

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
January 17, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA

Directors Present: Mike Ford, President
 George Karsadi, Vice President
 Terrence Kelley, Member-at-Large
 Jonathan Short, Treasurer
 Meredith Elkins, Secretary

Representing Sequoia Management Company: Rhonda Murray, Ellie Han

The meeting was called to order at 7:32 pm by the President.

The President made a brief statement welcoming the members present and expressing the Board's desire to work for the community in the upcoming year. The President made and the Secretary seconded a motion to open the meeting. **The motion carried unanimously.**

The first order of business was approval of the October and November meeting minutes. The Secretary made and the Member at Large Seconded a motion to approve the October minutes. **The motion carried unanimously.** The Member at Large made and the Secretary seconded a motion to approve the November minutes. **The motion carried unanimously.**

There was no President's report, as this was the first meeting of the newly elected Board, but the President made a brief statement about continuing the level of commitment of the previous board. He also expressed the belief that communication among the Board was very important and that all intra-Board communications should be to all Board members.

It was decided that the Treasurer's report should follow the President's report and Ms. Murray to an action to make the necessary adjustment to the next meeting agenda (February).

Committee Reports:

1. Communications Committee (Elkins) reported that the pool house sign was on site and ready to be hung on the pool house. The Vice President indicated his willingness to perform this task. The print newsletter deadline was also reiterated (25th of the month for the next month's edition).
2. Budget & Finance Committee (Murray) reported a 2005 year-end surplus of \$79,469.82, which indicated the financial health of the Association and led to an \$11 reduction in townhome dues effective January 2006. For month-end December, the HOA had over \$100K in one bank, leaving the funds outside the FDIC protections. The Secretary moved and the Member at Large seconded a motion to authorize Ms. Murray to equally divide this fund between two separate banks. **The motion carried unanimously.** Ms. Murray also noted that we are currently over-funding reserves.
3. Social Committee (E. Kelley) reported that they want to plan a Volunteer Appreciation Party (options included in Board's packet). The President made and the Member at Large seconded a motion to discuss holding the party. **The motion carried unanimously.** Discussion ensued. The President made and the Treasurer seconded a motion to table the discussion pending more information from the Social Committee. **The motion carried unanimously.** The Social Committee was then asked to provide a more complete proposal (list of attendees, other locations, etc.).
4. Parking & Safety Committee (McGaughey) reported that the new fence at the end of Great Swan Court was currently approximately 90% effective. The Committee recommended additional structure be added to the bottom of the fence. The ability of Ffx County to adequately detail and charge trespassers on Grove property was discussed. The Member at Large made and the President seconded a motion to allow Ffx County this ability. Discussion ensued. **The motion carried 4 to 1** (voting yea: Ford, Karsadi, Kelley,

Elkins; voting nay: Short). A draft parking policy was also presented (overview included in Board packet). Discussion ensued and a decision was tabled until the next meeting. The Committee was asked to provide more information.

5. Architectural Review Committee (A. Short) reported that they had three meetings in December and January (minutes included in Board packet). The ARC guidelines have been completed and are currently undergoing legal review. The committee recommended that a company be hired to perform day-to-day maintenance and trash pickup throughout the community. Board discussion ensued and the idea was put forward that the HOA hire a resident at an hourly wage to perform this function. The Committee was asked to prepare a "help wanted" advertisement for the next newsletter. The treasurer made and the Member-at-Large seconded a motion to request the landscape company provide a proposal on the cost and possible location of trash bins for the common areas of the community. **Motion carried unanimously.** The Vice President took the action to direct the landscape committee to request this proposal.
6. Landscape Committee (S. Mancl) reported it is moving forward with several projects, specifically community lighting, pool area and tot lot beautification. Possible pool area access methods were discussed (originally scheduled for New Business portion of meeting).

The President thanked all committees and moved onto correspondence. The President made and the Member-at-Large seconded a motion that Hall (fence contractor) be paid. **Motion carried unanimously.**

The next order of business was Board review of a homeowner issue (Mancl). Sequoia had incorrectly notified the homeowner that an architecture plan was approved as submitted when a portion has been denied by the ARC. The homeowner was not notified of the error in an expeditious manner and completed the build as submitted. The Secretary made and the Member-at-Large seconded a motion to not hold the homeowner to the November 30th letter requiring correction to the build. **The motion carried unanimously.**

Member Open Forum

The president made and the Member-at-Large seconded a motion that additional No Trespassing signs be purchased and posted on the north (outward-facing) side of the Great Swan Court fence. **The motion carried unanimously.**

Executive Session (no minutes)

Once out of executive session, the Treasurer made and the Member-at-Large seconded a motion to authorize Rhonda to ask our retained law firm to identify a second firm ("of counsel") that would handle conflict of interest cases. **The motion carried unanimously.**

The President made and Member-at-Large seconded a motion to offer 1 HOA dues waiver each quarter at a randomly selected monthly HOA meeting. **The motion carried 3 to 2 (yea: Ford, Karsadi, Kelley; nay: Elkins, Short).**

On the president's motion, seconded by the Treasurer, the meeting adjourned at 10:45 pm

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
February 21, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA (Note: this meeting took place in Mr. Hyland's office conference room as there was a meeting of the Montebello community lead by Mr. Hyland that bumped us from our normal meeting room.)

Directors Present: George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Directors Absent: Mike Ford, President

Representing Sequoia Management Company: Virginia S. Bird, Ellie Han

The meeting was called to order at 7:30 pm by the Vice President.

The Treasurer moved and the Secretary seconded a motion to open the meeting; **the motion carried unanimously.** The Treasurer then moved and the Vice President seconded a motion to approve the January minutes as submitted; **the motion carried unanimously.**

The Vice President gave the President's report, outlining the recent mailing of the Architectural Review Guidelines, the need for volunteers to fill committee vacancies, and requesting the Communications Committee allow more time for newsletters to get to residents in advance of events (i.e., most recent wine tasting event). The Secretary acknowledged the issue and agreed that the Committee would find solutions.

Note: The Board requested in January that the Treasurer's report follow the President's report. Ms. Murray took an action to make the necessary adjustment to this meeting agenda. There was no agenda item for a Treasurer's Report on the February Agenda.

Committee Reports

1. Architectural Review Committee (A. Short):
 - a. Committee meeting minutes were not in the Board book; copies were provided.
 - b. ARC Guidelines were being mailed via Certified Mail at the Committee's recommendation and that there will be a period of time (30 days) that members have to pick up packet.
 - c. Architectural review applications continue to come into the committee.
 - d. Help-wanted ad (light community maintenance) was placed in the newsletter.
 - e. Volunteers are needed for the ARC.
2. Budget & Finance Committee (R. Laufer):
 - a. Community is under budget YTD
 - b. The Vice President requested a monthly budget report from the committee.
3. Communications Committee (Elkins):
 - a. Jan/Feb newsletter was mailed; some homeowners didn't get it in time for March 11th wine tasting. Committee will attempt to rectify this with future editions
 - b. Preliminary investigations into LCD display signage for the community.
4. Parking & Safety Committee (Short):
 - a. Committee is unclear if Board wants a Parking Policy – guidance requested.
 - b. The Vice President requested the Treasurer, as Board Liaison, remind the Committee of the Safety portion of their Charter.

