of the street signs has yet to be reimbursed.

Management received the invoice from Shenandoah Landscape Services, totaling \$9,204.80, for the blizzard. The Association's budget for the year is \$10,292.00.

Management also enclosed, as Exhibit B, proposed language for the Board's consideration in regards to portable basketball hoops. This item will be discussed under Unfinished Business.

Grounds & Maintenance

Work Orders: A current work order for the replacement/fixing of new rods for parking bumpers is open. Carlos General Maintenance is unable to provide the previous replacement locations.

Contracts

Signage: PSG has completed the new street sign installation. The "All Way" signs will be installed at a later date. Two (2) change orders were submitted by PSG and approved for payment totaling \$500.00. This charge included unloading signs and posts and the removal, remounting, and disposal of signs.

Lighting: Management has requested an update from PSE for the status of the installation of the two (2) new lights on Grey Goose Way Audubon Meadow Way. PSE is looking to install the lights the week of February 22nd (weather permitting).

Pool: Enclosed as Exhibit C was a renewal contract from Clean Advantage for cleaning the pool house this operating season. Management recommends approval as Clean Advantage has performed well overall and the increase is 2% (which is within budget).

Upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted to approve the proposed renewal contract as submitted by Clean Advantage. The motion carried.

Mailboxes: PSG has begun the mailbox installations on Lindberg Drive. The scope of work was modified to include a concrete base under each of the posts. This addition reduces the possibility of damage to the base due to weed trimmers. The additional work will result in a charge totaling \$1,500.00. Additionally, PSG submitted a change order for \$700.00 for the extensive labor needed for putting the posts and boxes together. \$500 was approved.

Grounds: Management has received two (2) opt out requests from townhome residents for the front lawn/bed maintenance. Those requests will be provided to Palmer's before the spring clean-up begins. The Board advertised on the website and via email that opt out requests need to be turned into Management no later than February 26, 2016.

Pool Furniture Proposals: Enclosed as Exhibit D were two (2) proposals for furniture repair for the Board's review and consideration. Management recommends approval of the Criterion proposal as it is less expensive and Management has worked with this company before.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to approve the Criterion proposal for restrapping the pool furniture using Phifertex "B" Fabric "54" Leena Indigo. The motion carried.

UNFINISHED BUSINESS

Pool House Remodeling: This discussion was tabled for the next meeting of the Board.

Basketball Hoop/Additions to ARC Regulations: Draft language was presented (last meeting) to the Board for incorporation into the ARC Handbook. This language was reviewed.

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to accept the proposed changes and additional incorporations to the ARC Handbook as presented. The motion carried.

NEW BUSINESS

Ornamental Grasses at the Entrances: The cutting back of the ornamental grasses at the entrances will be conducted no earlier than March 1st of each year moving forward.

EXECUTIVE SESSION

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to enter Executive Session at 7:39 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 8:09 p.m. The motion carried.

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

Unit file #: 1623 – Trash containers on curb on Sunday prior to 6 p.m. - \$50 fine to be assessed, pending address on file

Unit file#: 1623 – Front yard light inoperable - \$10 per day assessment

Unit file#: 5527 – Front yard light inoperable – \$10 per day assessment

Unit file#: 7546 – Account to be turned over to legal for action

ADJOURNMENT

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to adjourn the meeting at 8:13 p.m. The motion carried.

The next Board of Directors meeting is scheduled for March 17, 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 Board of Directors Meeting
March 17, 2016
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

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc. (Teleconference)

HOMEOWNERS PRESENT

Jay Rangan – 7508 Lindberg Drive
Lisa Cox-Johnson – 7743 White Heron Trail
Louise Finkle – 7755 White Heron Trail
Marge Tracey – 7757 White Heron Trail
Hayley Holser- Green – 7609 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 a quorum.

Approval/Modification of Agenda: No modifications made

COMMUNITY FORUM

SPECIAL GUEST

None

BOARD OF DIRECTORS REPORTS

President- Bumper spikes continue to be an issue, especially on White Heron Trail (there is currently a car bumper in a ditch – it was damaged due to a popped up bumper spike). Management reported that a work order was issued last month for replacement of White Heron bumper spikes. Management will follow-up with Carlos General Contracting and may consider moving to another contractor to take care of the bumper spikes issues.

The Fairfax County \$10,000 bond has not yet been returned to the Community. Management reported that it is working with Fairfax County and has submitted the request for the final inspection to occur so that the bond can be returned soon.

Lindberg Drive mailbox base (concrete portion) painting will occur later this weekend.

The Board confirmed that Mr. Jon Short will be attending the 2017 CAI Expo.

Is there anything the HOA can do to get a property cleaned up if it is outside of the community? Management discussed the many steps it takes to close the property/suggested that continued calls/emails be sent to the County to push the process along.

Dave Mikkelson confirmed with a supervisor at USPS that neither the USPS nor the HOA is responsible for changing a mailbox lock. Costs are the responsibility of the owner. Residents are able to change out the lock themselves (Home Depot has a \$6 kit). Cluster boxes are the property of the HOA, but it is a federal offense to tamper with mail or an individual box. Broken keys (inside the lock) must go through USPS (individual must contact a representative at USPS).

Vice President- None

Treasurer- None

Member at Large- None

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

On February 23, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the February 2016 meeting minutes as amended. The motion carried unanimously.

On February 27, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the deck application for 7543 Lindberg Drive. The motion carried unanimously.

On February 28, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve with condition the ARC application for 7543 Lindberg Drive for a fence with the condition it is brought into compliance with the ARC standards of board-on-board design within 30 days. The motion carried unanimously.

COMMITTEE REPORTS

Communications – Newsletter is finalized. It will be posted and emailed to the Community tomorrow. Hayley has requested an updated listing for Kevin.

Covenants – None

Landscape – None

Social – None

Neighborhood Watch – None

Pool – Chemicals and prep work are now being conducted for the pool. The pool application form will be posted on the website end of month to early next month.

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 February 29, 2016 was enclosed as Exhibit A. The variance of \$2,087 under Property Repairs is due to the payments to PSG for the street signs and mailboxes. The variance of \$9,817 under Snow Removal Contract is due to the payment to Shenandoah for the January and February snow storms. An additional \$3,000 was paid for Snow Removal during the first week of March.

Grounds & Maintenance

Work Orders: There are no new work orders. PSE is completing a repair of a pole light (#15) as found on their free monthly inspection.

Contracts

Signage: PSG has completed the new street sign installations. Management has ordered additional mounting hardware and is awaiting delivery. The hardware will be used for one (1) stop sign and one (1) yield sign and for mounting the “All Way” stop signs at the intersection near the pool building entrance.

Lighting: PSE has received the permit for the installation of the two (2) new street lights and expects to be completed with installation by March 18, 2016. This date is now delayed due to the marking of utilities. Management will keep the Board posted on any new developments or schedule changes.

Mailboxes: PSG completed the mailbox installations on Lindberg. Additional work was required to prevent them from leaking; however, PSG found the solution and completed. Management will contact PSG and request that a run-through be made to check for concrete that has crumbled/broken.

Grounds: Management has provided Palmer’s with a list of townhome owners who have opted out of lawn and bed services; there were only three (3) homes. Palmer’s has been instructed to put reflectors in those townhome beds.

Pool: Criterion has picked up the pool furniture. It should be returned mid-April/early-May.

UNFINISHED BUSINESS

Pool House Remodeling: This discussion is tabled for next month’s meeting.

Compact Vehicle Parking Signage: The cost of signs will run approximately \$100 (for the corner of Audubon Meadow Drive and Cyrene Boulevard). Signs may break sightlines/conflict with the aesthetics of the new Community signage. Management suggests painting instructions on the parking bumpers. The Board requests that Management proceed with having "Compact Car Only" painted on the bumpers.

NEW BUSINESS

EXECUTIVE SESSION

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to enter Executive Session at 7:49 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Jon Short and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 8:49 p.m. The motion carried.

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.

