

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 25, 2007

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
George Karsadi	Vice President
Jonathan Short	Treasurer
Alison Doyle	Member at Large

ABSENT

Terrence Kelley	Secretary
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OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of quorum and called the meeting to order at 7:39 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and George Karsadi seconded a motion to approve the October 24, 2006 Board Meeting Minutes as written, the motion passed unanimously.

Meredith Elkins made and George Karsadi seconded a motion to approve the November 28, 2006 Board Meeting Minutes as written, the motion passed unanimously.

III. COMMUNITY OPEN FORUM

No issues discussed.

IV. COMMITTEE REPORTS

A. Budget & Finance Report – The proposed budget included in the Board packet will remain the same as last year with additional funds allocated to the Social Committee. Alison Doyle asked where the basis for the increase is located. The President noted the possibility that inaccurate numbers were provided by the previous Management Company and the budget may have been complete before the Social Committee submitted their budget request. Management noted the transition audit and financial statements have not been received from the previous Management Company.

B. Communications – Volunteers are needed. The Chair is in the process of moving data from the Associations old website to the new one.

C. Social – The Chair requested three thousand dollar expenditure for the volunteer brunch and the Boards consideration for a July 4 fireworks display and serving alcohol. The Board noted a fireworks display would not be possible and they will not endorse alcohol.

Meredith Elkins made and George Karsadi seconded a motion to execute the Odyssey contract for brunch on April 1, 2007 costing \$59.99 per person. The motion failed 2:2 (nay – Short, Doyle)

Meredith Elkins made and George Karsadi seconded a motion to execute the Odyssey contract for brunch on March 24, costing \$55.99 per person. The motion carried 3:1 (nay – Short)

D. Parking – Fairfax County Department of Transportation identified public and private roads. The neighboring Community has not responded to the Committees requests to participate in this project but the Chair would like to offer to pay the fees on their behalf. Mr. Short noted cars must park in the same direction of the traffic flow on Lindbergh.

E. Architectural Review Board – Management suggested the Committee simplify the architectural application approval process by utilizing email to save time and reduce costs. The Chair discussed the Committees need to final authority to approve or deny architectural applications due to the 45-day response requirement.

Meredith Elkins made and Alison Doyle seconded a motion to ratify the Architectural Review Boards authority to approve or deny an architectural application, the motion passed unanimously.

V. MANAGEMENT REPORT

A. Administrative

- Financial Statement
- Draft Budget
- Collections Information and Delinquency Report

B. Contracts

- Winkler Pool Management Proposal

Meredith Elkins made and George Karsadi seconded a motion to accept Winkler Pool Managements \$ 32,900 swimming pool management agreement for the 2007 pool season. The motion passed unanimously.

- Property Service Group Pet Waste Station Installation Proposal
The Board tabled Property Service Groups proposal to install pet waste stations.

- Property Service Group Trash Receptacle Installation Proposal
Meredith Elkins made and George Karsadi seconded a motion to accept Property Service Groups proposal to install five trash receptacles for \$1950. The motion passed 3:1 (nay – Short).

- Property Service Group Common Area Clean Up and Waste Receptacle Maintenance Proposal.

Meredith Elkins made and Jonathan Short seconded a motion to approve weekly trash pickup and waste receptacle maintenance service provided by Property Service Group for \$45 per hour with a two hour minimum. The motion passed with one abstention. (abstain – Alison)

- Property Service Group Grounds Clean Up Proposal

Meredith Elkins made and George Karsadi seconded a motion to approve Property Service Groups proposal to clean up common area debris for \$1450. The motion passed unanimously.

C. Maintenance and Grounds

- Cost To Replace Lost Or Stolen Recycle Totes

D. Miscellaneous

- ARC Tracking Log
- 2007 Administrative Calendar presented for informational purposes.
- Reserve Transfer
- Executive Read File included with Board reports.
- Read File was available for Board review.

VI. UNFINISHED BUSINESS

The Board did not discuss unfinished business.

VII. NEW BUSINESS

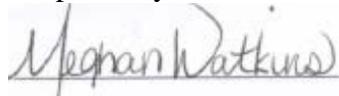
Jonathan Short requested Management update the budget.

Meredith Elkins directed Management to issue notice of the monthly board meeting date and location change.

VIII. ADJOURNMENT

Meredith Elkins made a motion to adjourn the meeting at 8:55 p.m. George Karsadi seconded and the motion passed unanimously.

Respectfully submitted,



Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
February 27, 2007

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
George Karsadi	Vice President
Jonathan Short	Treasurer
Alison Doyle	Member at Large
Terrence Kelley	Secretary

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and George Karsadi seconded a motion to approve the January 25, 2007 Board Meeting Minutes as edited, and the motion carried with one abstention. (Abstain- Kelley)

III. COMMUNITY OPEN FORUM

The owners in attendance were present to discuss the following items:

- Restrictions on home based businesses. Are there any occurrences, what is the proper procedure to address this issue?

The Board noted the Association has no authority to control what happens inside an owner's home, but can enforce parking policies to address commercial vehicles parked on Association roads. The county requires a business license.

- Parking on Lindbergh

The Board advised that Lindbergh is a public street and that it is necessary to call the county and report parking violations.

- The owners of 7875 Lindbergh volunteered to assist the Website Committee.

IV. OFFICER'S REPORTS

No formal reports made during officer reports.

V. COMMITTEE REPORTS

Budget & Finance Report – No Report

Communications – Meredith Elkins reported on the residential interactive website, introduced a draft flyer, and noted the launch date is March 1 but can be changed so that the Board can review the flyer.

Social – No Report

Architectural Review Board – No Report

Parking - The Chair of the Parking Committee has formally resigned from his position. Meredith Elkins would like to edit the parking policy to give more specificity on whether one will be ticketed or towed. Management proposed a special parking meeting to address the parking policy. The Board approved the Committee to continue work on the parking, rules, and

regulations; however, there is no resolution at this point. Management noted parking policies could not be enforced until the Board approves an official resolution.