5. Landscape Committee (A. Street):

- a. Recommendation made that thorny shrubs be added to the GSC fence to eliminate people crawling underneath it. The Member-at-Large made and the Secretary seconded a motion to authorize this addition. **The motion carried unanimously.**
- b. Proposal made to improve landscaping at 2 of 4 tot lots. Discussion ensued, with the proposal tabled.
- c. Presented proposal for additional landscaping on pool deck. The Vice President made and the Treasurer seconded a motion to approve the landscaping improvements for the Community Pool. **The motion carried unanimously.**
- d. Pool fence is not to Fairfax County Code. Board considers this an issue for Centex during bond release.
- e. Proposal was made to post 15 "curb your dog" type signs around the community. The Treasurer expressed concern that so many signs, coupled with the other signs (No Trespassing, etc.) would reduce the aesthetic quality of the community. Discussion ensued. Proposal was tabled without a vote, but other steps will be taken: "no poop zone" piece will be included in next newsletter, in addition to a summary of the covenants dealing with pet ownership (leash use, waste pick up, etc.). The committee will also reconsider the idea of signs and come back with a new proposal.

6. Social Committee (M. Gamarra):

- a. Volunteer Appreciation Party update presented. The Member-at-Large made and the Vice President seconded a motion to approve a lunch-time Spirit Cruise for April. **Motion carried 3 to 2 (Yea: Ford in absentia, Karsadi, Kelley; Nay: Elkins, Short).**
- b. The Secretary made and then withdrew a motion to ask the Social Committee to seek a comparison proposal from the Odyssey Cruise line for the Volunteer Appreciation Party.

The Vice President thanked all committees and moved onto correspondence. Ms. Bird was unable to facilitate a discussion of Correspondence, the Management report, or Pending/Unfinished Business, so New Business was the next agenda item considered.

New Business

A discussion of the feasibility of purchasing a pool cover ensued. The possibility of the cover anchors being a tripping hazard was of concern. The discussion was tabled without decision since it is too late in the season for a pool cover to be effective. The Member-at-Large made and the Secretary seconded a motion to authorize Sequoia to seek quotes from the landscaping company to add monthly backpack blowing of all the parking lots to our contract. **The motion carried unanimously.**

Member Open Forum

The Vice President made and the Member-at-Large seconded a motion to enter Member Open Forum at 8:55 pm. **The motion carried unanimously.**

Topics of discussion included: reseeding grass in common areas (bond release issue); the use of dirt bikes/ATVs in the conservation area behind homes on Lindberg Drive. The Treasurer indicated that the HOA should refer the issue to our legal council who can then send a letter to the homeowner.

Open Forum was closed at 9:15 pm. The Vice President made and the Secretary seconded a motion to enter Executive Session. **The motion carried unanimously.**

Executive Session (no minutes)

The Vice President made and the Member-at-Large seconded a motion to end Executive Session at 9:35 pm. **The motion carried unanimously.**

Out of executive session, The Treasurer made and the Secretary seconded a motion to approve Charles "Skip" Norton as a new member of the ARC. **The motion carried unanimously.** The Member-at-Large motioned and the

Treasurer seconded a motion to allow spouses of sitting Board members to remain on the ARC until replacement volunteers could be found. **The motion carried unanimously.**

The Vice President made and the Member-at-Large seconded a motion to adjourn the meeting at 10:45 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Strategy Meeting
March 2, 2006**

Meeting Minutes

Meeting Location: 7567 Grey Goose Way (Home of Meredith Elkins, Secretary)
Directors Present: George Karsadi, Vice President
Jonathan Short, Treasurer
Meredith Elkins, Secretary
Directors Absent: Mike Ford, President
Terrence Kelley, Member-at-Large

The meeting was called to order at 6:30 pm by the Vice President.

The purpose of the meeting was to discuss the Strategy thought piece prepared by the Secretary and begin the process of strategic planning for the HOA.

Four near-term goals were put forth for the Board to achieve:

1. Compel Centex to respond positively and immediately with a timeline of what they're going to do and when vis-à-vis Bond Release;
2. Establish more control over communication between Sequoia and the Community;
3. Receive better follow-up from Sequoia on Violation Letters;
4. Engage more residents in the HOA (as volunteers and as interested observers).

HOA responsibility versus Centex responsibility vis-à-vis bond release was also discussed. The Treasurer indicated the HOA holds no liability over repairs required by Fairfax County while the community is still under Bond.

We also discussed if a Welcoming committee could be feasible (at what point is Rhonda notified of a change of ownership/renter in the community?)

The Treasurer also indicated that the Board can decide to what extent we wish to enforce security on the Community website (i.e., do we really have to have the site be password protected?)

Finally, three points were suggested to improve our Board book:

1. Only include delinquencies over \$500;
2. Assist Rhonda in creating a more streamlined process for creating violation letters (mail merge);
3. Include a status report on monthly violations (where do they stand in the process, have they been resolved, etc.)

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
March 21, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA (Note: this meeting took place in Mr. Hyland's office conference room as Mr. Hyland was holding another meeting in our usual meeting room.)

Directors Present: George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Directors Absent: Mike Ford, President

Representing Sequoia Management Company: Rhonda Murray, Ellie Han

The meeting was called to order at 7:30 pm by the Vice President.

The Treasurer moved and the Member-at-Large seconded a motion to open the meeting; **the motion carried unanimously**. The Treasurer then moved and the Vice President seconded a motion to approve the February minutes as submitted; **the motion carried unanimously**.

The President's report was given in the form of an e-mail correspondence from the President (reference e-mail distributed by Sequoia, copy attached).

Jump drives were purchased by the President; Rhonda distributed a draft record-keeping agreement to the Board for consideration. The Treasurer requested an electronic copy that he could edit.

Committee Reports

It was noted that Committee minutes must be received by Rhonda by the first Friday of the month to be included in the Board book. However, in the recent legal seminar offered by Board attorneys it was noted that Committees are not required to keep minutes.