Unit file #: 4550 – Front yard lamp inoperable - \$10/day assessment

Unit file#: 5513 – Front yard lamp inoperable - Corrected

Unit file#: 5542 – Front yard lamp inoperable – Corrected

Unit file#: 5543 – Front yard lamp inoperable - Corrected

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

Unit file#: 5510 – Account settlement with attorney – Accept payment plan as recommended by community attorney

Unit file#: 7537 – Account settlement with attorney – Waive violation charges except \$100 with turnover fees, demand letter fees, and legal fees paid in full

7583 Lindberg Drive – Deck Addition/Repair Application - The Board voted to approve the deck addition/repair application as submitted by 7583 Lindberg Drive with the condition that work comply with ARC guidelines. The motion carried unanimously.

7508 Drive - Landscaping Application – The Board voted to approve the landscaping application with the condition that sidewalk in the front of the entrance stairs remains as is. The motion carried unanimously.

ADJOURNMENT

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to adjourn the meeting at 8:49 p.m. The motion carried.

The next Board of Directors meeting is scheduled for April 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 Board of Directors Meeting
April 21, 2016
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.

HOMEOWNERS PRESENT

Heidie Rothschild – 7636 Audubon Meadow Way
Bo Marlin – 7590 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

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

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM

None

SPECIAL GUEST

None

BOARD OF DIRECTORS REPORTS

President- Mr. Mikkelson reported he received an additional complaint about bumper spikes emerging/being out of place. Management reported that Carlos ensures the ones he installed are staying down. Management will meet with him onsite next week to review.

Deck Permits: Mr. Mikkelson discussed the issue of deck permits. When remodeling a deck, even if replacing original structure exactly as it currently exists, a permit and inspections are still required. However, ARC applications are only needed if making any changes from the approved plan originally submitted or for new structures.

Sidewalk Damage: A community member notified Mr. Mikkelson of sidewalk damage on White Heron Trail. Management reported that Carlos will be out to evaluate the damage and provide

a quote for replacement work this weekend. The curb on White Heron Trail was damaged/broken last fall and when it was replaced, filler was not compacted under the sidewalk. This lack of compacting may have made the sidewalk more susceptible to the damage (a truck backed over it).

Tot Lot/Community Garbage Cans: Community members reached out to Mr. Mikkelson to complain of smell from garbage cans near the tot lots due to dog waste. Management will contact Carlos to clean it. A permanent sign was requested for the tot lots and the pool house garbage cans reminding community members not to place dog waste bags in the trash cans. These are emptied monthly whereas the dog waste stations are emptied weekly.

Dead/Ailing Trees: There is a dead spruce in the triangle at Grey Goose Way. Palmer's has been requested to pull it and not replace it. There is a pine tree on White Heron Trail that is ailing. There are too many trees clustered together in this location and Mr. Finkle volunteered to remove the tree for the Board. Mr. Mikkelson will notify Mr. Finkle of approval to remove the tree.

ARC Revision Suggestions: There were two suggestions for ARC revisions received: 1.) Windows be allowed in garage doors, and 2.) Materials other than asphalt for driveways be allowed. The suggestions will be added to the discussion list for the next ARC revision. In the meantime, current guidelines will remain.

Annual Community Walkthrough: The Board walkthrough date was arranged. The Board will meet April 30th at 9 a.m. to conduct the annual evaluations.

Vice President- None

Treasurer- None

Member at Large- None

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

On March 25, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the March 2016 meeting minutes as amended. The motion carried unanimously.

On March 26, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to accept the payment plan as proposed by the homeowner for unit file #: 4571. The motion carried unanimously.

On April 5, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the application for a fence at 7510 Lindberg Drive with the condition it complies with ARC standards. The motion carried unanimously.

On April 19, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the deck application for 7644 Audubon Meadow Way with the condition that it complies with ARC standards. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Website - There were issues with the creation of new accounts for the website. The issue has now been resolved. However, the automatic link to MailChimp is not yet working – addresses have to be manually entered in MailChimp. The website will continue to use the current Joomla version.

Covenants – Lawns will begin to be tagged for weed maintenance.

Landscape – Community clean up this weekend (Saturday 9 a.m. – 11 a.m.).

Social – A wine tasting will be held next month.

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 March 31, 2016 was enclosed as Exhibit A. The variance of \$4,482 under Grounds Contract is due to the February and March invoices being paid in the same month. The variance of \$16,785 under Property Repairs is due to an audit adjustment (for services provided in a previous year but not paid until FY 2015). The community is currently running at a surplus of \$4,623.

After discussing with our reserve funds accountant and reviewing upcoming reserve expenditures, management recommended investing \$100,000 from the Reserve Money Market account into a CD within the ladder. The accountant suggested that \$50,000 be invested into two CDs (total of \$100,000). A separate CD will come to maturity next month.

Upon motion made by Melissa Schweitzer and seconded by Jim Preston, the Board voted to invest \$100,000 into two separate CDs as directed above. The motion carried unanimously.

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to roll the Treasury STRIPS maturing in May into the CD ladder. The motion carried unanimously.

The Draft Audit for 2015 was provided to the Board for review and approval (Exhibit B). The Representation Letter must be signed and returned within 60 days of the date of issuance (May 29, 2016). Of note, there is 6% assessments receivable. This percentage is within the positive range. There is 20% members' equity. The goal is 10%-20%. Management suggests waiting on transferring monies at this point.

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to approve the Draft Audit 2015 as presented. The motion carried unanimously.

Grounds & Maintenance

Work Orders: Carlos has been asked to take care of the concrete pad and the bumper spikes (as discussed in the President's report). Management will continue to monitor the mulch levels in the tot lots. Palmer's will take care of adding mulch by mid-May.

Pool: Management received the form for the pool's operating permit. Approval has been given to Palmer's Property Maintenance for the palms. The pool furniture has been delivered and High Sierra has started opening preparations.

Contracts

Signage: The \$10,000 bond from Fairfax County has not yet been returned. Management has been in contact with the County regarding this matter. The County told Management that the reimbursement has been improved, but to be patient.

Lighting: Management 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. Management continues to follow up on this matter. The project continues to be delayed by Miss Utility and access to a homeowner's lot.

UNFINISHED BUSINESS

Pool House Remodeling: This topic was tabled for discussion at a subsequent meeting.

Compact Vehicle Parking Signage: Management will make sure that the painting of the bumpers occurs next week.

NEW BUSINESS

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted to enter Executive Session at 8:00 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Jim Preston and seconded by Jon Short, the Board voted to exit Executive Session at 9:03 p.m. The motion carried.

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

Unit file #: 1623 – Trash container on driveway on Sunday prior to 6 p.m. – Assessed \$50

Unit file#: 1672 – Trash container on driveway on Sunday prior to 6 p.m. – Assessed \$50

Unit file#: 2411 – Front yard lamp inoperable – Assessed \$10 per day

Unit file#: 3572 – Trash containers on curb on Sunday prior to 6 p.m. – Assessed \$50

7569 Grey Goose Way – Application for Re-Staining of Deck and Fence - The Board voted to approve the application as submitted by the owners at 7569 Grey Goose Way. The motion carried.

3440 Turtle Dove Nook – Roof Panels/Gutter Under Deck Application and Stain Application – The Board voted to approve the deck modification application and stain application. The motion carried.

ADJOURNMENT

Upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 9:04 p.m. The motion carried.

The next Board of Directors meeting is scheduled for May 19, 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 Board of Directors Meeting
May 19, 2016
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Ann Marlin – Member at Large

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

None

CALL TO ORDER/VERIFICATION OF QUORUM

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

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM

None

SPECIAL GUEST

Neil Brady – Palmer’s Property Maintenance – Winter and Spring clean-up and cutting back of the grasses has been completed. Mulching of the common areas and townhome fronts has been completed. Pre-emergent fertilizing of common areas and townhome fronts has been completed. Lawn and weed control of common areas and townhome fronts has been completed. The first mowing of the season has already occurred. Summer annual flowers have been installed and the tot lot wood-chipping has been completed. Mowing will continue on a regular basis. The pool pots and pruning of the Barberry hedges will be completed prior to the pool opening. A second application of fertilizer will be applied. Watering of the flowers and turf will continue on a regular basis. Pruning of common area shrubs and common area trees will occur as needed. Mr. Brady is happy with the first application of the turf weed/fertilizer for the common areas. He is concerned about some of the townhome fronts. He’d like to do an additional application for the townhomes to combat the current situation (liquid application). He suggests that Monday be the application day and has already had signs posted.