MANAGEMENT REPORT

A. Administrative

- Financial Statement – The Board commended Management on the thoroughness of the Financial Report. Management explained administrative expenses reflect extra mailings, including architectural correspondence, and meeting change notices. Management noted the \$4900 expense under pool maintenance was a 2006 expense paid in 2007. Management confirmed an investment CD came due in January and rolled over at the same rate. The Board discussed combining CDs to invest at 5% or a higher yield CD. Mr. Kelley noted paying a penalty in order to combine funds and invest at higher a yield CD would be more profitable. Ms. Doyle asked if the financial statements reflect better numbers received from Sequoia. Management noted no additional information was received for Sequoia; however, Gold Klang Cavanaugh will complete a transition audit for the entire year not just the transition months. Management will provide Mr. Short the information needed to meet with the financial adviser. Ms. Doyle asked if there is better information on whether the replacement reserve account is a fully funded account. The Board discussed interpretation of a fully funded reserve account. Management noted the account is funded monthly based on the reserve study and the community's needs.
- Draft Parking – Mr. Kelley moved that the Board approve numbers 3-8 of the draft parking policy and send the rest back to the committee for more work. Ms. Elkins and Ms. Doyle noted there are ambiguities in the document and that piecemeal approval is awkward. The Board discussed the Association's authority to tow a vehicle that is parked in a driveway or easement. Management proposed the Board refer their parking questions to Kim O'Halloran who will attend the next meeting. Management suggested emailing questions to her ahead of time so she can prepare.
- Collections Information and Delinquency Report – Management provided collection and delinquency information for discussion in executive session.

B. Contracts

- Property Service Group Pet Waste Station Installation Proposal - The Board tabled Property Service Groups proposal to install pet waste stations until need or use can be determined.
- Exhibit E Proposal – Winkler Pool Management, trash receptacle stations, patrol of the ground, trash removal. The Board ratified exhibit E by approving the last month's meeting minutes.

Meredith Elkins made and Jonathan Short seconded a motion to install trashcans outside the gate of each tot lot and at the right hand side of pool house entrance. The motion passed unanimously.

C. Maintenance and Grounds

None

D. Miscellaneous

- ARC Tracking Log
- Executive Read File included with Board reports.
- Read File was available for Board review.
- Management provided information on replacement costs for trash totes and recycle bins

VI. UNFINISHED BUSINESS

The Board discussed the draft budget. Management noted the 07 budget has the same assessment factor as 06, although funds are allocated differently to cover requests from the Social and Landscape Committees.

Jonathan Short made and Meredith Elkins seconded a motion agreeing to vote on the Budget via email. The motion passed unanimously.

Management will email the budget to the Board for approval.

Jonathan Short requested Management provide a copy of the budget to owners in the future including supporting documentation for budget figures. Management suggested approving the 2008 budget no later than October 07.

VII. NEW BUSINESS

ARC – Management requested the board amend the ARC application form to remove the requirement that a satellite dish cannot block view of intersection

Meredith Elkins made and George Karsadi seconded a motion to approve the ARC application form as edited removing number 7 from the application. The motion passed unanimously.

Terrence Kelley requested Management issue a letter to Centex stating signs will be purchased and installed by the Association with the cost of labor and material to be borne by Centex.

Alison Doyle noted the County-provided Lindbergh street sign is misspelled.

Meredith Elkins presented laminated cards with appropriate contact information for the Board and Management.

Terrence Kelley asked if the Board should have a disclaimer indemnify/limiting liability on the community website.

VIII. EXECUTIVE SESSION

Meredith Elkins made and Jonathan Short seconded a motion to enter into executive session at 8:46 to discuss owner accounts. The motion passed unanimously.

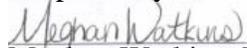
Meredith Elkins made and Jonathan Short seconded a motion to exit executive session and reconvene open session at 9:21 p.m. The motion passed unanimously.

Jonathan Short requested Management provide proposed procedure changes in writing at the next meeting including the change to the ARC application. He also requested Management change the name of the ARC Committee to ARC and Covenants Committee.

IX. ADJOURNMENT

Terrence Kelley made George Karsadi seconded a motion to adjourn the meeting at 9:35 p.m. and the motion passed unanimously.

Respectfully submitted,


Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 27, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
George Karsadi	Vice President
Jonathan Short	Treasurer
Alison Doyle	Member at Large
Terrence Kelley	Secretary

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Jonathan Short made and Alison Doyle seconded a motion to approve the February 27, 2007 Board Meeting Minutes and the motion carried unanimously.

III. COMMUNITY OPEN FORUM

The owners in attendance were present to discuss the following items:

- Trash can installation, debris clean up and loose newspapers.
- Deck footing inspection required by the County.

The Board President noted that the Association has no control and can take no action on a County requirement or violation. Management will research the owner's file for previous action regarding this issue.

IV. OFFICER'S REPORTS

No formal reports were made.

V. COMMITTEE REPORTS

A. Budget & Finance Report

No formal reports were made during this time.

B. Communications

No formal reports were made during this time.

C. Landscape & Pool

Meredith Elkins reported on information provided by the Postmaster regarding replacement of the concrete slab under the mailbox cluster on Great Swan Court. It was determined that concrete in front of cluster is what is needed. The Board discussed the Committee's request for additional pool furniture. Management suggested having Winkler place the existing

furniture on the pool deck so that the Board can determine what, if any, additional pool furniture is needed. Management will solicit information from landscaping architects to provide community enhancement plans, if the Committee can provide an idea of what they would like to install. The Committee is interested in installing hard scapes, patios, and walkways. The Committee chairperson, Shelley Manel, requested a company that will consider native landscaping, permitting. The Board requested that the Committee ask Shawn Frost if he would advise the Committee on future plans or perhaps offer a discounted rate on his services.

Meredith Elkins made and Alison Doyle seconded a motion to procure bids for concrete work in front of the mailbox cluster on Great Swan Court. The motion passed unanimously.

Alison Doyle made and Jonathan Short seconded a motion to procure bids for installing benches at each tot lot as proposed by the landscape committee. The motion passed unanimously.

Meredith Elkins made and Alison Doyle seconded a motion authorizing Management to purchase a sunshade and umbrella for pool area.

D. Social

Social Committee Chairperson, Erika Kelley, requested a motion to approve the Social Committee calendar via email.

Meredith Elkins made and Terrence Kelley seconded a motion to approve Social Committee calendar via email. The motion passed unanimously.

E. Architectural Review

No formal reports were made during this time.

F. Parking and Safety

No formal reports were made during this time.

VI. MANAGEMENT REPORT

A. Administrative

• Financial

Management distributed the transition audit and plans to address questions from the Board once the audit has been fully reviewed by the Board and Management. Meredith Elkins suggested the board consider a motion to strike newsletter advertising, as the Association is not currently advertising. Management responded to Meredith Elkins question regarding extra charges location on page five of the general ledger.

Meredith Elkins made and Jonathan Short seconded a motion to ratify the online 3:2 (Nay - Short, Doyle) vote approving the 2007 Budget. The motion carried unanimously.

- Letter to Wachovia Securities
Meredith Elkins and Jonathan Short signed a letter to Wachovia Securities requesting a change of address to reflect Cardinal Management Group's address.