1. Architectural Review Committee (A. Short, minutes attached)
2. Budget & Finance Committee (R. Laufer):
 - a. HOA budget is in the black;
 - b. We received a lower electric bill than the Chair expected;
 - c. There was no meeting this month, ergo no minutes.
3. Communications Committee (M. Elkins):
 - a. March/April newsletter in development;
 - b. Reminder to Vice President about installing the pool house sign;
 - c. Updates made to the web site
 - d. No meeting this month; no minutes.
4. Landscape Committee (A. Street):
 - a. NB: Last minutes proposal approved to purchase and place potted 5 cypress trees in pool deck area; approval NTE \$3,000. The Treasurer made and the Member-at-large seconded a motion to authorize the committee to purchase the approved trees and coordinate with Sequoia on payment of contractor. For details, reference the landscape committee's proposal.
 - b. Lighting: committee met with Dominion Power's lighting designer. Preliminary information on pricing and locations provided. Process is ongoing.
5. Parking & Safety Committee (D. McGaughey):

- a. Parking policy is on hold until a site plan with planned parking spaces is available (provided at the meeting by Ms. Murray)
 - b. Motion lights will be considered by the committee in conjunction with the Landscape committee.
6. Social Committee (E. Kelley):
- a. 2006 Social Calendar to be sent to Sequoia for distribution;
 - b. Volunteer party approved;
 - c. Annual yard sale scheduled for June 17th.

The Vice President thanked all committees and moved onto correspondence.

Correspondence

In reviewing correspondence, the Board requested Ms. Murray provide—in lieu of individual violation letters—a CRRC-like report that includes number of notices sent, date of follow-up, etc. Special letters for hearings, assessments, etc. will still be included in the Board Book.

The Treasurer made and the Member-at-Large seconded a motion to amend the initial Social Committee motion (to pursue contract with Spirit Cruise lines for the volunteer party) to pursuing a contract with the Odyssey Cruise line (better price and better utilization of resources). **The motion passed unanimously.**

Management Report

Gate

The Board was shown a proposed gate design provided by Centex. Discussion ensued. The Treasurer made and the Secretary seconded a motion to accept the gate design as proposed and request that the gate be constructed on aluminum and colored/painted blank. **The motion carried unanimously.**

Pool Access System

Ms. Murray presented the Board with wiring quote and a partial quote for equipment and supplies (partial because the entire quote was over 1 year old and some items were based on the quantities purchased for a much larger community) to install a swipe-card pool access system. Upon presenting the quotes, Ms. Murray also indicated that in her professional opinion if we were to install this system (which would include a computer remaining in the pool house during the season), we would need to install both a security system and security lighting at the back of the pool house. No quotes were provided on these items. Discussion ensued. The Treasurer made and the Member-at-Large seconded a motion to end the discussion. **The motion carried 3:1 (Elkins, Kelley, Short: aye; Karsadi: nay).** The Treasurer made and the Member-at-Large seconded a motion to table the proposal until next pool season. **The motion carried 3:1 (Elkins, Kelley, Short: aye; Karsadi: nay).**

The pool cover procurement was tabled until the end of pool season.

Boat/trailer parking

The signed letter to Dana Kauffman requesting the CPD was delivered to Ms. Murray by the Member-at-Large.

Street/ parking lot cleaning

Ms. Murray reported on the Member-at-Large's request from last month for a price quote to have Tru-Green backpack blow the streets and parking lots in advance of parking lot lining. The price was \$803.08 per month. The Member-at-Large motioned and the Vice President seconded a motion to authorize Ms. Murray to contract with Tru-Green for one month's service with the direction that cleaning was to occur prior to line painting (at that time scheduled for mid-April). **The motion carried unanimously.**

Committee additions

The Vice President made and the Secretary seconded a motion to approve Erika Kelley's appointment to the Social Committee. **The motion carried unanimously.**

The Secretary made and the Member-at-Large seconded a motion to approve Mary Jo Kosciusk's appointment to the Landscape Committee. **The motion carried unanimously.**

Pre-meeting announcement

The Vice President announced the President's intention to hold a Board Pre-Meeting on Saturday, April 18th at 8 am at the South County Government Center 8350 Richmond Highway. The meeting is open to all community residents. Ms. Murray announced a legal seminar was going to be held for the Board Saturday April 1st at 10 am, and she stated that meetings w/o notice to the community are illegal even if no decisions are made.

Member Open Forum

No issues were raised at open forum. The quarterly drawing for a HOA dues waiver was held based on the 6 non-Board members present at the meeting (D. McGaughey, E. Kelley, R. Laufer, J. McGuinnis, A. Short, and A. Street). The dues waiver was won by Andrew Street in a random drawing of the 6 names done by the Treasurer.

The Vice President made and the Member-at-Large seconded a motion to enter Executive Session at 9:40 pm. **The motion carried unanimously.**

Executive Session (no minutes)

The Secretary made and the Treasurer seconded a motion to end Executive Session at 11:35 pm. **The motion carried unanimously.**

The Treasurer made and the Member-at-Large seconded a motion to send 2 assessment letters to violators discussed in Executive Session. The letters will charge \$10 per day to each violator up to the maximum extent allowed by law. **The motion carried unanimously.**

The Secretary made and the Member-at-Large seconded a motion to limit delinquency reports to those accounts in arrears by \$300 or more. **The motion carried unanimously.**

The Secretary made and the Treasurer seconded a motion to adjourn the meeting at 11:45 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
April 18, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA

Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Representing Sequoia Management Company: Rhonda Murray, Ellie Han

The meeting was called to order at 7:30 pm by the President.

The Treasurer moved and the Member-at-Large seconded a motion to open the meeting; **the motion carried unanimously**. The Secretary moved and the Member-at-Large seconded a motion to hold March meeting minutes' approval in abeyance until May due to confusion over the correct version to be approved. **The motion carried unanimously**.

Committee Reports

1. Architectural Review Committee (M. Ford, minutes included by reference)
2. Budget & Finance Committee (R. Laufer):
 - a. The Grove is running a surplus YTD and we are on-track with expenses;
 - b. There was no meeting this month, ergo no minutes.
3. Communications Committee (M. Elkins):
 - a. Requested permission to add 2 pages to newsletter (Member-at-Large motioned, President seconded. **Motion carried unanimously**);
 - b. No meeting this month; no minutes.
4. Landscape Committee (A. Street):
 - a. Meetings held (usually) second Tuesday of every month
 - b. Lighting: committee met with Dominion Power's lighting designer. Preliminary information on pricing and locations provided. Process is ongoing.
5. Parking & Safety Committee (D. McGaughey):
 - a. Neighborhood Watch is "on autopilot";
 - b. Parking Policy discussed; policy development process is ongoing.
6. Social Committee (E. Kelley):
 - a. Requested permission to use online invitation mechanism (eVite) to simplify process (Member-at-Large motioned, President seconded. **Motion carried unanimously**);
 - b. Requested permission to spend \$40 per recipient (7 recipients) on gift baskets for former Board members (Member-at-Large motioned, Treasurer seconded. **Motion carried unanimously**);
 - c. Annual yard sale scheduled for June 17th.

The President's report discussed the forward-looking approach the Board wishes to take, including budget and programming plans for 2007.

Correspondence

The letter from South Meadows Condominiums regarding use of their trash and pet waste facilities was discussed. The Secretary stated that a reminder would be provided to the membership in the upcoming newsletter.

Management Report

Ms. Murray indicated that the Annual Inspection walk would be taking place May 5th, 8th or 12th. Board members expressed interest in attending and asked Ms. Murray to notify them of the final date.