BOARD OF DIRECTORS REPORTS

President- Community member Nene has volunteered to help with the website and update to the newest version of Joomla. The current website has been updated by former webmaster Jesse to include a new form linked to MailChimp for joining the newsletter distribution list.

Vice President- None

Treasurer- None

Member at Large- None

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

On April 26, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the April 2016 meeting minutes as amended. The motion carried unanimously.

On April 29, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the 2016 insurance renewal as proposed by Nationwide. The motion carried unanimously.

On May 12, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the proposal provided by High Sierra Pools for replacing the pool deck concrete as proposed with the condition that work can be completed without delaying the planned pool opening. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Website – The website will be updated to the newest version of Joomla.

Covenants – None

Landscape – None

Social – The recent wine tasting event was a success. The Community Clean-up was a great success.

Neighborhood Watch – There have been recent incidents in theft from unlocked cars. Still working with police for enforcement at 4 way stop by pool house. A suggestion was made to post a no trespassing sign at the border of Huntley Meadows and the private property line at 7597 Lindberg Dr.

Pool – The pool house doors have been painted. New deck concrete replacement nearly complete.

Dog Park (Ad-hoc) – None

Upon motion made by Jon Short and seconded by Jim Preston, the Board voted to give Management authority to purchase a no trespassing sign to be posted at the community line. The motion carried.

MANAGEMENT REPORT

Administrative

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on April 30, 2016 was enclosed as Exhibit A. The variance of \$1,081 under Grounds Contract is due to a coding error of the townhome expenses. This issue will be corrected. The Community is working at a \$7,000 surplus. Management advised Morgan Stanley of the Board's approval to invest \$100,000 into CDs and re-invest the T-Strip. This investment will be reflected on the next two (2) months of financial statements. Management provided Goldklang Group with the signed representation letter for the 2015 draft audit. The Association's records will be updated once the final version is received.

Grounds & Maintenance

Work Orders: Management provided the Board with the most current work order log. Carlos General Maintenance is working on parking bumper spikes and replacing the broken section of concrete on White Heron. Management met with Carlos General Maintenance to review the parking bumper concerns. Management would like to consider a different contractor to complete future installment of new spikes. The Board gave Management permission to find an alternate contractor to complete new installations. Carlos General Management was also directed to power wash the entrance monuments. PSG will be completing the painting of the fire lane sign posts and compact car parking when weather permits.

Following a site visit, Management reported several sidewalk concerns to VDOT and will continue to follow up on these to ensure they are completed.

Pool: High Sierra was directed to drain and clean the pool due to significant algae staining. Following a recent site visit, Management provided High Sierra with a list of items and repairs to address, including the disconnected exit sign in the lobby of the pool house. High Sierra has completed some of these tasks. Management should hear from High Sierra this week about further progress. Palmer's Property Maintenance completed the cleaning of the deck drains and has weeded around the pool house fence at Management's direction. Pool passes are being issued weekly.

Tot Lots: Management completed a visual evaluation of all four (4) tot lots in the community. Management provided a summary of recommendations and findings:

- Great Swan: Power wash; side has small crack where mounted to the structure; concrete is beginning to become exposed under the fire pole
- White Heron: Power wash; seesaw is loose at base and requires repair (Management recommends All Recreation repair); concrete is beginning to become exposed under the bench
- Audubon Meadow Way: Power wash; end caps on the monkey bars are missing and visible signs of shifting; Management directed All Recreation to repair these bars
- Grey Goose: Power wash; rusty brackets

Grounds: Management provided the Board with a list of items requiring attention (it was sent to Palmer's Property Maintenance following a recent site visit conducted by Management). Management will schedule a spring walk through in early June with Palmer's.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to approve the proposal provided by Palmer's Property Maintenance for the installation of top soil, pruning of trees, cleaning of channel drain, and the removing of trees, with the exception of Number 5. The motion carried.

Contracts

Street signs: The \$10,000 surety bond held by VDoT has not yet been returned. Management has been in contact with VDoT regarding this matter. Management will continue to monitor over the next thirty (30) days. Management will elevate the reimbursement if no movement is seen in this time period.

Lighting: PSE has confirmed that Miss Utility has completed the markings and PSE has begun the lighting installations by 2 mailbox clusters. PSE anticipates the project being completed by the end of the month, depending on final inspections and activations by Dominion.

Pool: Enclosed as Exhibit B was a proposal to replace three (3) pads of concrete on the pool deck. Prior to the meeting, the Board voted by email to approve this proposal.

Landscape: Enclosed as Exhibit C was the scope of work for the 2017 grounds contract. Management will be sending out the RFP in June and requests the Board review and approve the scope of work. Management will set up the pre-bid meeting and create the cover letter and RFP.

UNFINISHED BUSINESS

Pool House Remodeling: This topic is being tabled for a later meeting date.

NEW BUSINESS

Yard of the Month: 7583 Lindberg Drive and 7759 Grey Goose Way were nominated as recipients of the May 2016 Yard of the Month award. A \$25 gift card to The Home Depot will be awarded to each winner this week/weekend.

Washington Post: The Washington Post reached out to The Board prior to writing an article about The Grove at Huntley Meadows. The column writes reviews about local communities. Management will request that the Association be able to preview the article prior to publishing.

Garbage Receptacles: There continues to be an issue with residents placing trash bags out for pickup and not using trash receptacles provided by American Disposal. It has been requested that Covenants begin to more stringently cite infractions. A Community email will be issued to remind residents of the definition of suitable containers (Citations will begin as of June 1st). The Board will also update the current policy to make the language clearer.

Eastern Tent Caterpillars: Two complaints were received concerning infestation. Fairfax County arborists investigated and found the issues not significant enough to warrant action.

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Joh Short, the Board voted to enter Executive Session at 8:28 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

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

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

*Unit file #: 5513 – Front yard lamp inoperable - \$10/day if still in violation pending confirmation
Unit file#: 4611 – Front yard lamp inoperable - \$10/day if still in violation pending confirmation
Unit file#: 3582 – Front yard lamp inoperable – \$10/day if still in violation pending confirmation
Unit file#: 4583 – Outstanding yard violation from 2015 inspection – Violation fees waived to \$200*

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to approve the ARC application at 7701 White Heron Trail for the painting of the fence to match the current deck color. The motion carried.

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to approve the ARC application for 7540 Lindberg Drive for the installed motion detector light on the side of the home. The motion carried.

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:50 p.m. The motion carried.

The next Board of Directors meeting is scheduled for June 16, 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 Board of Directors Meeting
June 16, 2016
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
Jim and Louise Finkle – 7755 White Heron Trail
Marge Tracey – 7757 White Heron Trail
James and Qiong Huang – 7574 Great Swan
Janice and Ken Hardy – 7617 Grey Goose Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM

Community member discussed ARC violations on her account.
Community member discussed a desire for the allowance of door films.
Community member discussed the status/health of the trees behind the White Heron Trail homes.

SPECIAL GUEST

Patrick Palmer – Palmer’s Property Maintenance – Mowing continues on a regular basis. The community turf and flowers will continue to be watered as conditions dictate. Pruning of the common area shrubs and trees will continue. There will be a second application of pre-emergent fertilizer of the common areas and townhome fronts (Wednesday, June 22nd).

BOARD OF DIRECTORS REPORTS

President- Garbage can “no dog waste” signs status – Management is having trouble getting them from the printer. Hopefully they will be delivered soon. The tot lot inspections are now complete. Plastic replacement caps for tot lots will be ordered this week.

Vice President- None

Treasurer- None

Member at Large- None

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

On May 26, 2016, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the May 2016 meeting minutes as amended. The motion carried unanimously.

On June 2, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for 7512 Lindberg Drive for a fence with the condition that it complies with ARC standards. The motion carried unanimously.

On June 4, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the ARC fence application for 7745 White Heron Trail. The motion carried unanimously.

