

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
January 20, 2009
APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Jim Preston	Vice President
Dave Mikkelson	Treasurer
Shelle Mancl	Secretary
George Karsadi	Member-at-Large

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

CALL TO ORDER

The meeting was called to order at 7:25 pm by Ms. Elkins, noting the presence of a quorum.

COMMUNITY FORUM

A homeowner asked about satellite and trash can violations. Ms. Elkins explained the violation procedure and requested the homeowner to email management.

A homeowner asked when the Centex would be coming off bond. Ms. Elkins explained the February is the estimated time frame and the decision about the gates will be made with homeowner input. It is understood at this point that the gates will be closed and locked.

A homeowner asked about the status of speed bumps on Lindberg. Ms. Garner explained that the process and stated that further clarification was needed from the County on it.

COMMITTEE REPORTS

Social

Christina proposed the 2009 activities calendar and expenses. Ms. Elkins explained that social and welcome committee would like to form block captains and focus on the welcome committee.

APPROVAL OF MINUTES

Upon a motion made by Mr. Preston and seconded by Ms. Elkins the November minutes of the Board of Directors meeting were approved. Mr. Mikkelson and Ms. Mancl abstained from the vote since they were not present at the November meeting, nor were they members of the Board at the time.

MANAGEMENT REPORT
PRESENTED AND RECEIVED

Upon a motion made by Mr. Karsadi and seconded by Mr. Preston the Continental Pools contract for the 2009 Pool Season extending the pool hours Friday through Sunday until 10:00 p.m. for adult swim for a total of \$39,395.00, a total increase of \$3,069 from the original proposal and hours (10-8 : 7 days a week) was approved.

Ms. Mancl motioned and Ms. Elkins seconded the Palmer's contract for the completion of the brick wall located on Audubon Meadow Way using all brick at a cost of \$17,480.00 did not carry due to lack of support. It was decided to request additional information regarding proposals presented.

The Board instructed Management to proceed with issuing violations noted during the property inspection, specifying that no violations were to be issued for lawn maintenance given the time of year.

NEW BUSINESS

Management was instructed to request proposals for the cleaning of the pool house during the pool season for 2009.

The Board instructed Management to obtain proposals for the landscape contract that was scheduled to terminate on April 31, 2009. Management to prepare scope of work and arrange a pre-bid meeting.

OLD BUSINESS

Board provided Management with selections for new pool furniture to include the Marino Villa Swing style from the Leisure Creations catalog provided by Hadsell Sun & Shade. Colors chosen were Moccasin, Crystal Rhapsody, and Cocoa. Management to request proposal include bar stools, tables, tea tables, chaises, sand chairs, dining tables, umbrellas, and plant pots.

Mr. Preston moved to ratify the email votes during the month of December to accept the auditor's recommendation to defer assessments and management's recommendation to write off small balances (unpaid late fees and assessments). Ms. Mancl seconded. Motion carried unanimously.

EXECUTIVE SESSION

None

ADJOURNMENT

Mr. Mikkelson moved to adjourn the meeting at 10:15 p.m. Ms. Elkins seconded. Motion carried unanimously.

Respectfully submitted, Victoria Garner (Janice Verini, Recording Secretary, Absent)

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
February 17, 2009
FINAL

BOARD MEMBERS PRESENT

Meredith Elkins	President
David Mikkelson	Vice President
Jim Preston	Treasurer
George Karsadi	Member-at-Large

BOARD MEMBERS ABSENT

Shelle Mancl	Secretary
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MANAGEMENT PRESENT

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

Janice Verini	Independent Recording Secretary
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HOMEOWNERS PRESENT

CALL TO ORDER

The meeting was called to order at 7:33 pm by Ms. Elkins, noting the presence of a quorum.

COMMUNITY FORUM

A homeowner asked for an update on the status of the community parking district. Ms. Elkins explained that there is no conflict as they had previously thought, and they will continue to move forward with it. The details of where the community parking district will be in affect as well the possible future privatization of Lindberg Drive were discussed. Ms. Elkins explained that the Board is also working on a parking policy for the community.

A homeowner asked whether or not reflective strips will be put on the gates, so they can be seen when they are closed at night. Ms. Elkins explained that it may not be an issue anymore as Centex has said that it will be up to the Association to keep the gates open or closed.