Transitional Reserve Study: Ms. Murray was directed to prepare a letter to Centex about their follow-up to this study which included a deadline for them to respond (not necessarily to have the work completed).

Unfinished Business

- Management's Action Log was updated (included by reference).
- The Treasurer made and the Secretary seconded a motion to re-issue the 2005 pool policy for the 2006 pool season. The Board will request the Landscape/Open Space/Pool committee revisit this policy in September for pool season 2007. **The motion carried unanimously.**
- Jump drives were distributed to Board members. The Treasurer made and the President seconded a motion stipulating that drive recipients must sign the associated records agreement document acknowledging receipt of the drive. **The motion carried unanimously.**
- A draft Board meeting procedure was considered by the Board. The Vice President made and the Member-at-Large seconded a motion tabling the procedure until the next meeting. **The motion carried unanimously.**
- A proposed e-mail policy was tabled based on a motion made by the President and seconded by the Treasurer. **The motion carried unanimously.**

Member Open Forum

No issues were raised at open forum.

The President made and the Vice President seconded a motion to enter Executive Session at 9:40 pm. **The motion carried unanimously.**

Executive Session (no minutes)

The President made and the Member-at-Large seconded a motion to end Executive Session at 10:15 pm. **The motion carried unanimously.**

Ms. Murray notified the Board that she had a new assistant, Katie Morabito.

The Treasurer made and the Secretary seconded a motion to permit—for purposes of expediting the new pool contract only—the Board to vote on extended the pool hours via email. **The motion carried unanimously.**

The President made and the Treasurer seconded a motion to adjourn the meeting at 10:25 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
May 16, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA

Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Representing Sequoia Management Company: Rhonda Murray

The meeting was called to order at 7:30 pm by the President.

The Treasurer moved and the Member-at-Large seconded a motion to open the meeting; **the motion carried unanimously.**

There were no minutes to approve.

Member Open Forum

- Did the site walk take place and what was the result (did not take place due to conflicts in Ms. Murray's schedule). Rescheduled for May 23rd at 9 am.
- Concern raised about the possibility of bamboo having been planted on Great Swan Court.

President's Report

In his report, the President thanked the social committee for their work on the volunteer cruise. He also reminded those in attendance that pool pass applications should be submitted asap in order to gain admittance to the pool. He also indicated the Board intention to have the community lit with street lights by the fall. Finally, he reiterated the need for volunteers to round out committee rosters.

Committee Reports

1. Architectural Review Committee (A. Short, minutes included by reference).
 - a. Next meeting will be 2nd Saturday in June vice 1st due to holiday weekend.
2. Budget & Finance Committee (R. Laufer):
 - a. The Grove is running a surplus YTD and we are on-track with expenses;
 - b. There was no meeting this month, so no minutes.
3. Communications Committee (M. Elkins):
 - a. Newsletter in development;
 - b. Pool sign must be hung – need Sequoia's help;
 - c. All-call for Web site assistance;
 - d. No meeting this month; no minutes.
4. Landscape Committee (A. Street):
 - a. Lighting: new contact at Dominion Power within the next 30 days, we should have a more concrete plan for Board to review. Process is ongoing.
 - b. The Vice President made and the Member-at-Large seconded a motion to purchase and install holly bushes (as detailed in committee proposal, incorporated here by reference) for the Great Swan Court fence area. **The motion carried unanimously.**

- c. Ms. Murray was directed to seek an alternative quote from Tru-Green for a watering contract and plants similar to those approved by the Board for the fence area.
5. Parking & Safety Committee (D. McGaughey):
 - a. Meeting minutes and proposed parking policy included by reference.
 - b. The President made and the Vice President seconded a motion to accept the Parking & Safety committee's proposal as presented. Discussion ensued, touching on the Community Parking District plans as well as the policy itself. **The motion carried 3:2 (Elkins, Kelley - nay)**
 6. Social Committee (E. Kelley):
 - a. Committee nominated Monica Gamarra as chairperson;
 - b. Recap of the volunteer cruise and plans for extra tickets (yard beautiful contest?);
 - c. Annual yard sale scheduled for June 17th; Community Block party September 9th.
 - d. Discussed merits of increasing committee size (Cmte to return to Board with recommendation);

Correspondence - No discussion or motions.

Management Report

Ms. Murray indicated that the Annual Inspection walk would be taking place May 5th, 8th or 12th. Board members expressed interest in attending and asked Ms. Murray to notify them of the final date.

Transitional Reserve Study: Ms. Murray was directed to prepare a letter to Centex about their follow-up to this study which included a deadline for them to respond (not necessarily have the work completed).

Unfinished Business

- The Treasurer made and the President seconded a motion to accept HOA resolution #2006-01 (Administrative Procedure for HOA Meetings). **The motion carried unanimously.**
- The Member-at-Large made and the Secretary seconded a motion to distribute the community survey as written (online and in the newsletter) with the Secretary taking the lead on implementation and data collection and reporting. **The motion carried 4:1 (Short – nay).**
- The decision was made to no longer hold Board pre-meetings.

The President made and the Secretary seconded a motion to enter Executive Session at 9:50 pm. **The motion carried unanimously.**

Executive Session (no minutes)

The President made and the Member-at-Large seconded a motion to end Executive Session at 11 pm. **The motion carried unanimously (Karsadi abstaining).**

The President made and the Treasurer seconded a motion to close the Karsadi deck issue to further discussion. **The motion carried unanimously (Karsadi abstaining).**

There was no quorum upon which to vote on the proposed chairperson for the Social Committee (three directors abstained due to potential conflicts of interest). The President made and the Treasurer seconded a motion to request the committee put forth a second name for Board consideration. **The motion carried unanimously.**

The President made and the Treasurer seconded a motion to change the Architectural Review Committee liaison from G. Karsadi to M. Ford. **The motion carried 4:1 (Karsadi - nay).**

The Treasurer made and the Member-at-Large seconded a motion to adjourn the meeting at 11:15 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
June 20, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA
Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer (arrived at approximately 9 pm due to another commitment)
Meredith Elkins, Secretary
Representing Sequoia Management Company: Rhonda Murray

The meeting was called to order at 7:30 pm by the President.

The Member-at-Large made and the Secretary seconded a motion to open the meeting; **the motion carried unanimously.**

The President made and the Secretary seconded a motion to approve the May minutes as submitted. **The motion carried unanimously.**

The Member-at-Large made and the President seconded a motion to approve the May minutes as submitted. **The motion carried unanimously.**

The President made and the Secretary seconded a motion to approve the May minutes as submitted. **The motion carried unanimously.**

Member Open Forum

- Beavers living in the creek which bisects the community was the only issue raised in Open Forum.

President's Report

- Twenty-three families participated in the Community Garage Sale;
- Committee budgets will be due in August along with 2007 program planning;
- Sign on the poolhouse is blank;
- Assignment of terms tabled until next month due to J. Short's absence;
- Winkler Pool did not have pool ready as scheduled. To compensate GATHM, the Board agreed (after discussion) to offer Winkler a choice of remediation
 1. One month off our seasonal bill;
 2. Free pool covers for both pools;
 3. Free winterization, 2 evening events held on our choice of evenings and 1 week added to the pool seasons for free.