On June 12, 2016, upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted by email to waive the painting violation fees for Unit File 4575-02 except \$150 if paid within 30 days. The motion carried unanimously.

COMMITTEE REPORTS

Communications – Newsletter will be going out the first week of August.

Website – None

Covenants – Covenants reminded Management of the light that’s out at the tot lot on Audubon Meadow Way. Overall, yards are looking good. There continues to be an issue with people not using trash containers.

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 May 31, 2016 was enclosed as Exhibit A. The variance of \$4,253 under Pool Contract is due to April and May payments both being made in May. This occurrence was due to the timing of the invoice. The variance of \$2,860 under Grounds Contract is due to the new townhome services mistakenly being coded here. This mistake was caught and prevented in June and will be corrected. The variance of \$2,321 under

Property Repairs is due to a progress payment for PSE for the new lighting installation. Management advised Morgan Stanley of the Board's approval to invest \$100,000 into CDs and re-invest the T-Strip. Management also provided Goldklang Group with the signed representation letter for the 2015 draft audit; the final version was provided to the Board on June 14, 2016. The next CD will roll over in July and Management requested a decision be made on whether or not to roll the CD over.

Upon made by Dave Mikkelson and seconded by Jon Short, the Board voted to approve the re-investing of the CD to the end of the CD ladder. The motion carried.

Grounds & Maintenance

Work Orders: Management provided the Board with the most current work order log. Management reported several sidewalk concerns on Lindberg Drive to VDOT and will continue to follow up on these concerns to ensure they are completed. Management has also issued a work order for the repair of paneling in the Women's showers.

Pool: Following a recent site visit, Management provided High Sierra with a list of items and repairs to address. Management is inspecting the pool weekly and following up with High Sierra. Management requested a life guard change (this change is currently in progress).

Tot Lots: Management completed a visual evaluation of all four (4) tot lots in the community. Management provided a summary of recommendations and findings:

- Great Swan: Power wash; side has small crack where mounted to the structure; concrete is beginning to become exposed under the fire pole
- White Heron: Power wash; seesaw is loose at base and requires repair (Management recommends All Recreation repair); concrete is beginning to become exposed under the bench
- Audubon Meadow Way: Power wash; end caps on the monkey bars are missing and visible signs of shifting; Management directed All Recreation to repair these bars
- Grey Goose: Power wash; rusty brackets

The Board discussed and decided not to power wash the play areas at this time.

Grounds: Management provided the Board with a list of items requiring attention (it was sent to Palmer's Property Maintenance following a recent site visit conducted by Management). Management has requested Palmer's attend a landscape walk through on June 23rd at 11 a.m.

Management has ordered and received five (5) *No Trespassing* signs for the homes along the woods on Lindberg Drive due to the complaints discussed at last month's meeting. Management requested clarification from the Board on the location of installation. After discussion with the Board, it was decided that the signs will be posted facing the woods between the homes at 7591 and 7599 Lindberg Drive.

Contracts

Signage: A representative from VDOT informed Management that a reimbursement check had been cut and sent to the Association on May 24th (\$10,000 bond repayment). It was received and deposited.

Lighting: PSE installed the new lighting at the townhome mailbox clusters on AMW and GGW.

Landscape: The RFP for the 2017 grounds contract is being issued the week of the Board meeting. A pre-bid meeting is scheduled for July 14th at 1:30 p.m. Proposals are due by August 30, 2016 so that they can be included in the September Management Report.

Trash: A change on yard waste from American Disposal was provided to the Board that will take effect beginning in March 2017. They will no longer accept yard waste in plastic bags. This change will be added to the next Newsletter.

Snow: Enclosed as Exhibit B was a renewal contract from Shenandoah Landscape Services for the 2016/2017 snow season. Shenandoah has proposed an increase of \$5.00 per hour for plowing and \$0.35 per hundred pounds of sand. The increase is approximately 5%. Management has been very pleased with Shenandoah's Landscape Services and believes they provide the best snow service in the area.

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to approve the renewal contract provided by Shenandoah Landscape Services for the 2016/2017 snow season. The motion carried.

UNFINISHED BUSINESS

Pool House Remodeling: This topic is being tabled for a later meeting date.

NEW BUSINESS

Yard of the Month: 7708 Audubon Meadow Way was chosen as the townhouse winner; the Board will vote for the single family home winner (no nomination was made at the meeting).

EXECUTIVE SESSION

Upon motion made by Melissa Schweitzer and seconded by Dave Mikkelson, the Board voted to enter Executive Session at 8:01 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Jon Short and seconded by Dave Mikkelson, the Board voted to exit Executive Session at 8:30 p.m. The motion carried.

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

Unit file #: 2407 – Front yard lamp inoperable - \$10/day assessed until violation is corrected

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:31 p.m. The motion carried.

The next Board of Directors meeting is scheduled for July 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 Board of Directors Meeting
August 18, 2016
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jim Preston – Vice President
Melissa Schweitzer – Secretary

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Marge Tracey – 7757 White Heron Trail

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Dave Mikkelson called the meeting to order at 7:05 p.m., noting the presence of a quorum.

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM

None.

SPECIAL GUEST

Neil Brady – Palmer's Property Maintenance – Accomplished pruning of the common area shrubs and trees. Applied second application of pre-emergent fertilizer of the common areas and townhome fronts on June 22. Contract approved for additional weed control due to excessive crab grass, lespedeza and spurge. Accomplished on August 16. Will continue to monitor as this year has been the worst seen for weeds.

BOARD OF DIRECTORS REPORTS

President- The sargent crabapple tree that was cut down in the common area at the corner of Grey Goose Way and Lindberg will be replaced this fall. After discussion, the replacement tree will be a crape myrtle.

- The damaged sidewalk at the end of White Heron Trail was repaired by Carlos General Contracting.

- Based on homeowner complaints of non-residents using private property as a short cut between communities, “no trespassing” signs were installed by PSG in the common area behind 7597 Lindberg.
- The “no dog waste” signs were installed on the community trash cans. Confirmed with Victoria that additional signs would be available to order when needed for replacement.
- Carlos General Contracting continues to pound the parking bumper spikes down. We purchased 50 “rebar” replacement spikes for testing but those have not been installed. Management will be deducting that cost from Carlos and placing a new order for testing.
- Confirmed with Fairfax County on the removal of the Community Parking District (CPD) signs on Cyrene and Lindberg. CPDs are now district wide in Lee District and prohibit the parking of watercraft, motor homes, campers, trailers, vehicles greater than or equal to 3 axles, vehicles with a GVWR greater than or equal to 12,000 lbs., and vehicles transporting greater than or equal to 16 passengers (except school buses) on public streets in residentially zoned areas. This is enforced by local law enforcement.
- Homeowner recommendation to paint pedestrian crosswalk lanes at the corner of Grey Goose and Cyrene. Management will get a quote.
- We continue to have issues with blowing trash. We will continue to enforce use of trash receptacles. We continue to work on the revision of the garbage resolution to provide clear guidance.

Vice President- None

Treasurer- On budget.

Member at Large- None

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

On June 23, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the June 2016 meeting minutes as amended. The motion carried unanimously.

On June 25, 2016, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to waive the fees for unit file 7711 for yard maintenance except for \$150, if paid within 30 days. The motion carried unanimously.

On June 27, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ground-level deck (patio) as requested for 3444 Turtle Dove Nook. The motion carried unanimously.

On July 3, 2016, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the deck application for 7573 Lindberg Drive with the condition it complies with ARC standards. The motion carried unanimously.

On July 4, 2016, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to waive the inoperative yard lamp violation for fees for unit file 3574 except for \$300, if paid within 30 days. The motion carried unanimously.

On July 7, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to counter the offer of \$2,000 as payment in full for unit file 4546 with an amount of \$4,000. The motion carried unanimously.

On August 5, 2016, upon motion made Dave Mikkelson and seconded by Jon Short, the Board voted by email to approve the deck ARC application for 7654 Audubon Meadow Way with the condition it complies with ARC standards and not that the homeowner is responsible for county permits and inspections. The motion carried unanimously.