- Proposal – Gold Klang Cavanaugh
Management presented the Gold Klang Cavanaugh audit services proposal for discussion and information purposes.

B. Contracts

- PSG – Clean-Up and Trash Containers Installed

Management reported on the completion of the extensive debris removal and trash container installation.

C. Maintenance and Grounds

None

D. Miscellaneous

The following information was provided by Management as information for discussion. No Board action was required:

- Updated Architectural Tracking Report
- Executive Read File included with Board reports
- Flyer – Simple Steps for Successful Compliance
- Sample Inspection Form To Be Used During Property and Resale Inspections
- Pool Application Form 2007 Season
- Read File was available for Board review during executive session

VII. UNFINISHED BUSINESS

The Board did not discuss any issues during unfinished business.

VIII. NEW BUSINESS

The Board did not discuss any issues during new business.

IX. EXECUTIVE SESSION

Meredith Elkins made and Alison Doyle seconded a motion to enter into executive session at 8:32 p.m. to conduct a hearing and meet with the Association Attorney. The motion passed unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to exit executive session and reconvene open session at 9:30 p.m. The motion passed unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to send a letter notifying unit 5531 of the Board decision to suspend the \$50 fine lack of an architectural improvement request form on file. The motion passed unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to fine unit 4575 \$50 for failure to submit an architectural improvement request form and \$10 per day retroactive

charge for proceeding with an architectural improvement without prior approval. The motion passed unanimously.

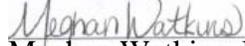
Meredith Elkins made and Terrence Kelley seconded a motion to rescind prior Board action regarding parking policy direction taken in May 2006. The motion carried 3:2. (Nay – Short, Doyle)

Meredith Elkins made and Alison Doyle seconded a motion to appoint William Buffaloe, and Riley Pyles to the Parking Committee and Lara Laufer, Jim Preston, and Karen Goraleski to the Communications Committee. The motion passed unanimously.

X. ADJOURNMENT

Meredith Elkins made and Terrence Kelley seconded a motion to adjourn the meeting at 9:45 p.m. The motion passed unanimously.

Respectfully submitted,



Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 24, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
George Karsadi	Vice President
Terrence Kelley	Secretary
Jonathan Short	Treasurer
Alison Doyle	Member at Large

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and Terrence Kelley seconded a motion to approve the March 27, 2007 Board Meeting Minutes and the motion carried unanimously.

III. COMMUNITY OPEN FORUM

There were no issues discussed during open forum.

IV. OFFICER'S REPORTS

No formal reports made during officer reports.

V. COMMITTEE REPORTS

A. Budget & Finance Report

No formal reports made during this time.

B. Communications

No formal reports made during this time.

C. Landscape & Pool

No formal reports made during this time.

D. Social

Erika Kelley proposed keeping the September date of the community block party. Erika Kelley requested inclusion of the events calendar in the newsletter.

Meredith Elkins made and Alison Doyle seconded a motion to approve the Social Committee's calendar of events. The motion passed unanimously.

E. Architectural Review

Meredith Elkins made and Alison Doyle seconded a motion to approve Shawn Frost as a member the Architectural Review Committee. The motion passed unanimously

F. Parking and Safety

Bill Buffalie (sp?) reported that the Parking and Safety Committee intends to evaluate parking by checking the usage of the unassigned parking spaces. The Committee is considering distributing contact information for the police, Fire Marshall, management, etc., working to address speeding with speed bumps, as well as issues regarding curb cuts.

VI. MANAGEMENT REPORT

A. Administrative Statement

• **Financial**

Management asked if the Board had any questions or comments on the financial reports. Meredith Elkins asked what is interest income on the statement of income line item 31008. Management explained interest income comes from reserves. Jon Short asked why the Board did not include interest income in the budget.

Terrence Kelley reported the penalties for early withdrawal of all CDs earning around 4% would be offset by greater interest rates. The Board requested Management ask the Wachovia representative to come to a Board meeting.

• **Letter to Wachovia Securities**

Meredith Elkins and Jonathan Short signed a letter to Wachovia Securities requesting a change of address to reflect Cardinal Management Group's address.

• **Proposal – GoldKlang Cavanaugh**

Management presented the GoldKlang Cavanaugh audit services proposal for decision. **Meredith Elkins made and Jon Short seconded a motion to approve Gold Klang Cavanaugh proposal to prepare the Associations federal and state tax returns as well as the end of year audit for November and December of 06. The motion passed unanimously.**

B. Contracts

• **ESSI – Proposal for electronic pool pass system.**

The Board discussed pool passes by owner who are behind in their dues using the facilities. **Meredith Elkins made and Jon Short seconded a motion to table the ESSI proposal. The motion passed unanimously.**

• **Pool Furniture – Criterion, Inc.**

Meredith Elkins made and Alison Doyle seconded a motion to approve the purchase of tables for \$2,312 to add to the pool deck. The motion passed unanimously.

• **Lifeguard Chairs – Tailwind Furniture**

Meredith Elkins made and Terrence Kelley seconded a motion to rescind a previously approve motion to purchase a lifeguard chair and umbrella. The motion passed unanimously.

• **Sign-In Desk Chair – Staples**

Meredith Elkins made and Alison Doyle seconded a motion to approve the purchase of pool desk chairs for \$34.99. The motion passed unanimously.

- Park Bench Installation

Meredith Elkins made and Terrence Kelley seconded a motion to approve the installation of four park benches for \$2,592. The motion passed with one abstention. (Short – Abstain)

C. Maintenance and Grounds
None

D. Miscellaneous

The following information was provided by Management as information for discussion no Board action was required:

- Updated Architectural Tracking Report
- Executive Session Read File

VII. UNFINISHED BUSINESS

Centex is seeking County approval to receive bond release; they are scheduled to walk through the community. The Board would like to be present during the walk through.

Meredith Elkins made and Terrence Kelley seconded a motion to accept changes to the pool letter. The motion passed unanimously.

VIII. NEW BUSINESS

The Board directed management to obtain pricing to keep the pool open 7 days a week.

Terrence Kelly made and Meredith Elkins seconded a motion to vote on keeping the pool open an additional day via email. The motion passed unanimously.

IX. EXECUTIVE SESSION

Meredith Elkins made and Alison Doyle seconded a motion to enter into executive session at 8:45 p.m. to conduct a hearing and discuss legal matters. The motion passed unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to exit executive session and reconvene open session at 9:30 p.m. The motion passed unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to fine unit 4551 \$50 for failure to submit an architectural improvement request form and for proceeding with an architectural improvement without prior approval. The motion passed unanimously.