Committee Reports

1. Architectural Review Committee (T. Royer, no minutes provided).
 - a. ARC has been discussing seeking Board approval to institute a fee for expedited review of applications in the case of a home for sale; a formal proposal will be forthcoming;
 - b. Todd Jones was approved unanimously as Chair.
2. Budget & Finance Committee (not present):
 - a. The Grove is running a surplus of \$37,645.54 YTD and we are on-track with expenses;
 - b. Unappropriated equity of \$143,000 must be spent down; plan is to use it on lighting;

- c. CD coming due for renewal 6/29/06 (R. Murrar)
 - d. There was no meeting this month, so no minutes.
3. Communications Committee (M. Elkins):
 - a. Change Ellie to Katy Morabito in newsletter;
 - b. All-call for Web site assistance;
 - c. No meeting this month; no minutes.
 4. Landscape Committee (no one in attendance, G. Karsadi/R. Murray presented):
 - a. Previous chair has moved from the committee; acting chair on vacation so no meeting
 - b. Lighting process is ongoing.
 - c. The Board still wants to install trash cans
 - d. Discussion of the invoice for the cypress trees for the pool area
 5. Parking & Safety Committee (no one in attendance, J. Short presented):
 - a. Community Parking District (CPD) petitions have arrived; South Meadow residents are included;
 - b. Neighborhood watch – kids are climbing over the fence.
 6. Social Committee (E. Kelley):
 - a. The next wine tasting is in August at a home of GGW;
 - b. The Community block party will be held on 9/9/06 from 11 am to 4 pm (food, games, DJ, etc.)
 - c. Request was made to allow Committee to approach area vendors to donate door prizes for block party. The Member-at-Large made and the President seconded the motion to approve the request; **motion carried unanimously.**
 - d. The Committee has nominated Erika Kelley as the Chairperson. The Secretary made and the Vice President seconded a motion to approve Erika Kelley as Social Committee Chair; **motion carried unanimously, with the Member-at-Large abstaining.**

At 9:07 the Secretary made and the Vice President seconded a motion to enter Executive Session for the purpose of meeting with Tru-Green representative Eric Cooper. **The motion carried unanimously**

Executive Session 1 (no minutes)

At 10 pm the President made and the Secretary seconded a motion to leave Executive Session. **The motion passed unanimously.**

The Treasurer made and the President seconded a motion to enter into a contract with Tru-Green to plan 6 trees, mulch and water those trees through 30 September 2006. To compensate for service issues discussed in Executive Session, Cooper offered GATHM terration [sp?] and overseeing services for the 2006 season. Contracts, include by reference, were signed at that time.

Correspondence - No discussion or motions.

Management Report, included by reference

Unfinished Business

- In order to assure that the most update-to-date list of bond release issues is available to Centex for adjudication, an e-mail account solely for homeowners to report such issues was suggested.
- The Vice President made and the Member-at-Large seconded a motion to revoke the 5/16 motion approving the purchase of 6 holly and evergreen trees through Holly Woods & Vines (because they cannot water them once planted and the trees would perish). **The motion carried unanimously.**
- The Secretary made and the President seconded a motion to allow the Board to approve by email appropriate trash cans for the community.

The President made and the Member-at-Large seconded a motion to enter Executive Session at 10:40 pm. **The motion carried unanimously.**

Executive Session 2 (no minutes)

The President made and the Secretary seconded a motion to end Executive Session at 11 pm. **The motion carried unanimously.**

The Treasurer made and the President seconded a motion to suspend the violation assessment of a homeowner from June 19th – August 1 so that the violating deck could be brought into compliance. **The motion carried unanimously.**

The Member-at-Large made and the Treasurer seconded a motion to send a letter to all homeowners requesting proof of builder installed elements currently considered violations per the ARC guidelines. **The motion carried unanimously.**

The Secretary made and the Member-at-Large seconded a motion to instruct the Architectural Review Committee to use current ARC Guidelines for all applications submitted regardless of the date of the improvement. **The motion carried unanimously.**

The Secretary made and the President seconded a motion to adjourn the meeting at 11:45 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
July 18, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA
Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Representing Sequoia Management Company: Rhonda Murray, Katy Morabtio

The meeting was called to order at 7:30 pm by the President.

The Treasurer made and the President seconded a motion to approve the June minutes as submitted. **The motion carried unanimously.**

Member Open Forum

- Web master mail box is full;
- Dead trees in common areas – can HOA address [Sequoia was asked to contact the County and Centex as appropriate to get trees marked for removal and then have them removed when within the HOA's jurisdiction];
- Local schools' PTA meetings are held the first, second, and third Tuesday of the month which may account for low HOA meeting turnout; suggestion was made to change HOA meeting to fourth Tuesday.

President's Report

- Pool usage and safety;
- President attended social and landscape committee meetings;
- Because of a string of burglaries along Route 1 (subsequently solved), homeowners are advised to lock doors, keep safety in mind;
- Assignment of terms tabled based on questions arising from Section II Article 4 of the Bylaws;

Committee Reports

1. Architectural Review Committee (minutes included by reference).
 - a. ARC sought Board approval to institute a fee for expedited review of applications in the case of a home for sale;
 - b. Procedure for holding applications in abeyance – can the 45 day “clock” indicated in the bylaws stop?
 - c. ARC was informed they are under no obligation to meet expedited requests on applications, but they cannot charge a fee;
 - d. Discussion ensued about the current ARC guidelines and the Board's direction to the ARC to use the current guidelines to review all incoming applications.
2. Budget & Finance Committee (not present):
 - a. The Grove is running a surplus YTD and we are on-track with expenses;
 - b. Unappropriated equity of \$143,000 must be obligated by 31 December; plan is to use it on lighting;
 - c. There was no meeting this month, so no minutes.
3. Communications Committee (M. Elkins):

- a. Proposed Ad rates for newsletter (included by reference)
 - i. The President made and the Treasurer seconded a motion to unanimously accept the ad rates proposed by the committee with a 25% discount for homeowners.
 - b. The web site has been reworked with password protection; technical issue still to be resolved but visit site;
 - c. Reminder about online survey;
 - d. Newsletter not ready; committee lost another member; all call for volunteers;
 - e. No meeting this month; no minutes.
4. Landscape Committee (S. Mancl):
- a. Location of new trees on Great Swan is correct;
 - b. Dominion Power scheduled to be onsite 7/25 for site walk
 - c. Cmte will be turning attention to the tot lots soon;
 - d. Cmte is working with Tru-Green to facilitate group pricing for replacement trees on individual lots;
 - e. Thanks to Board for going to Tru-Green with landscape maintenance issues.
 - f. Shelle Mancl was nominated by the committee to serve as chair
 - i. The Secretary made and the President seconded a motion to approve the nomination; **motion carried unanimously.**
5. Parking & Safety Committee (D. McGaughey):
- a. WW Bridge closings for the coming weekend;
 - b. Rash of burglaries on Route 1;
 - c. Draft Parking rules submitted for Board review.
6. Social Committee (E. Kelley):
- a. Requested presentation order of committees rotate;
 - b. Wine tastings planned for 8/5 and 10/21;
 - c. Block party options presented (included by reference)
 - i. President made and Member-at-Large seconded a motion to: approve Block Party Option 1 (NTE \$4300 with guest prices set at \$24 for adults, \$12 for children 4-11), use the leftover Odyssey tickets as a prize and send the donation solicitation letter to local vendors. **The motion carried unanimously.**