COMMITTEE REPORTS

Communications – Hayley Holser-Green published another great newsletter. All residents should have received a hard copy in the mail. All newsletters are also posted on our website, www.gathm.com.

Website – The Washington Post news story that highlighted our community in a very positive light was posted to the website.

Covenants – Enforcement continues.

Landscape – A tree plan will be evaluated for the common area between Lindberg and Audubon Meadow during the September landscape walk thru.

Social – Block party on August 27.

Neighborhood Watch – National Night was held on August 2. Many residents attended with 3 local officers attending. A news story by resident Debby Block highlighted the event.

Pool – Will draft a pool party request form to be included in next year's pool rules.

Dog Park (Ad-hoc) – None

Upon motion by Dave Mikkelson and seconded by Jon Short, the Board voted to show the landscape committee as vacant. The motion carried unanimously.

MANAGEMENT REPORT

Administrative

Financials: The financial statement and general ledger of income and expenses for the Association through the close of business on July 31, 2016 was enclosed as Exhibit A. The variance of \$1,064 under Pool Contract is due to the way the budget was spread; however, the actual annual budget is correct. The variance of \$4,344 under Property Repairs is due to a progress payment for PSE for the new lighting installation.

Grounds & Maintenance

Work Orders: Management provided the Board with the most current work order log.

Pool: Following a recent site visit, Management provided High Sierra with a list of items and repairs to address. Management has met with High Sierra representatives to discuss the concerns this year. Management has not received complaints from residents this year, but site visits have not resulted in positive reviews by Management.

Tot Lots: Management has requested a proposal from All Recreation for either the removal or replacement of the seesaw at the White Heron tot lot as it is still loose at the base. All

Recreation has reported it was installed too close to the bench and it is unusual in size. A proposal is pending.

Grounds: Management provided the Board with email correspondence concerning recent site observations sent to Palmer's and their response. Management sent a list of pruning concerns to Palmer's the week of the meeting, which was accomplished. Management requested that Palmer's attend a landscape walkthrough on September 9th at 1:30 p.m. A proposal for fall turf renovation has also been requested.

Management provided the Board with PSE's monthly lighting inspection report for its reference.

Contracts

Lighting: PSE has completed the lighting installation at the 2 community mailboxes and they passed inspections with Dominion. Lights have been verified to be working.

Landscape: Management held a pre-bid meeting on July 14th at 1:30 PM. Proposals are due to Management by August 30, 2016 so that they can be included in the September Management Report. Shenandoah and HLS were in attendance.

Enclosed as Exhibit B was a proposal from Palmer's for an additional summer broadleaf weed control treatment as requested by Management. Management recently noticed many turf weeds during a recent site visit. Palmer's is currently spot treating. Management approved the proposal and this was accomplished on August 16, 2016.

The Board previously approved Proposal No. 16439007 from Palmer's at the May 2016 meeting. Palmer's completed all non-tree removal items; however, when they arrived onsite the trees previously reported as "declining" were in good condition, so they were not removed. Palmer's instead removed three (3) dead pine trees and will be providing Management with the addresses and photos.

Pool: Enclosed as Exhibit C was a proposal from High Sierra for the replacement of the coping stones and tile at the pool. Several coping stones have been patched over the years and are cracking and exposing rebar. The Reserve Study calls for the replacement of the coping tiles to have been in 2015 for \$9,572 and calls for deck replacements in 2017 for \$7,499. The tiles will need to be replaced at the time of the coping stones are done. Management is happy to get additional proposals in the Board is interested in completing the work this fall. If completed this fall, High Sierra has offered a 3-5% discount.

Upon motion by Dave Mikkelson and seconded by Jon Short, the Board voted to approve the proposal provided by High Sierra for replacement of the coping stones and tile at the pool, to be accomplished in the fall. The motion carried unanimously.

UNFINISHED BUSINESS

Pool House Remodeling:

NEW BUSINESS

Yard of the Month:

EXECUTIVE SESSION

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to enter Executive Session at 8:22 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried unanimously.

Upon motion made Jon Short and seconded by Ann Marlin, the Board voted to exit Executive Session at 8:52 p.m. The motion carried unanimously.

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

Unit file #: 3548 – Bagged garbage on the curb without a container – \$50 fine to be assessed.

Unit file #: 3550 – Front yard lamp inoperable – Hold, pending electrician repair.

Unit file #: 3573 – Bagged/loose garbage on curb without a container – \$50 fine to be assessed.

Unit file #: 3584 – Front yard lamp inoperable – \$10/day fine to be assessed.

Unit file #: 3589 – Bagged garbage on the curb without a container – \$50 fine to be assessed.

Unit file #: 5532 – Black sand bags on basketball hoop – \$10/day fine to be assessed.

Unit file #: 5542 – Bagged garbage on the curb without a container – \$50 fine to be assessed.

Unit file #: 5517 – Garbage container not stowed – \$50 fine to be assessed.

ADJOURNMENT

Upon motion made by Jon Short and seconded by Ann Marlin, the Board voted to adjourn the meeting at 8:52 p.m. The motion carried unanimously.

The next Board of Directors meeting is scheduled for September 15, 2016 at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Dave Mikkelson

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 15, 2016
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jim Preston – Vice President

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive
Marge Tracey – 7757 White Heron Trail
Stuart and Hong Hitchings – 7542 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 a quorum.

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM

A question was raised about the community landscape walk-through and the status of the decision regarding the trees. The limbs of a tree are getting close to the roof of 7757 White Heron Trail. The walk-through has been rescheduled for tomorrow morning (11 a.m.). Further information about the tree will be provided.

A community member addressed a violation fine and requested it be waived. The Board agreed to review the request during executive session.

BOARD OF DIRECTORS REPORTS

President- Complaints were received about a moving truck/tractor trailer blocking Grey Goose during the day. Although this was an egregious and solitary situation, The Board has been directed to call the police if a future event occurs.

Vice President- None

Treasurer- None

Member at Large- None

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

On August 29, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the August 2016 meeting minutes. The motion carried unanimously.

On August 31, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to appoint Nene Reed as the new webmaster. The motion carried unanimously.

On September 2, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the decision to assess outstanding violations. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None.

Website – Nene Reed was approved as the new webmaster.

Covenants – None

Landscape – The Landscaper will be looking at the overhanging trees on White Heron and at the trees at Lindberg and Audubon Meadow Way.

Social – None

Neighborhood Watch – A police incident was reported; it was domestic in nature.

Pool – Management was asked if any of Cardinal Management's communities issue only one pool pass per household. The Board is looking for input on rewriting the rules for the pool and the issuing of passes. The current suggestion is that only one pass will be issued per household (with a maximum number of residents allowed in at a time). Management will get back to the Board with further input.

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 August 31, 2016 was enclosed as Exhibit A. The variance of \$1,064 under Pool Contract is due to the way the budget was spread; however, the actual annual budget is correct. The variance of \$3,941 under Grounds Contract is due to July and August payments being made the same month. The variance of \$5,066 under Property Repairs is due to the final release of payment for the new street lights. The community is currently operating at a loss of ~\$6,000 (the main driver is property repairs).

There is one CD that will come up for vote/decision in November 2016.

Management is currently working on the draft 2017 budget and will email it to the Board on or before October 1, 2016 for review. Management would like direction from the Board about any changes or projects.

The Association's Annual Meeting is set to be held in December. Management has available the following dates: December 5, 6, 8, and 12. The Board chose Tuesday, December 6th as the date; it will be held at the Mount Vernon Government Center. The Board is currently scheduled to hold their December meeting on the 15th of the month. The December 15th meeting will be cancelled. The Board requested that we extend an invitation to MPO Urps and Supervisor McKay; the Preston's will be asked to assist with the scheduling. The Board will take care of door prizes and refreshments for the meeting.

Grounds & Maintenance

Work Orders: There are no open work orders at this time.

Pool: High Sierra has begun winterizing the pool and Clean Advantage has completed cleaning services. High Sierra will begin the replacement of coping stones and tiles this fall as approved at the August meeting. Management has directed Palmer's to remove the flowers and palms from the pots on the pool deck. Management has also contacted Verizon to place the pool phone hibernation.