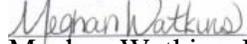
Meredith Elkins requested George Karsadi resign from the Board of Directors based on his attempted interference in a contract and the legal risk that interference posed to the community. Mr. Karsadi refused. The Board expressed its intention to bring the issue before the community for a removal vote.

Jon Short made and Terrence Kelley seconded a motion to appoint Alison Doyle to the position of Vice President and George Karsadi Member at Large. The motion passed 4:1. (Karsadi – Nay)

X. ADJOURNMENT

Meredith Elkins made and Terrence Kelley seconded a motion to adjourn the meeting at 9:53 p.m. The motion passed unanimously.

Respectfully submitted,



Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
SPECIAL MEETING OF MEMBERS
MAY 10, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Alison Doyle	Vice President
Terrence Kelley	Secretary
Jonathan Short	Treasurer

BOARD MEMBERS ABSENT

George Karsadi	Member at Large
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OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

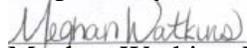
The President noted the presence of a quorum and called the meeting to order at 7:09 p.m.

Ms. Elkins introduced herself, the other Board members present, Management and the Association's attorney. She explained the purpose of the meeting is to seek the removal of Mr. Karsadi from the Board of Directors in order to protect the financial well being of the community and to offer Mr. Karsadi the opportunity to explain his actions to the members.

II. ADJOURNMENT

Motion made and seconded from the floor to recess the meeting at 7:11 p.m. and to reconvene at a later date that will be determined by the Board of Directors, who will inform the owners according to the Association's Bylaws. The motion passed unanimously.

Respectfully submitted,


Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 22, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins President
Alison Doyle Vice President
Jonathan Short Treasurer
George Karsadi Member at Large

BOARD MEMBERS ABSENT

Terrence Kelley Secretary

OTHER ATTENDEES

John Fitch Community Manager, Cardinal Management Group, Inc.
Meghan Watkins Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:34 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and Alison Doyle seconded a motion to approve the April 24, 2007 Board Meeting Minutes as amended and the motion carried unanimously.

III. COMMUNITY OPEN FORUM

The owners in attendance were present to discuss the following items:

- Pool passes
- Trees marked for removal
- Broken pool gate
- Community entrance gates
- Dog waste receptacles

IV. OFFICER'S REPORTS

No formal reports made during officer reports.

V. COMMITTEE REPORTS

A. Budget & Finance Report

No formal reports made during this time.

B. Communications

The Committee is working on the community newsletter and seeking a volunteer to handle the A-frame sign set up.

C. Landscape & Pool

No formal reports made during this time.

D. Social

No formal reports made during this time.

E. Architectural Review

The Committee will coordinate with Management to schedule a community walk through.

F. Parking and Safety

The Committee is considering signs and speed bumps to address speeding. The Committee is also looking into a traffic counter and speed radar.

VI. MANAGEMENT REPORT

A. Administrative

- Financial Statement – Management provided the financial statements to the Board for review.

B. Contracts

- The Board discussed weekly trash pickup.

C. Miscellaneous

The following information was provided by Management as information for discussion no Board action was required:

- Updated Architectural Tracking Report
- Executive Session Read File

VII. UNFINISHED BUSINESS

No business was discussed

VIII. NEW BUSINESS

The Board discussed the need to have an electronic word file of the ARC guidelines. The Board requested Management follow up with the Association attorney on the community charter.

IX. EXECUTIVE SESSION

Meredith Elkins made and John Short seconded a motion to enter into executive session at 8:48 p.m. to conduct a hearing and discuss legal matters. The motion passed unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to exit executive session and reconvene open session at 8:50 p.m. The motion passed unanimously.

X. ADJOURNMENT

Jon Short made and Meredith Elkins seconded a motion to adjourn the meeting at 8:53 p.m. The motion passed unanimously.

Respectfully submitted,

Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
SPECIAL MEETING OF MEMBERS
MAY 31, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Alison Doyle	Vice President
Terrence Kelley	Secretary
Jonathan Short	Treasurer
George Karsadi	Member at Large

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:02 p.m.

Ms. Elkins introduced herself, the other Board members present, Management and the Association's Attorney. She explained that the meeting was a continuation of the May 10, 2007 meeting.

II. OPEN FORUM

Meredith Elkins opened the floor for a question and answer session.

The Board and the Association's Attorney answered questions from the homeowners.

III. RESULTS

David Mancl volunteered to confirm the final vote count.

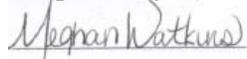
The proxies were counted resulting in 97 votes for removal, 19 votes against removal, and 10 votes for quorum purposes only.

Removal of a Board member requires 145 votes, since the number of votes needed was not reached, Mr. Karsadi will remain on the Board of Directors.

IV. ADJOURNMENT

Terrence Kelly made and Jon Short seconded a motion to adjourn the meeting at 8:03 p.m. The motion passed unanimously.

Respectfully submitted,



Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 22, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Alison Doyle	Vice President
Jonathan Short	Treasurer
George Karsadi	Member at Large
Terrence Kelley	Secretary

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and Alison Doyle seconded a motion to approve the May 22, 2007 Board Meeting Minutes as amended and the motion carried unanimously.

Meredith Elkins made and Alison Doyle seconded a motion to approve the May 10, 2007 Special Meeting Minutes and the motion carried unanimously.

Meredith Elkins made and Terrence Kelley seconded a motion to approve the May 31, 2007 Board Meeting Minutes as amended and the motion carried unanimously.

III. COMMUNITY OPEN FORUM

No issues were addressed during Community Open Forum.

IV. OFFICER'S REPORTS

Meredith Elkins stated for the record that the May 10, 2007 special meeting was continued to May 31, 2007 due to George Karsadi's absence; at the May 31, 2007 special meeting there were 97 votes for removal, 19 votes against removal, and 10 votes for quorum purposes only, consequently George Karsadi remains on the Board.

The board president signed and returned to Management an amendment to the contract authorizing Cardinal Management to bill the Association up front for resale documents and then collect the funds from the owner at closing on behalf of the Association.

The President informed the rest of the Board of the planned resignation of Terrence Kelley and solicited suggestions for a replacement.

V. COMMITTEE REPORTS

A. Budget & Finance Report

No formal reports made during this time.

B. Communications

No formal reports made during this time.

C. Landscape & Pool

No formal reports made during this time.

Meredith Elkins requested Management inquire about extending the pool hours of operation and obtaining two brass plates to reflect the name of the Community correctly. She also noted that Dominion Virginia Power has marked the location of the streetlights to be installed on Lindberg.

Alison Doyle noted the misspelling of the street sign at the Lindberg entrance – to be addressed with VDOT/county.