Correspondence

The President made and the Member-at-Large seconded a motion to permit the petitioning homeowners at 3409 Blue Mallard to reapply the redwood stain color to their deck with proper ongoing upkeep. **The motion passed unanimously.**

Management Report

The Treasurer made and the Member-at-Large seconded a motion authorizing Sequoia Management to send a violation letter to all homeowners on listed on the CCR report as having violations, except those whose violations are a fence. **The motion passed unanimously.**

The Member-at-Large made and the Vice President seconded a motion to demand Sequoia Management Company provide the Grove with a new representative within 30 days or the Board will begin seeking another Management Company. **The motion passed carried, 3:2 (Ford, Short – nay).**

The President then left the meeting, as did the Treasurer and the Community Manager.

The Secretary made and the Member-at-Large seconded a motion to adjourn the meeting at 11 pm. **The motion carried unanimously (Ford, Short absent from vote).**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
August 22, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA
Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Representing Sequoia Management Company: Virginia Bird, Katy Morabtio

The meeting was called to order at 7:30 pm by the President.

The President made and the Treasurer seconded a motion to table the July minutes. **The motion carried unanimously.**

Member Open Forum

- Concern about drivers parking facing the wrong direction on Lindberg Dr. (homeowner referred to Fairfax County)
- What happened to the addition of trees in pool area? Board to follow-up.
- New trees planted at end of GSC dying; Tru-Green was authorized to water through EOM September. Board to follow up.

Committee Reports

1. Budget & Finance Committee (L. Laufer for R. Laufer):
 - a. \$143,000 must be appropriated 31 December to avoid trouble with IRS;
 - b. Question asked how are pool expenses budgeted (seasonally or over 12 months) as we are over budget [Treasurer indicated that hours had been added possibly accounting for over-run; follow-up needed];
 - c. Committee budget requests for FY07 due 9/25;
 - d. S. Riser no longer able to join committee;
 - e. There was no meeting this month, so no minutes.
2. Communications Committee (M. Elkins):
 - a. Newsletter update
 - b. Web site -- technical issues remain visit site;
 - c. No meeting this month; no minutes.
3. Landscape Committee (G. Karsadi):
 - a. Lighting proposal was presented to Board by Vice President
 - i. The Member-at-Large made and the Vice President seconded a motion to approve the proposal contingent upon receipt of a second proposal for the remaining half of the community; **motion carried 3:2 (nay Ford, Short)**
4. Parking & Safety Committee (D. McGaughey):
 - a. Burglar caught; remain vigilant

5. Social Committee (E. Kelley):
 - a. Successful wine tasting held 8/5, next scheduled 10/21;
 - b. Block party :
 - i. Road closure update, VDOT couldn't approve, FDOT to be contacted;
 - ii. Possibly over budget due to more RSVPs than anticipated. President made and Vice President seconded a motion to authorize the overspending based on the additional RVSPs'
 - iii. Pool open for day'
 - iv. Looking for volunteers to help set up.
6. Architectural Review Committee (T. Royer).
 - a. 45-day procedure for holding applications in abeyance – can the 45 day “clock” indicated in the bylaws stop for incomplete applications?
 - b. Cmte Chairman (T. Jones) wants legal decision or something in writing about Board’s direction to apply current ARC standards to all applications, regardless of date of modification. Secretary replied that since the request had been made before and the Board had chosen not to act on it, the Board’s decision stood without need of legal guidance.

Unfinished Business

A motion was made and then withdrawn to purchase 5 \$675 black trash cans (plus installation and anchoring kit) for placement at each tot lot around the community. Motion was withdrawn due to concern over who would empty them. A Decision on the Parking Rules (presented by the Parking and Safety Committee in July) was tabled (**President motioned, Vice President seconded; carried 4:1, nay –Short**).

The Secretary made and the President seconded a motion to accept Winkler Pool's offer of free winterization. **Motion carried 4:1 (Nay – Short)**

The Secretary made and the President seconded a motion to allow a vote via email to approve Winkler's anticipated quote for keeping the pool open an extra week (block party). **Motion carried unanimously.**

Management Report

None.

New Business

The President made and the Treasurer seconded a motion to accept Jason Coon as a member of the Budget & Finance Committee. **The Motion carried unanimously.**

Executive Session

The President made and the Secretary seconded a motion to enter Executive Session at 9:45. **The motion carried unanimously.**

The Vice President made and the President seconded a motion to end Executive Session at 10:30. **The motion carried unanimously.**

The Treasurer made and the President seconded a motion to adjourn the meeting at 10:35 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
September 26, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA

Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Representing Sequoia Management Company: Virginia Bird, Katy Morabtio

The meeting was called to order at 7:32 pm by the President.

The President made and the Treasurer seconded a motion to waiver the review of minutes, due the late arrival of the Secretary. **The motion carried unanimously.**

Member Open Forum

- Dying tree at end of GSC dying; Tru-Green to replace? When? Sequoia to follow up with Tru-Green.
- Kudos to Social cmte for yard sale and block party.
- Homeowner follow up from last meeting (maintenance, common area insurance)

President's Report

Congratulations to the social committee: President heard nothing but high praise. It was a successful event and a good time was had by all who attended.

Committee Reports

1. Architectural Review Committee
 - a. Minutes included by reference (Treasurer made, President seconded motion to approve ARC minutes. **Motion carried 4:1 (nay - Elkins, who asked why is Board approving committee minutes?)**)
2. Budget & Finance Committee (R. Laufer):
 - a. Committee budget requests for FY07 were due 9/25, please submit;
 - b. \$143,000 must be appropriated 31 December to avoid trouble with IRS;
 - c. Question: will Sequoia help with budget process;
 - d. Draft budget planned for Board's review at November meeting
 - e. There was no meeting this month, so no minutes.
3. Communications Committee (M. Elkins):
 - a. Newsletter update
 - b. Web site -- propose new web vendor (Resident Interactive) who also maintains Brambleton's Intranet. President made and Member at Large seconded a motion to approve the Resident Interactive Proposal for one year of web support at \$861 plus a \$450 set-up fee (\$3 per user times 287 households). **The motion passed unanimously.**
 - c. No meeting this month; no minutes.
4. Landscape Committee (S. Mancl):
 - a. Tree at Great Swan Court died off
 - b. Lighting proposal was redone and will be resubmitted for Board approval

- c. Pool cover.
- 5. Parking & Safety Committee (J. Short):
 - a. Parking rules still an open issue; the Member at large made and the Vice President seconded a motion to table discussion of the committee's proposed parking rules until the next meeting. **The Motion carried 3:2 (Nay: Ford, Short).**
- 6. Social Committee (E. Kelley):
 - a. Successful block party
 - b. Asked Secretary to submit minutes to ensure payment of outstanding monies owed;
 - c. Upcoming events:
 - i. Clean Up Day 10/6
 - ii. Wine tasting 10/21
 - iii. Halloween Parade and Potluck 10/28
 - iv. Cookie Swap 12/17.
 - d. Budget looks like it will be about \$9K for '07

New Business

Discussion of Cardinal Contract and transition.