Tot Lots: Management has requested a proposal from All Recreation for either the removal or replacement of the seesaw at the White Heron tot lot as it is still very loose at the base. All Recreation has reported it was installed too close to the bench and it is unusual in size. A proposal was received and will be included in the October Management Report.

Grounds: Management has requested Palmer's attend a landscape walk-through on September 9, 2016 at 1:30 p.m. (this date has been changed to September 16, 2016 at 11:00 a.m.). A proposal for fall turf renovation has also been requested; Management has followed up with this request. Management has notified Palmer's of the Board's choice for a replacement tree at the corner of Lindberg Drive and Grey Goose Way. The Board decided to choose a red Crape Myrtle as the replacement tree of choice.

Management has requested proposals for the installation of a crosswalk at the four-way intersection next to the pool from three companies (Dominion Paving has returned a bid thus far). Additional proposals will be coming. Management has ordered additional trash can stickers and door hangers.

Contracts

Lighting: PSE has completed the lighting installations and they passed inspections with Dominion. They are now working.

Landscape: Enclosed as Exhibit B were three (3) proposals for grounds maintenance for the next three (3) years, beginning January 1, 2017. Management has reviewed the proposals and found Palmer's submission to be the most complete; however, there are several items not included in the base price. Management has returned the Shenandoah proposal as it did not match the scope of work. Management received Shenandoah's revised proposal before the meeting and had a copy available for the Board's review. Management at the time recommended retaining Palmer's as there are no concerns with their regular routine maintenance of the property and

their scope of work was most complete. Management recommended discarding the HLS bid as they were the highest bidder and their proposal was not consistent with the scope of work. The Board will revisit the bids at the next Board meeting; Management recommended the Board visit communities maintained by both Palmer's and Shenandoah.

UNFINISHED BUSINESS

Pool House Remodeling: The pool house remodel will need to be planned and executed in the near future. The Reserve Study has budgeted \$45,000 in the next 15 years. At a minimum the showers need to be done. Renovations can be done in phases. Management will request proposals for a total renovation and then items/components can be added or removed as necessary. Management advised this work will need to be started in February or March to keep the pool opening on schedule.

Trash Resolution: The resolution is being edited for clarification and clearer guidance to reduce issues with blowing trash. Yard waste is being addressed in the resolution to distinguish it from trash. Management will review for next meeting.

NEW BUSINESS

Yard of the Month: No nominations received.

EXECUTIVE SESSION

Upon motion made by Melissa Schweitzer and seconded by Ann Marlin, the Board voted to enter Executive Session at 8:15 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Dave Mikkelson and seconded by Jon Short, the Board voted to exit Executive Session at 8:48 p.m. The motion carried.

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

Unit file#: 5542 – Request to deny fine for bagged trash denied. \$50 one-time assessment
Unit file #: 4541 – Bagged garbage on the curb without a container - \$50 one-time assessment
Unit file #: 4609 – Bagged garbage on the curb without a container – \$50 one-time assessment
Unit file #: 3553 – Bagged garbage on the curb without a container – \$50 one-time assessment
Unit file #: 5546 – Front yard lamp inoperable – \$10 per day assessment
Unit file #: 7703-01 – Violation fees reduced to \$300, legal fees in full, if paid within 30 days

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 8:51 p.m. The motion carried.

The next Board of Directors meeting is scheduled for October 20, 2016 at 7:00 p.m. at a location TBD.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
October 20, 2016
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Ann Marlin – Member at Large

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo Marlin – 7590 Lindberg Drive

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Dave Mikkelson called the meeting to order at 7:06 p.m., noting the presence of a quorum.

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM: None.

BOARD OF DIRECTORS REPORTS

President- The Grove received a request to remove leaning trees that had fallen behind townhomes on White Heron Trail. The requested trees were evaluated by Palmer's. It was decided that the trees do not pose a hazard to the townhomes.

A Grove resident requested that the damaged vehicles at the end of White Heron Trail be moved. At this time, the vehicles cannot be moved due to ongoing insurance investigations. They will be moved upon completion of the insurance process.

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 September 19, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve the ARC application for 7527 Lindberg Drive for the exterior light fixture replacements. The motion carried unanimously.

On September 20, 2016, upon motion made by Dave Mikkelson and seconded by Ann Marlin, the Board voted by email to approve the September 2016 meeting minutes as amended. The motion carried unanimously.

On September 22, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to accept the proposal submitted by Palmer's for the fall turf renovation. The motion carried unanimously.

On September 29, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve Palmer's fall landscape proposal (#16493010) to include Option 3 – holly trees on Item 12. The motion carried unanimously.

On October 11, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to direct the attorney to file a lawsuit to obtain a judgement for amount owed and file for injunctive relief for outstanding violations for unit file #4546. The motion carried unanimously.

COMMITTEE REPORTS

Communications – The Association newsletter will be sent out to the community the first week of November.

Website – None

Covenants – None

Landscape – None

Pool - Management stated that Cardinal had about 5 communities that used the process of issuing one pool pass per home. The Board will initiate revision of the pool rules.

Social – Fall Festival and Oktoberfest are coming up soon!

Neighborhood Watch – MPO Urps confirmed he will attend the annual meeting in December.

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, 2016 was enclosed as Exhibit A. The Association is currently operating an approximate \$1,300 loss for the year using surplus funds from previous year to fund additional community improvements. The variance of \$3,109 under the Pool Contract is due to the way the budget was spread; however, the actual annual budget is correct. The variance of \$1,081 under Grounds Contract is due to a coding error; the year-to-date figure is also for this reason and corrections will be made before year end. The variance of \$3,449 under Property Repairs is due to the final release of payment for the street signs and other various PSG work order that were completed earlier this spring/summer. Management suggests moving \$35,000 from the money market account into the maturing CD.

Upon motion made by Jon Short and seconded by Jim Preston, the Board voted to approve Management's suggestion that the Board move \$35,000 from the money market account into a CD and re-invest the funds from the upcoming maturing CD back into the ladder. The motion passed unanimously.

2017 Draft Budget: The Draft 2017 Budget, as prepared by Management and delivered to the Board via email on September 30, 2016, was enclosed as Exhibit B.

Upon motion made by Jon Short and seconded by Dave Mikkelson, the Board voted to approve the 2017 budget as amended at the meeting with a 0% assessment increase. The motion carried unanimously.

Auditor Recommendation: A recommendation letter from Goldklang Group, the Association auditor, was included as Exhibit C.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted to approve the proposed deferred assessment resolution. The motion carried unanimously.

Annual Meeting: The Association's Annual Meeting is set to be held December 6, 2016. Management will mail the notice to the membership no later than November 6, 2016. The Mount Vernon Government Center has been reserved. MPO Urps has confirmed his presence at the meeting. Supervisor McKay's office's representation is still pending.

Grounds & Maintenance

Work Orders: There are no open work orders at this time.

Grounds: Palmer's has begun fall treatments such as aeration, overseeding, and fertilization. Palmer's completed the fall turf renovation, which Management inspected and found to be in good order. Palmer's removed a leaning tree on White Heron Trail at Management's direction which posed a hazard to parked vehicles in the common parking.

Pool: Management is gathering proposals for the pool house renovation. Management has met with PSG and plans to meet with two (2) additional companies in the upcoming weeks. Management expects to provide the Board with the proposals no later than January. Management will present proposals based upon contractor suggestions as the meetings occur and the Board will begin looking at and pricing materials.

Contracts

Landscape: Three (3) proposals for grounds maintenance for the next three (3) years, beginning January 1, 2017 were enclosed as Exhibit D. Management recommended approval of the Palmer's proposal.

Upon motion made by Jon Short and seconded by Jim Preston, the Board voted to approve Palmer's proposal for grounds maintenance for the next three (3) years beginning January 1, 2017. The motion carried unanimously.

Tot Lot: A proposal from All Recreation to replace the existing seesaw at the White Heron Trail tot lot was enclosed as Exhibit E. The current seesaw is in disrepair. The removal and replacement are reserve expenses. Management recommended approval. Management will contact PSG to remove the item and the base.