Management confirmed that the damaged sign at Grey Goose and Audubon Meadow [has been replaced?]

D. Social

Erika Kelley apprised the Board of the upcoming block party, scheduled for September 8, 2007. The Board discussed planned activities and street closing.

E. Architectural Review

The Committee will coordinate with Management to schedule a community walk through.

F. Parking and Safety

No formal reports made during this time.

VI. MANAGEMENT REPORT

A. Administrative

- Financial Statement – Management provided the financial statements to the Board for review. John Fitch reported that the Wachovia representative is unavailable for evening meetings but welcomes phone calls during business hours; Management will forward this information to the Treasurer via email. The Board discussed elevating the request to attend a meeting with Wachovia management. The Board discussed that the Balance Sheet reflects member's equity instead of unappropriated funds and requested Management ask the CPA for advice on this issue.

- Management recommended setting up a Virginia Commerce sweep account that automatically rolls surplus funds into an investment fund.

- Management recommended setting up a Virginia Commerce sweep account that rolls excess money into an investment fund.

Meredith Elkins made and Terrence Kelley seconded a motion to set up a Virginia Commerce sweep account with a \$90,000 cap. The motion passed unanimously.

- Jon Short noted that a CD would reach maturity soon and recommended rolling funds over to a 1-year CD at the same rate.

Meredith Elkins made and Alison Doyle seconded a motion to roll the Discover Bank CD due on 6/29/2007 into the same vehicle at the then-current rate. The motion passed unanimously.

- The Board requested Management provide a financial checkup for the Board to review and the CPA review the transition audit.

B. Contracts

- The Board discussed weekly trash pickup.

C. Miscellaneous

- Management updated the Board on the pool company's poor performance regarding pool maintenance and supervision of pool staff. A spot check by Management found the pool a mess, all chemicals tested at unacceptable levels and no chemicals were available to treat the pool. Pool staff were not at their assigned stations and only 2 staff were onsite on a recent weekend (when 3 are required). Management worked with pool company to correct immediate issues and will continue to monitor. The Board agreed that the pool company should enforce pool rules and comply with its service contract. John Fitch noted he purchased pool furniture (umbrellas and chairs) as discussed.
- Management consulted the Association's Attorney regarding the scheduled walk through with Centex; they reported that the Attorney advised the county assigned project engineer would represent the Association during the walk through, but that the Association may hire an engineer of its own to participate in the process. The Board requested Management coordinate contact between the county project engineer and the person who did the transition audit to see if he is available and the county is amenable to his participation.

The following information was provided by Management as information for discussion no Board action was required:

- Updated Architectural Tracking Report
- Executive Session Read File

VII. UNFINISHED BUSINESS

No business was discussed

VIII. NEW BUSINESS

The President reported a recent request to host a party at the pool that did not meet the criteria in the Association pool rules. The Board agreed that permission would not be granted.

Management recommended reconfiguring the existing space at the pool house to accommodate monthly Board meetings.

Jonathan Short made and Meredith Elkins seconded a motion authorizing solicitation of bids for reconfiguring the pool house. The motion passed unanimously.

The Board discussed the installation of lights at the pool.

IX. EXECUTIVE SESSION

Meredith Elkins made and Alison Doyle seconded a motion to enter into executive session at 8:41 p.m. to conduct a hearing and discuss legal matters. The motion passed unanimously.

Meredith Elkins made and Alison Doyle seconded a motion to exit executive session and reconvene open session at 8:49 p.m. The motion passed unanimously.

X. ADJOURNMENT

Meredith Elkins made and Alison Doyle seconded a motion to adjourn the meeting at 8:50 p.m. The motion passed unanimously.

Respectfully submitted,

Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 24, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Alison Doyle	Vice President
Jonathan Short	Treasurer

BOARD MEMBERS ABSENT

George Karsadi

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Michele Bastin	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:26 p.m.

II. APPROVAL OF MINUTES

Motion made by Meredith Elkins and seconded by Alison Doyle, to table the approval of the May 22, 2007 and June 22, 2007 minutes until the August meeting. Motion carried unanimously.

III. COMMUNITY OPEN FORUM

Two residents were present for the meeting. Issues discussed:

- There is a dead tree, near the tot lot, that is leaning. Concern it may fall. Management will have Centex look at the tree.
- The block party is scheduled for 9.8.07 from 12-4pm. Preparations are under control. The dispatcher (for road closure) will be called the morning of the party.

IV. OFFICER'S REPORTS

PRESIDENT'S REPORT:

There are three positions on the Board that will be open at the Annual Meeting in December. The Board requested that Management get a solicitation of nominees out early to the residents.

V. COMMITTEE REPORTS

A. Budget & Finance Report

No formal reports made during this time.

B. Communications

No formal reports made during this time.

C. Landscape & Pool

The landscape committee has not met and therefore has no formal actions to report. It was noted that there is a new number to call for Miss Utility before digging, 811. It was noted that the lighting installed by Dominion on Lindberg looks good. Pictures of possible improvements (already in place in other developments) were reviewed by the President. The Board suggested that more general landscape ideas be considered.

It was noted that the pool is cleaner. It was requested that the pool company instruct the life guards to lower table umbrellas at shutdown every day and that chairs be pushed under the tables. Management reported continuing pool staff issues are being addressed with the pool company and that some staff have been replaced.

D. Social

A host is still needed for the September 4, 2007 wine tasting.

E. Architectural Review

No formal reports made during this time

F. Parking and Safety

No formal reports made during this time.

VI. MANAGEMENT REPORT

A. Administrative:

- Financial Statement – Ending June 30, 2007- was provided for the Board's review. The Board requested Management to include copies of the attorney invoices in the Management Report. Management will have the responsible accounting person at Cardinal Management contact Jonathan Short in regards to questions about the financials for the Association.

B. Contracts

No contracts

B. Miscellaneous

- Management will check on the status of PSG not picking up the trash on all parts of the property as contracted.
- Management reports that the Fire Marshall would allow occupancy of 44 persons for meetings in a converted pool building. Management will proceed with bids and plans for conversion to community meeting space.
- Management reports they are soliciting proposals from engineering firms to assist in Centex transition, from the consulting engineer who prepared the current transition report (Rich Shutes) and from another company, ETC. Responses will be provided at the August meeting.
- Updated Architectural Tracking Report
- Executive Session Read File

VII. UNFINISHED BUSINESS

- Management brought ideas for converting the pool house into a meeting facility. There are concerns about the capacity of the room. The fire Marshall says that the max capacity is 44 occupants.