Old Business, Management Report, Executive Session

None.

Due to illness, the Secretary excused herself at 10:45 pm. At that time, the President made and the Treasurer seconded a motion to adjourn the meeting. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
October 24, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA

Directors Present: Mike Ford, President
George Karsadi, Vice President
Terrence Kelley, Member-at-Large
Jonathan Short, Treasurer
Meredith Elkins, Secretary

Representing Sequoia Management Company: Virginia Bird, Katy Morabito

The meeting was called to order at 7:30 pm by the President.

The President welcomed members in attendance and introduced Officer Greg Kotterman, Captain Mike Klein and Sergeant Dave Smith of the Fairfax County Police to discuss recent incidents. A Q&A followed remarks by each gentleman.

Member Open Forum

- Dead tree at end of GSC dying; Tru-Green to replace? When? Follow up with Tru-Green needed.
- Many street signs are missing; request Cardinal follow up with Centex.

Approval of Minutes

The President made and the Member-at-Large seconded a motion to approve the July minutes as written; **the motion passed unanimously.**

The Treasurer made and the Member-at-Large seconded a motion to approve the August minutes with changes noted (remove parenthetical reference from page two; amended version included as reference); **the motion passed unanimously.**

The Treasurer made and the Member-at-Large seconded a motion to approve the September minutes as written; **the motion passed unanimously.**

President's Report

It's getting darker early so we all need to pay attention to vehicular traffic, pedestrians and strangers in the neighborhood. Safety is important!

Committees continue to need volunteers.

Committee Reports

1. Social Committee (E. Kelley):
 - a. Halloween Parade at 5 pm 10/28
 - b. Cookie Exchange 12/16
 - c. As soon as budget is approved 2007 planning will begin
 - d. Cmte proposes volunteer party earlier next year (Jan?)
2. Parking & Safety Committee – nothing to report
3. Landscape Committee (S. Mancl):
 - a. Second half of community lighting proposal still pending

- b. The Secretary made and the Vice President seconded a motion to approve the Committee's request to purchase two Rubbermaid-style containers for off-season storage of the pool cover (memo included by reference). **The motion passed unanimously.**
 - c. The Secretary made and the President seconded a motion to approve the proposal from Winkler Pool Management Inc. for the purchase of two pool covers (proposal included by reference). **The motion passed unanimously.**
 - d. The Treasurer made and the President seconded a motion to accept the proposed landscaping around the pool (reference page 63-4 of the October Board book), once the Chair speaks to Tru-Green. **The motion passed unanimously.**
 - e. Aeration and overseeding has been done as committed to by Tru-Green (see June Minutes). Committee wants Tru-Green to remove stake and collar assemblies from trees. Will formally present request next month.
4. Communications Committee (M. Elkins):
- a. Web migration
 - b. Newsletter/committee
5. Budget & Finance Committee (R. Laufer):
- a. American Disposal Service bill paid by Sequoia (amounts had been in dispute)
 - b. Budget
6. Architectural Review Committee
- a. No October meeting due to scheduling issues; next meeting 11/14;
 - b. Will e-vote on 12 pending applications
 - c. Recommends changing the time to cure in denial letters from 30 to 60 days;
 - d. Requested \$200 budget allocation [told to submit in writing to B&F Cmte];
 - e. Requested key to pool house bulletin board;
 - f. 30 applications (from letter that went out)
 - g. Covenants committee
 - h. Request John Fitch attend an ARC meeting
 - i. Request legal guidance.

Correspondence

The Member-at-Large made and the Vice President seconded a motion to submit the correspondence on page 19 of the Board book to Broome, Reese & Diaz for legal review (Ford ARC letter approving deck). **The motion carried 3:2 (nay -- Ford, Short)**

Old Business

The Vice President made and the Member-at-Large seconded a motion to remove Michael Ford as liaison to the ARC and replace with George Karsadi. Discussion ensued. **The motion carried 3:2 (nay – Ford, Short)**

The Member-at-Large made and the Vice President seconded a motion to remove Michael Ford as President, in order to give the community and our new management company the opportunity to start fresh. **The motion carried 3:2 (nay – Ford, Short)**

Mr. Ford made and the Treasurer seconded a motion to install Mr. Short (current Treasurer) as President, Mr. Kelley (current Member-at-Large) as Vice President and keep Ms. Elkins (current Secretary) as Secretary. **The motion failed 2:3 (nay – Elkins, Karsadi, Kelley).**

The Vice President made and the Member-at-Large seconded a motion to install Ms. Elkins (current Secretary) as President and Mr. Kelley (current Member-at-Large) as Secretary. **The motion carried 3:2 (nay – Ford, Short).**

At 10:02 pm, the President made and the Secretary seconded a motion to enter Executive Session. **The motion passed unanimously.**

Executive Session – no minutes.

At 10:10 The President made and the Secretary seconded a motion to leave Executive Session. **The motion passed unanimously.**

The Secretary made and the President seconded a motion to approve member terms as drawn at random from slips of paper prepared in full view of full Board. After selection, Mr. Ford, who drew a two-year term, requested an exchange with Mr. Kelley, who had drawn a one-year term. The terms are as follows:

Ms. Elkins: 2 years

Mr. Ford: 1 year

Mr. Karsadi: 3 years

Mr. Kelley: 2 years

Mr. Short: 3 years

The motion carried unanimously.

The Secretary made and the President seconded a motion to adjourn the meeting at 10:40 pm. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary

**The Grove at Huntley Meadows Homeowners Association
Board of Directors Meeting
November 28, 2006**

Meeting Minutes

Meeting Location: 2511 Parkers Lane, Alexandria, Fairfax County, VA
Directors Present: Meredith Elkins, President
George Karsadi, Vice President
Terrence Kelley, Secretary
Jonathan Short, Treasurer

Directors Absent: Mike Ford, Member-at-Large
Representing Cardinal Management: John Fitch

The meeting was called to order at 7:30 pm by the President.