Pavement: Two (2) proposals were included as Exhibit F for adding pedestrian crosswalks at the four (4)-way intersection by the pool house. Management recommends this work not be completed until the spring. The Board requested quotes for painted lines with the word “stop” at the four-way intersection (non-thermal applications) in addition to the provided quotes. Management will request the quotes for the next Board of Directors’ meeting.

UNFINISHED BUSINESS

Pool House Remodeling: Management will continue to gather quotes for the remodeling project as discussed above.

Pool Policy: Draft policies for the new pool passes and rules will be created and distributed for the Board’s review and comment.

Trash Resolutions: Management provided the Board with example violation stickers. The Board reviewed Management’s comments to the updated trash resolution. Management suggests that when final changes have been made, the Resolution is submitted to legal for final comment and review.

NEW BUSINESS

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 9:08 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Dave Mikkelson and seconded by Jim Preston, the Board voted to exit Executive Session at 9:23 p.m. The motion carried.

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

Upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board voted to write off the small balance amounts for unit files: 5526, 5540, 5579, and 3572.

Unit file#: 4546 – Bagged garbage on the curb without a container - \$50 assessment

Unit file #: 5546 – Bagged garbage on the curb without a container – \$50 assessment

ADJOURNMENT

Upon motion made by Melissa Schweitzer and seconded by Jim Preston, the Board voted to adjourn the meeting at 9:24 p.m. The motion carried.

The next Board of Directors meeting is scheduled for November 17, 2016 at 7:00 p.m. at the Mount Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 17, 2016
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

7590 Lindberg Drive– Bo Marlin

CALL TO ORDER/VERIFICATION OF QUORUM

Board President Dave Mikkelson called the meeting to order at 7:19 p.m., noting the presence of a quorum.

Approval/Modification of Agenda: No modifications made.

COMMUNITY FORUM

SPECIAL GUEST

BOARD OF DIRECTORS REPORTS

President- Dave Mikkelson reminded Management that GatHM decided in November, 2013 to not pay for storage of paper records at Iron Mountain. A box was shipped and charged to the Community. Per Management, the account will be credited and the box will be recalled and returned to the Board.

Guidance for events on a homeowner's personal property was requested for coverage through the Community's insurance provider. Management will gather the requested information and report back to the Board.

PODS and other storage devices are only allowed in the Community driveways for a maximum of 72 hours.

The CAI Annual Conference and Expo will be held February 25th. Jon Short will attend for GatHM.

Due to time constraints of the current Social Committee Chair, The Board will seek a new Chair/volunteer to head the Social Committee.

Upon motion made by Jim Preston and seconded by Dave Mikkelson, the Board voted to remove the standing Social Committee chair from the position and open the position to a new GatHM volunteer. The motion carried.

Vice President- None

Treasurer- None

Member at Large- None

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

On October 27, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the October 2016 meeting minutes as amended. The motion carried unanimously.

On November 6, 2016, upon motion made by Dave Mikkelson and seconded by Melissa Schweitzer, the Board voted by email to approve ARC application for a fence at 7597 Lindberg Drive with the condition that the fence complies with the ARC standards and the style is board-on-board. The motion carried unanimously.

On November 9, 2016, upon motion made by Dave Mikkelson and seconded by Jim Preston, the Board voted by email to approve the revised trash collection resolution. The motion carried unanimously.

COMMITTEE REPORTS

Communications – None

Website – The budget has been posted to the website (along with the Community's financial history). The updated trash resolution has also been posted.

Covenants – None

Landscape – None

Pool – The draft of the pool rules is under review by the Board.

Social – The Social Committee Chair position is now vacant. The Board is currently looking for a replacement Chair.

Neighborhood Watch – 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 October 31, 2016 was provided under separate cover. GatHM is currently operating at a small loss of approximately \$6,000.

Management announced there is a \$35,000 CD coming to maturity at the end of the month of November. Management suggested that this CD be reinvested within the ladder.

Upon motion made by Jim Preston and seconded by Melissa Schweitzer, the Board approved the reinvestment of the maturing CD within the ladder. The motion carried.

Management announced that there is an additional \$35,000 CD maturing in January. A vote is needed prior to the next Board meeting.

Upon motion made by Jon Short and seconded by Jim Preston, the Board approved the reinvestment of the January maturing CD within the ladder. The motion carried.

The 2017 approved budget and assessment notice was mailed to the membership on November 9, 2016 and payment coupons have been requested. The Association's Annual Meeting notice was also mailed to the membership on November 9, 2016. The meeting is set to be held December 6, 2016 at the Mount Vernon Government Center.

The transition of Cardinal Management's bank to Mutual of Omaha will occur on January 1, 2017. There is no further action needed by the Board or GatHM.

Grounds & Maintenance

Work Orders: There are no open work orders at this time.

Grounds: Palmer's has completed the fall turf renovation, aeration, and weed treatment. The grounds are in good overall condition at this time.

Pool: Management is gathering proposals for the pool house renovation. Proposals will be provided in the January management report. High Sierra Pools has completed the tile and coping stone replacement. The furniture has been stored in the pool house. Management will reach out to High Sierra Pools to arrange for a splash guard/gap guard for the pump room (splashing is damaging the men's bathroom wall).

Contracts

Landscape: Management has prepared Palmer's Contract for signature and will submit it to the Palmer's after the President's signature.

Tot Lot: Management requested a quote from PSG for removing the seesaw from the White Heron tot lot, but unfortunately PSG's price was in line with that of All Recreation. Management also requested a price from Carlos General Maintenance. The work will cost \$300 and Management has authorized the work to start immediately. Management emailed the Board the link to the All Recreation catalog to select a new seesaw for installation in the spring.

Pavement: Management requested proposals for the installation of stop bars at the four (4)-way intersection by the pool house. These proposals will be provided over email and/or in the January management report. This work is projected to begin in the spring.

UNFINISHED BUSINESS

Pool House Remodeling: This topic has been tabled until a later date.

Pool Policy: The Board directed Management to continue to include one (1) guest pass with the mailings of stickers (unless additional are purchased); a draft of the pool rules went to the Board for editing and review; and, updated forms need to be approved and uploaded to the website upon creation.

Trash Budgeting: Management, beginning in January 2017, will break out the charging codes for trash costs for townhomes and single family homes. This breakout will better help in budgeting in the future.

NEW BUSINESS

EXECUTIVE SESSION

Upon motion made by Dave Mikkelson and seconded by Jon Short, the Board voted to enter Executive Session at 8:21 p.m. to discuss open ARC violations, ARC applications, and delinquent accounts. The motion carried.

Upon motion made Dave Mikkelson and seconded by Jim Preston, the Board voted to exit Executive Session at 9:15 p.m. The motion carried.

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

Unit file #: 3590 – Disposing cigarette butts in common area outside of fence - corrected

Unit file #: 5517 – Bagged garbage on the curb without a container - \$50 assessment

Unit file #: 5546 – Hose reel along the side of the home - \$10/day assessment

Unit file #: 7703 - approve the movement of file # 7703 to lien status

Unit file #: 5543 - counter offer at \$2250.00 to file # 5543

Unit file #: 7721 - table unit file #7721 until the January Board of Directors Meeting

ADJOURNMENT

Upon motion made by Jon Short and seconded by Melissa Schweitzer, the Board voted to adjourn the meeting at 9:17 p.m. The motion carried.

The Annual Members' Meeting is scheduled for December 6, 2016 at 7:00 p.m. at the Mount Vernon Government Center.