VIII. NEW BUSINESS

Motion made by Alison Doyle, seconded by Meredith Elkins, to nominate Jonathan Short to the position of Secretary in addition to Treasurer. Motion passed.

IX. EXECUTIVE SESSION

Motion made by Alison Doyle, seconded by Jonathan Short, to enter into executive session at 8:45 pm to discuss legal matters. The motion passed unanimously.

Meredith Elkins made and Alison Doyle seconded a motion to exit executive session and reconvene open session at 9:05 pm. The motion passed unanimously.

X. ADJOURNMENT

Meredith Elkins made and Alison Doyle seconded a motion to adjourn the meeting at 9:06 pm. The motion passed unanimously.

Respectfully submitted,
Michele Bastin, Recording Secretary

Approved _____
Board President

Date_____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 28, 2007**

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Alison Doyle	Vice President
Jonathan Short	Treasurer
George Karsadi	Member at Large

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Meghan Watkins	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and Alison Doyle seconded a motion to approve the June 26, 2007 and the July 24, 2007 Board Meeting Minutes as edited and the motion carried unanimously.

III. COMMUNITY OPEN FORUM

The owners present discussed the following issues:

- Poor condition of the common area landscaping
- Increase of rental units and handling of HOA issues caused by tenants
- Overgrown grass in back yards
- Heaving mailbox pad
- Graffiti on the side of an owners house and fence
- Lifeguards using laptop while on duty
- Wrong color of pool umbrellas
- South meadow members using pool at will

IV. OFFICER'S REPORTS

Meredith Elkins reported that Dominion Virginia Power installed lights on Cyrene Drive and she will send the draft newsletter to the Board on behalf of the Communications Committee. Meredith Elkins spoke to South Meadows Board of Directors and they are interested in re-opening the parking petition.

Jonathan Short noted that the Parking and Safety Committee needs to be proactive with parking especially with regards to tractor trailers. The board discussed parking enforcement at the entrance of the Community.

Jonathan Short made and Meredith Elkins seconded a motion directing Management to install no parking signs at the Community entrance where tractor trailer parking is a problem. The motion passed unanimously.

V. COMMITTEE REPORTS

A. Budget & Finance Report

Jonathan Short reported that he spoke to Daryl Payne the CFO of Cardinal Management Group. Daryl Payne explained generally accepted accounting principles, which are accounting rules used to prepare, present, and report financial statements for a wide variety of entities, including non-profit organizations Jonathan Short obtained clarification of income reporting relating to accrual of income. Management will obtain signature authority for the current Board, for the Access and Cardinal bank accounts recently turned over by Sequoia. Management will seek bank proposals for management of association funds.

Communications

No formal reports made during this time.

B. Landscape & Pool

Meredith Elkins made and Alison Doyle seconded a motion to appoint Mr. Kennedy to the Landscape and Pool Committee.

C. Social

No formal reports made during this time.

D. Architectural Review

Alison Doyle reported on her discussion with the committee and steps being taken to ensure follow up on ARC proposals and violation between the committee and management. Management stated it does not follow up unless specific reports of continuing noncompliance are provided by community members. Alison Doyle will work with the ARC to address process issues with management.

E. Parking and Safety

No formal reports made during this time.

VI. MANAGEMENT REPORT

A. Administrative

- Financial Statement - The Board reviewed the financial statements.
- Annual Report – The Board reviewed, edited, signed and returned the Annual Report to Mr. Fitch.

B. Contracts

- The Board discussed weekly trash pickup; Meredith Elkins noted that PSG missed the trash can at the tot lot by her house and the common area on Lindberg.

C. Miscellaneous

- Updated Architectural Tracking Report – Jonathan Short and Alison Doyle agreed that the ARC committee needs to establish when to notify Management of violations.
- The PSG proposal for installing a children at play was tabled.
- Read File
- Executive Session Read File

VII. UNFINISHED BUSINESS

The board discussed hiring an engineer to accompany Centex and the county on the bond release walk through. Mr. Fitch said he should have engineering bids in by the next meeting.

VIII. NEW BUSINESS

Meredith Elkins and Alison Doyle requested a copy of the transition and reserve study, seeking confirmation of that the correct amount of money is going into reserves.

IX. EXECUTIVE SESSION

Meredith Elkins made and Alison Doyle seconded a motion to enter into executive session at 8:55 p.m. to discuss owner accounts. The motion passed unanimously.

Meredith Elkins made and Alison Doyle seconded a motion to exit executive session and reconvene open session at 9:00 p.m. The motion passed unanimously.

Meredith Elkins signed a the waiver of conflict of interest provided by Rees, Broome, PC.

Alison Doyle made and Meredith Elkins seconded a motion to collect outstanding debit in full and decline to enter into the payment plan suggested by Rees, Broome, PC. The motion passed unanimously.

X. ADJOURNMENT

Meredith Elkins made and Alison Doyle seconded a motion to adjourn the meeting at 9:02p.m. The motion passed unanimously.

Respectfully submitted,

Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 25, 2007

BOARD MEMBERS PRESENT

Meredith Elkins	President
Alison Doyle	Vice President
Jonathan Short	Treasurer
George Karsadi	Member at Large

OTHER ATTENDEES

John Fitch	Community Manager, Cardinal Management Group, Inc.
Michele Bastin	Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:27 p.m.

II. APPROVAL OF MINUTES

Approval of minutes was deferred to the next meeting.

III. COMMUNITY OPEN FORUM

9 residents were present for the meeting. Issues discussed:

- There is a tree that is leaning. Concern it may fall. Management will have Centex look at the tree.
- It was brought to the attention of the Board that the day-care is still being operated on the property.

IV. OFFICER'S REPORTS

The President noted that a parking petition would require 65% approval from the community. Jeremy Alcorn, President of South Meadow's, was present at the meeting. He wanted to confirm the support of his community, in order to have the required amount of signatures for a petition. The County requires a petition, signed by the owners, so that the process can begin restricting the parking of commercial vehicles and trucks on the property. A fee of \$10.00 per signature is also required by the County.

The Association was notified that the gates will be going up soon.

V. COMMITTEE REPORTS

A. Budget & Finance Report

No formal reports made during this time.

B. Communications

- **Motion made by Meredith Elkins, seconded by Alison Doyle, to pay the user fee for the web site. Motion passed.**

C. Landscape & Pool

- The Community would like a walk through with Management on any of the following dates: 10/4-10/8 -10/9 or 10/4, at 9:00am. Management will be in touch to schedule this.
- Resident Shawn Frost gave a presentation for a plan for the community for possible plantings, care, and maintenance of all the common areas. This included very specific plans for sitting areas as well as time lines for work to be done on the

property. He also included a very detailed list, with pictures, of what trees and plants might be best suited for the property.