Member Open Forum

- Change the brass plate and community entry to reflect correct name (The Grove at Huntley Meadows);
- Can the social committee install holiday decorations at the community entries?
 - President made and Vice President seconded motion to approve funds NTE \$150 for wreaths at both community entry points. **Motion carried unanimously (Ford absent).**
- Request made by social committee for purchase of new letters for a-frame sign; action referred to Cardinal for completion.
- Communication issues with recent transitions noted (change of management company, shift of Directors' positions).
- Concern over possible "overspending" for Neighborhood Block Party (no overspending; Board authorized Social Committee to spend what was necessary based on greater community response than anticipated).
- Concern over a rumor that the Vice President was actively trying to re-open his (closed) third story deck issue; homeowner informed that current Board would not be revisiting the issue and that the Vice President had been made aware of that position.

Approval of Minutes

The Secretary made and the Member-at-Large seconded a motion to approve the October minutes with amendments (change the vote tally in the first paragraph of Old Business from 3:3 to 3:2); **the motion passed unanimously.**

Committee Reports

1. Budget & Finance Committee (R. Laufer):
 - a. Did not meet due to scheduling conflicts; asked to follow up with John Fitch re: 2007 budget process
 - b. Chair requested budget info in advance of monthly BoD meeting.
2. Social Committee (E. Kelley):
 - a. Cookie Exchange 12/16
 - b. Wine tasting 12/16
 - c. As soon as budget is approved 2007 planning will begin
 - d. Possible locations for volunteer party discussed.
3. Communications Committee (M. Elkins):

- a. Web migration
 - b. Newsletter
4. Landscape Committee:
- Based on email correspondence from Cmte Chair Shelle Mancl (attached, see item 4), the President made and the Vice President seconded a motion to rescind a previously passed motion authorizing the purchase of storage bins for the pool covers. **The motion carried 4:0 (Ford absent).** In lieu of this purchase, John Fitch took an action to research alternatives.
5. Parking & Safety Committee – nothing to report
6. Architectural Review Committee
- a. Recommend changing the time to cure in rejection letters from 30 days to 60 to give homeowners more flexibility; Board asked committee to make a proposal in writing;

President's Report

The President reported on the change in Director roles as approved by the Board in October. She also confirmed that first phase lighting was complete and second phase lighting would be starting soon.

Treasurer's Report

The Treasurer reported that community is in sound financial health.

Management Report

John Fitch provided the Board with a financial report and pending contracts, including Virginia Dominion Power's proposal to install Phase II of the Community lighting. The Vice President made and the President seconded a motion to approve Dominion's proposal and authorize the disbursement of funds as required. **The motion carried 4:0 (Ford absent).**

The President made and the Secretary seconded a motion to authorize Cardinal Management to secure the services of a recorder beginning with the Annual Meeting at a rate of \$180 per meeting inclusive. **The motion carried 4:0 (Ford absent).**

At 8:48 pm the President made and the Secretary seconded a motion to enter Executive Session. **The motion carried unanimously (Ford absent).**

Executive Session – no minutes.

At 9:13 pm the President made and the Secretary seconded a motion to leave Executive Session. **The motion carried 4:0 (Ford absent).**

A discussion of the community parking situation ensued.

At 9:30 pm, the President made and the Treasurer seconded a motion to adjourn the meeting. **The motion carried unanimously.**

Respectfully submitted,

Meredith Elkins
Secretary
Attachment

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
ANNUAL MEETING MINUTES
DECEMBER 14, 2006

BOARD MEMBERS PRESENT

Meredith Elkins	President
George Karsadi	Vice President
Jonathan Short	Treasurer
Terrence Kelley	Secretary
Mike Ford	Member at Large

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Melissa Winter	Cardinal Management Group, Inc.
Janet Smith	Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER

Meredith Elkins called the meeting to order at 7: 45 p.m. She introduced himself, the other Board members present and the Community Manager.

II. VERIFICATION OF QUORUM/PROOF OF NOTICE

Management verified quorum with 10% present in person or by proxy and presented proof of Notice of Annual Meeting.

Meredith Elkins moved to change the order of the addenda so the election precedes minute approval. Terrence Kelley seconded and the motion passed unanimously.

Meredith Elkins moved to open the floor for nominations to fill the open position of Member at Large for the term of one year. The motion was seconded and passed unanimously.

Ann Krashade nominated Alison Doyle to serve the remaining term for the Member at Large of one year. Alison Doyle introduced herself to the members.

ELECTION OF DIRECTORS

Jonathan Short moved elect Alison Doyle to the Board of Director the motion was seconded and passed by acclamation.

III. STATE OF THE ASSOCIATION

President's Report

Meredith Elkins announced that Cardinal Management Group, Inc. replaced the previous management company and the Board is please with the change. She noted there is no dues increase in 2007, and thanked Committee chairs with special mention of thanks for those working on lighting improvement. Ms. Elkins asked Member who volunteered to stand for acknowledgement. She explained the Board is setting up a temporary committee to determine the feasibility of a second story addition on the pool house; please give John or Janet your info.

IV. OPEN FORUM

The owners in attendance discussed the following items:

- The pool house second story addition.
- Site development including gates at the entrances to Lindbergh from Siren and Greygoose
- Commercial vehicle restriction and enforcement
- Inquired about dues, and coupon books
- Dogs off lease and waste pick up.
- Pets at tennis courts
- Trash removal hours of pick up
- Petitioning the county to remove the gates once they are installed
- The Association financial audits
- Requesting new recycle bins
- Reporting violations
- Traffic and speeding through the community

V. COMMITTEE REPORTS

ARC – The Committee reviewed close to 100 applications this year. There is an opening on the committee, meeting are the 1st Saturday of every month

Social – The Committee organized many events in 2006 including: wine tasting parties, block party, two-yard sales, and community cleanups, cookie exchange and a white elephant gift exchange. The Committee will begin planning 07 events once the budget is approved.

Parking – The parking issue related to the 18-wheeler was resolved.

Neighborhood Watch – The Committee Chair informed the members of recent events in the area and noted an open position on Committee.

Budget – The Committee continues to work on the budget.

Community Improvement – Lighting was installed on Swans Drive, the remaining lights to be installed were approved, and installation will move quickly once Dominion receives the money. Trees installed common areas seeded, and aerated, dead trees removed. The Committee will continue community improvements in 07

Newsletter/Website – Committee is in desperate need of volunteers, the new web provider makes the website more accessible and allows committee members to add to the web pages. The position of newsletter editor was filled.

III. APPROVAL OF MINUTES OF 2005 ANNUAL MEETING

Meredith Elkins moved to waive the reading of and approve the 2005 Annual Meeting minutes as amended, George Karsadi seconded, and the motion carried unanimously.

VI. NEW BUSINESS

The members discussed the developer defect report. Management will address the developer and request their attendance at a Board Meeting.

VII. ADJOURNMENT

Meredith Elkins made a motion to adjourn the Annual Meeting at 8:51 p.m. Ellen Butler seconded and the motion passed unanimously.

Respectfully submitted,

Meghan Watkins, Recording Secretary

Approved _____ Date _____
Board President