Respectfully submitted by Melissa Schweitzer

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION
Minutes of the Annual Meeting
December 6, 2016
DRAFT

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Victoria Garner – Vice President, Cardinal Management Group, Inc.
Christina Thomas – Cardinal Management
Nicole Tavano – Cardinal Management

OTHERS PRESENT

Mr. Marcus Wadsworth, Supervisor McKay's Chief of Staff
MPO Robert Urps – Mount Vernon District Station

HOMEOWNERS PRESENT

Gary Kosciusko – 7706 Audubon Meadow Way
Kathleen Mikkelson – 7589 Lindberg Drive
Niya Bass – 7508 Lindberg Drive
Heidie Rothschild – 7636 Audubon Meadow Way
Travis Steeves – 7692 Audubon Meadow Way
Monica Bamford – 7557 Great Swan Court
Alexis Dominick – 7708 Audubon Meadow Way
Scott Dominick – 7708 Audubon Meadow Way
Jansen Evans – 7534 Lindberg Drive
Paul Kennedy – 7531 Great Swan Court
Robert Marlin – 7590 Lindberg Drive
Clancy Preston – 7598 Lindberg Drive
Deborah Faison – 7540 Lindberg Drive
Margaret Tracey – 7757 White Heron Trail
Nardos Tsegie – 7711 White Heron Trail
Maridol Garcia-Joy – 7638 Audubon Meadow Way
Kenyatta Williams – 7658 Audubon Meadow Way
Hayley Holser-Greene – 7609 Grey Goose Way
Katie Zummo – 7656 Audubon Meadow Way

CALL TO ORDER/VERIFICATION OF QUORUM

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

Victoria Garner, Vice President, Cardinal Management Group, Inc. stated that there were forty-six (46) 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: The re-planning of **Route 1** in general – four phase plan (10-25 years, 100s of millions of dollars). It will increase the lanes on Route 1, pedestrian crossways, Metro, and flow. There is a Task Force for this planning. The former Shopper's plaza at Penn Daw and Route 1 will be redeveloped into residential and commercial use buildings. Construction for this project will begin and conclude within the next two years. The traffic at that intersection is still in the planning phases.

FBI relocation to Springfield – Lee District is still waiting on the Government's decision.

Springfield Town Center – There are further phases for office and residential development coming. The office market is dormant at the moment, but further development may occur.

Wegmans also has further phases to undergo. And in that area, there is funding for an additional police station in Lorton. It will relieve pressure from Mount Vernon, Lee District, and West Springfield.

Through a conjunction with the Sherriff's office, we can now **report vehicles** to the DTA for housing non-Virginia vehicles in Fairfax County.

Any questions about **signage** can be directed to Supervisor McKay's office. Also, suggestions for pedestrian crosswalks can also be coordinated through Supervisor McKay's office.

MPO Robert Urps attended the meeting. He reported that: The Grove only had nine (9) reported incidents since July. The stolen car from our community was recovered. Of the reported incidents, a small number were for trespassing. Overall it is a quiet community. The number one crime in Fairfax County is theft from unlocked cars. Officer Urps urges everyone to file a police report (if there is no witness, no prints, etc. the report is then used for stats). Officer Urps left a form for the community on how to report crimes and how to follow FCPD on social media. The County will be opening a new police station next year (Lorton, VA). Community watch classes are scheduled as needed.

APPROVAL OF MINUTES

President Dave Mikkelson presented the Annual Meeting minutes from December 2015 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 3, 2015 draft Annual Meeting minutes. The motion carried.

INTRODUCTIONS & ELECTION OF DIRECTORS

Dave Mikkelson began introductions by introducing himself. The Board members and Victoria Gardner, the Grove's Property Manager, introduced themselves. Dave Mikkelson introduced Nicole Tavano and Christina Thomas, representatives from Cardinal Management Group, Inc. The community members then introduced themselves and where they live.

Management reported that there are two seats available for the Board of Directors. Management reminded the group that this vote will be for a Board position; the Board itself decides which position each person will hold. Mr. Mikkelson asked the membership if anyone wished to nominate themselves or another to be added to the ballot. Jim Preston and Scott Dominick nominated themselves to the ballot.

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

Upon motion made by Jon Short and seconded by Dave Mikkelson, the membership voted to elect Jim Preston and Scott Dominick to the Board by acclamation. The motion carried.

STATE OF THE ASSOCIATION – PRESIDENT'S REPORT

This year was productive and busy for The Board and The Grove's committees. We: replaced and upgraded the street signs to a more decorative design; added lighting to two (2) mailbox clusters that were lacking sufficient light; replaced aging and basic mailboxes and posts along Lindberg; renovated pool furniture with new fabric; revised the ARC standards to include up to four (4) security cameras with no application needed; revised the trash policy to provide clearer guidance with the goal of a cleaner community; painted the outside pool doors (thanks, Melissa) a lighter shade to reduce temperature of doors; added townhome front yard maintenance (mow, edge, fertilize x5, mulch x1) to the Community's contract; replaced broken concrete sections on the pool deck; replaced tiles and coping stones around the pool edge; bid out the landscaping contract and awarded it to Palmer's Property Maintenance with a three (3)-year agreement; published three (3) community newsletters (thanks, Hayley); held a successful community block party with over 200 in attendance (thanks, Donna); survived "Snowzilla" January 2016 with the community coming together to help each other; performed two (2) community cleanups (thanks, Gary); enhanced communication by streamlining sign up for community emails on our website; enhanced 2-way communication by increasing community Facebook participation; designated a small section of common parking near the pool as compact car only (for safety reasons); posted no trespassing signs near power lines to deter transient travel and reduce theft opportunity; requested bids for a partial pool house remodel in the spring, 2017; requested bids for painting stop bars on pavement at the 4-way stop near the pool house (spring 2017); held a multi-home community wine tasting social, highly successful and well-attended (thanks, Niya); approved the 2017 budget with no increase in assessment.

Mr. Mikkelson also reminded everyone that Facebook is a great way to get involved in community discussion. In addition to Facebook, there is also the community email (sign up at www.gathm.com) for quickly and inexpensively getting information out to all residents.

There will be a slight change to the pool pass process beginning next season. Homes will have one pass per household (up to 10 attendees). More details will be sent out, along with the pool rules.

When issues with trees that are on and off The Grove's property, please alert The Board/management. The tree will be evaluated to determine if it is healthy or needs to be removed or pruned.

The revised trash resolution has been posted to the website. The Grove continues to have issues with trash being put out but not in receptacles. The crows and wind have been an ever greater problem. Also, please do not put out trash prior to 6 p.m. and be mindful that the Grove must pay for every certified mailing that has to go out because of violations.

The pool house renovation will occur in the Spring, focusing on the showers, lights and floors. At this time, there is no plan to remodel the entry way for multi-use. There is not enough room to make it useful.

Security of our neighborhood: gates vs. gated communities. We cannot afford becoming a gated community and we cannot secure the Huntley Meadows property line. The developers installed gates as part of the approval process to address traffic calming measures, but the gates were damaged and repairs were excessive. The gates were never allowed to be closed. Fairfax County will not allow only a single point of entrance or egress for Lindberg Dr. There are logistical and legal issues for the community in installing cameras as an HOA; however, in the ARC standards, every homeowner can put up to four (4) cameras on the front of their home.

Rake boards continue to be an issue. The Eastern Tent caterpillars (caterpillars that build the tree webs) were an issue this past year and will be in the future. Because it is an issue for the entire East coast, there is not much that the Board can do. The entire state is looking into solutions, but ripping down the webs in our smaller community trees will help.

There is need for help with the Social Committee. Volunteers are needed! Please contact the Board if interested in volunteering your time.

HOMEOWNER FORUM

Holiday Decorating Contest 2016: Winners will be named by December 22nd and will be recognized on Facebook and at the January Board of Directors meeting.

NEW BUSINESS

The annual raffle was held and winners were drawn. President Dave Mikkelson thanked the community volunteers.

ELECTION RESULTS

Scott Dominick and Jim Preston were elected as Board of Director members.

ADJOURNMENT

Upon motion made by Bo Marlin and seconded by Kenyatta Williams, the membership voted to adjourn the meeting at 8:43 p.m. The motion carried.

The next Board of Directors meeting is scheduled for January 19, 2017 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 6, 2016
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

MANAGEMENT PRESENT

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

OTHERS PRESENT

HOMEOWNERS PRESENT

Scott Dominick – Newly elected Board member

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. Jim Preston nominated Dave Mikkelson as President, Jim Preston as Vice President, Jon Short as Treasurer, Scott Dominick as Secretary, and Ann Marlin as Member-at-Large.

ADJOURNMENT

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

The next Board of Directors meeting is scheduled for January 19, 2017 at 7:00 p.m. at the Mt. Vernon Government Center.

Respectfully submitted by Melissa Schweitzer