- The Board requested management acquires RFP's for turf maintenance.

Motion made by Jonathan Short, seconded by Meredith Elkins, to appoint Shawn Frost to oversee the Community wide landscape project. Motion passed.

D. Social

- The Social Party had about 160 adults and 50 Children. It was very successful.
- It was noted that the yard sale signs were stolen.
- Pot luck is scheduled for Halloween.

E. Architectural Review

- The Committee would like copies of the violation letters that are sent out to help keep track.

F. Parking and Safety

No formal reports made during this time.

VI. MANAGEMENT REPORT

A. Administrative:

Financial Statement – Ending August 31, 2007- was provided for the Boards review.

B. Contracts

No contracts

B. Miscellaneous

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. EXECUTIVE SESSION

Motion made by Jonathan Short, seconded by Meredith Elkins, to enter into executive session at 9:07 pm to discuss legal matters. The motion passed unanimously.

Motion made by Meredith Elkins, seconded by Jonathan Short, to exit executive session and reconvene open session at 9:08 pm. The motion passed unanimously.

Motion made by Jonathan Short, seconded by Alison Doyle, to write off the balance of \$420.00 for account 7753-01. Motion passed

X. ADJOURNMENT

Meredith Elkins made and Alison Doyle seconded a motion to adjourn the meeting at 9:09pm. The motion passed unanimously.

Respectfully submitted,
Michele Bastin, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 30, 2007**

BOARD MEMBERS PRESENT

Meredith Elkins President
Alison Doyle Vice President
Jonathan Short Secretary /Treasurer

Absent

George Karsadi Member at Large

OTHER ATTENDEES

Joe Whitney Community Manager, Cardinal Management Group, Inc.
Meghan Watkins Recording Secretary

I. CALL TO ORDER/VERIFICATION OF QUORUM

The President noted the presence of a quorum and called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

Meredith Elkins made and Jonathan Short seconded a motion to approve the August 2007 Board Meeting minutes as edited. The motion carried unanimously.

Meredith Elkins made and Jonathan Short seconded a motion to table the September 2007 Board Meeting minutes and the motion carried unanimously.

III. COMMUNITY OPEN FORUM

The owners in attendance were present to discuss the following items:

- The election process
- Status of replanting dead trees
- Drain leaking sludge
- Recourse on gate installation
- Status of the community-parking district
- Centex repaired concrete that has started cracking again
- Status of the clubhouse extension project
- Quality of mulch used throughout the community
- Graffiti
- Clubhouse expansion
- Speed bump installation
- Proper location for satellite dish installation
- Inadequate lighting on one side of Audubon

Jonathan Short thought the Board should consider a reimbursement fund and allow owners to request reimbursement for expenses related to vandalism. Management suggested the Board consult the Association attorney.

Jonathan Short made and Meredith Elkins seconded a motion that the board will delineate and consult with the Association's attorney on reimbursing owners for repairing damage caused by vandals. The motion carried. (2:1 Nay - Alison Doyle)

IV. OFFICER'S REPORTS

The officers made no formal reports.

V. COMMITTEE REPORTS

A. Budget & Finance Report

Meredith Elkins made and Alison Doyle seconded a motion to appoint Christina Pyles to the Budget Committee.

B. Communications

No formal reports made during this time.

C. Landscape & Pool

Meredith Elkins announced that the Chair of the Landscape Committee resigned.

D. Social

Meredith Elkins made and Alison Doyle seconded a motion to appoint Christina Pyles as Chairperson of the Social Committee

E. Architectural Review

No formal reports made during this time.

F. Parking and Safety

No formal reports made during this time.

VI. MANAGEMENT REPORT

A. Administrative

- Financials – The board had no questions on the financials.

B. Contracts

- Tree Removal – Management received one proposal from McFall and Berry in response to the bid request. The board request Management obtain a proposal for removing the tree hanging over the tot lot on Great Swan Court as originally requested.

The board requested Joe Whitney find out the status of hiring an engineer as a transition consultant to go on the walk thru with the county and Centex.

C. Maintenance and Grounds

None

D. Miscellaneous

The following information was provided by Management as information for discussion no Board action was required:

- Updated Architectural Tracking Report – The board would like follow up on applications that are denied and the transfer of those to the violation list.
- Executive Read File included with Board reports.
- Read File was available for Board review during executive session

VII. UNFINISHED BUSINESS

The Board did not discuss any issues during unfinished business.

VIII. NEW BUSINESS

Joe Whitney will send an RFP to Pro Grounds for a comprehensive landscaping contract and follow up on the list provided by the board.

The board noted that the pool company did not properly winterize or clean after they closed the pool for the season.

Management requested board signature in order to file the 2004 tax return that apparently was never filed.

The board discussed a bylaw change to prohibit renters from serving on the board of directors.

IX. EXECUTIVE SESSION

Meredith Elkins made and Alison Doyle seconded a motion to enter into executive session at 8:45 p.m. to conduct a hearing and meet with the Association Attorney. The motion passed unanimously.

Meredith Elkins made and Jonathan Short seconded a motion to exit executive session and reconvene open session at 9:17 p.m. The motion passed unanimously.

Management will follow up with Reese Broome on why the statement reports five liens prepared for signature but only three were presented for signature. Jonathan Short reported that liens and lawsuits should be filed simultaneously and asked Management to find out Reese Broome's policy.

X. ADJOURNMENT

Meredith Elkins made and Jonathan Short seconded a motion to adjourn the meeting at 9:22 p.m. The motion passed unanimously.

Respectfully submitted,

Meghan Watkins, Recording Secretary

Approved _____
Board President

Date _____

**THE GROVE AT HUNTLEY MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS MONTHLY MEETING
November 20, 2007**

Members Present: Alison Doyle, Vice President
Jonathan Short, Secretary / Treasurer
George Karsadi, Member At Large

Absent: Meredith Elkins, President

Others Present: Joe Whitney Property Manager, Cardinal
Management Group Sarah Wright, Board Recorder

I. Call to Order

Meeting called to order at 7:35 PM by Alison Doyle

II. Resident Forum

* A resident noted that signs were not posted for meeting. Board responds that Meredith is away and she has no back up.

* A resident said that last month Alison was appointed to replace Mike Ford. The resident was displeased with the mailing regarding the open position. Management looked into the bi-laws which indicated a three year term not a one year residential term. Both the board and management are bound by bi-laws. The resident was concerned that the average resident of the Grove does not know about current board vacancies. Mr. Corsati moved and should be replaced on the board by a community resident.

III. Minutes

* Minutes will be reviewed by board and voted upon via e-mail.

* The resident present commented on the use of a board recorder; community should not pay for minutes when the Board has a Secretary. Management commented on time management and accuracy of a board recorder. The resident addressed the board recorder regarding fees, and she responded that the fee is usually \$25 to \$30 an hour.

IV. Committee Reports

Landscaping Committee

* Two companies are interested in the upgrade project; a walk-thru is

planned and management will receive proposals. Jeff Oetjen, Centex site coordinator for the Grove indicated he is coordinating the project to comply with proper requirements. Board requests follow up by Management to figure out his role. He has communicated with arborists regarding watering. Project will not be signed off until April. No requirement for property owners to approve the project; it is the responsibility of VDOT to repaint curb lines and run cameras into drains. There is a February - March time frame for VDOT approval. Centex is required to install the gate, not lock or maintain a lock. Management does not know if County will require a lock; it may remain open without county enforcement.

V. Officer Reports

- * No officer reports at this time.

VI. Management Report

A. Financial

- * Board inquired about the acronym CJPN, and whether it is used by the legal team. Management will follow up.

- * Board questioned the architectural request tracking policy.

Management does not follow up on every violation; some violations from August and September have been resolved.

- * Regarding exhibit A, Management is working on a narrative to describe categories used in Budget. Board requests extra office expenses be included in new budget to include projected increases in expense.

- * Board discussed line item payment to Triple State Plumbing.

- * Board discussed 2004 tax return.

B. Contracts

- * Management and Board discussed Professional Grounds regarding mulching requirements. The community needs to clarify what it wants. This bidding process is ongoing; Board requests Management accelerate the bidding process.

- * Management and Board discussed snow removal responsibilities of homeowners and HOA. A reserve study should indicate if the association budgeted for long term side walk maintenance. Board Requests Management seek contract for snow removal.

- * Homeowners are dissatisfied with the pool contract. There are maintenance issues both inside and outside of pool. There is a proposal from Atlantic Pools for pool maintenance.

C. Miscellaneous

- * Board discussed the placement of four pet waste containers and

requested management get a quote from PSG. There are questions regarding how the bags will be restocked in the stations and how the stations will be maintained.

VII. Unfinished Business

* A petition has been circulated regarding parking regulations. This affects houses in South Meadows. The document will be taken to the County, including \$10 fee per residency.

* At the August meeting the Board moved to install No Parking signs outside the entrance; Board requests sign choices from Management. Management will send parking regulation templates from other communities as well as Fairfax County Code.

* The home at 7661 Audubon Meadow has a day care sign in yard. This sign needs to be removed; Board requests Management send a warning to the Homeowner.

VIII. New Business

* None to report

IX. Executive Session

Alison Doyle motioned to move to Executive Session at 8:43 PM. Motion approved unanimously.

Alison Doyle motioned to close Executive Session at 8: 54 PM, and reconvene the regular Monthly Board Meeting. Jonathan Short seconded. Passed unanimously.

X. Adjourn

Jonathan Short motioned to adjourn at 9:17 pm. The motion was seconded by Alison Doyle.

Respectfully submitted,
Sarah Wright

February 19, 2008

**The Grove at Huntley Meadows
Annual Meeting
January 30, 2008**

Members Present:	Meredith Elkins Alison Doyle Jonathan Short George Karsadi	President Vice President Treasurer Member At Large
Members Absent:	None	
Others Present:	Joe Whitney Janet Smith	Community Manager, Cardinal Management Interim Board Recorder
Others Absent:	None	

I. Call to Order: 7:28pm

Meredith Elkins called the meeting to order at 7:28pm. She introduced herself, the other Board members and the Community Manager.

II. Verification of Quorum/Proof of Notice

Management verified quorum was met. A minimum of 29 persons either present or via proxy were needed to conduct the meeting. The total this evening came to 89. Management also provided proof of notice of the meeting.

III. Approval of Annual Meeting Minutes of 2006

Meredith Elkins motioned to approve the 2006 Annual Meeting Minutes as amended. Alison Doyle seconded. Motion passed by acclamation.

IV. State of the Association

Meredith Elkins reported on overall accomplishments and activities of the community, including the following:

- Volunteers were solicited for the following committees, noting each has room for a total of 10 members in each: parking and safety, communications, newsletter, budget and finance, covenants, social, architectural review, and landscaping. A sign-up sheet was made available.
- Joe Whitney is the new community manager, replacing John Fitch.
- Lights were installed on Lindberg by the County.
- Trashcans were installed by the pool.
- Dog waste stations will be installed soon.
- A new pool contractor is being solicited due to complaints received the previous pool season.
- An addition of a second level on the pool house is still in the exploratory phase. There will also be room to conduct meetings on-site. Proposals will be sought.
- New landscapers will be obtained. A resident has helped design a new ornamental plan to include a pergola and benches.
- This will be Jonathan Short's last Board meeting.

- Alison Doyle reported on the Centex/bond release. VDOT will own certain streets so Centex will present a package for VDOT's approval. Other items (turf, trees, mailbox pad, etc.) need to be addressed before the bond release.
- Closed gates will be installed in the community. Residents will be notified when and where they will be located.

V. Homeowner Forum

- Mrs. Mancl noted a covered car has not been moved for ~2 weeks.
- Two satellite dishes have been installed over the front door on Great Swan.
- Multiple residents have observed trash not being put in cans, resulting in debris blowing freely. Management needs to be notified so violation letters can be sent.
- Management was directed to contact PSG to check for and pick up loose trash. This will also be added to the February agenda for further discussion.
- A resident objected to the gates, stating they will cut off a portion of the neighborhood.
- A 'deer crossing' sign was requested. Management will obtain proposals for this item.
- Trucks are being parked on Lindberg and Cyrene. Jonathan Short is working on a petition in conjunction with a neighboring community.
- Residents are encouraged to call the non-emergency police number as applicable.
- Neighborhood Watch is on-going, and this is part of the parking and safety committee.
- Residents would like police to be able to issue tickets in the community.
- Discussed parking, dog waste and lights at the mailboxes.

VI. Introductions and Election of Directors

The elections process was explained and candidate biographies were included in the handout.

Two volunteers (Kenyatta Williams and David Mancl) were obtained from the membership present to act as election inspectors.

VII. Election Results

Per ballots counted and verified by the election inspectors, the results are as follows:

George Karsadi	3 year term
Meredith Elkins	2 year term
Cindy Ford	2 year term

Positions will be determined at the next organizational meeting.

IX. Old Business/New Business

None.

X. Adjourn: 8:48pm

Respectfully submitted,

Janet Smith

Janet Smith, Interim Board Recorder

January 30, 2008

Date