APPROVAL OF MINUTES

Upon a motion made by Mr. Preston and seconded by Ms. Elkins, it was unanimously agreed to approve the minutes of the January 20, 2009 meeting of the Board of Directors.

COMMITTEE REPORTS

Social

Ms. Pyles did not have anything to report from the social committee, but did ask when the communication committee would have the next newsletter ready. Mr. Preston advised that it was in the final editing stages.

Communications

Ms. Jarvis-Miller submitted a written report to the Board, in advance of the meeting, providing an update on things that they are working on.

MANAGEMENT REPORT

Mr. Mikkelson informed Management that he will meet with the financial advisor to put together a plan for Association funds.

The Board discussed the current parking issues in the community, and reviewed a sample parking rules and regulations document that was previously prepared by the Board.

Upon a motion made by Mr. Preston and seconded by Mr. Mikkelson, it was unanimously agreed to send the draft parking rules and regulations to the Association attorney for further review.

The completion of the brick retaining wall on Audubon Meadow Way was discussed. The Board will hold off on a decision regarding this issue until more information is received, and the recorded plats are reviewed to verify that the land in question does in fact belong to the Association. Alternate options were also discussed.

Management presented the request for proposal and scope of work that will be sent out to potential landscape contract bidders. The Board asked Management to move the pre-bid meeting up to the first week in March, as they would like to make a decision and get a new contractor in as soon as possible.

The disposal of the old pool furniture was discussed.

Upon a motion made by Mr. Mikkelson and seconded by Mr. Preston, it was unanimously agreed that the Association will sell the old pool furniture to raise money for the new furniture.

There was a request from homeowner that a no parking from here to corner sign be installed on the corner of Great Swan and Cyrene.

Upon a motion made by Mr. Preston and seconded by Mr. Mikkelson, it was unanimously agreed to have Management check with County and look into having a no parking from here to corner sign installed.

Ms. Elkins asked Management to schedule street sweeping before the fire lanes are repainted.

Management has asked the Board to go over the ongoing action item list and let her know what can be taken off.

Management met with an engineer and a contractor to go over adding a second level to the pool house. One of the contractors will prepare a bid. The Board would asked that the bid include a price with central heat and air conditioning and one price without.

Mr. Preston will send the Board a price list that he has prepared for a web site service.

EXECUTIVE SESSION

Upon a motion made by Mr. Preston and seconded by Ms. Elkins, the Board entered into executive Session at 9:05 pm.

Upon a motion made by Mr. Mikkelson and seconded by Mr. Preston, the Board returned to Open Session at 9:13pm.

ADJOURNMENT

Upon a motion made by Mr. Preston and seconded by Ms. Elkins the meeting was adjourned at 9:14 pm.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
March 17, 2009

BOARD MEMBERS PRESENT

Meredith Elkins	President
David Mikkelson	Treasurer
Shelle Mancl	Secretary

BOARD MEMBERS ABSENT

Jim Preston
George Karsadi

MANAGEMENT PRESENT

Victoria Garner	Community Manager
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OTHERS PRESENT

Doug Hadsell	Hadsell Sun and Shade
Janice Verini	Independent Recording Secretary

HOMEOWNERS PRESENT

Donna Jarvis-Miller
Diane Riser
Mario Chacon
Clancy Preston
Bill Buffaloe
Gary Kosclusko
Janice Allen
Kathleen Mikkelson

CALL TO ORDER

The meeting was called to order at 7:30 pm by Ms. Elkins, noting the presence of a quorum.

SPECIAL PRESENTATION

Doug Hadsell, of Hadsell Sun and Shade, discussed the new pool furniture selections and brought examples of some of the furniture chosen.

Motion: Ms. Mancl motioned to approve the proposal from Hadsell Sun and Shade, with the removal of 3 sand chairs. Mr. Mikkelson seconded. The motion carried unanimously.

Ms. Elkins told the homeowners that some of the old pool furniture will be sold to another community and the remaining will be available for sale. Management followed by saying that

some of the chairs do need to be re-strapped, but Hadsell Sun and Shade performs this service for \$60 a chair which is cheaper than buying that type of chair brand new.

APPROVAL OF MINUTES

Motion: Mr. Mikkelson motioned to approve the minutes of the February meeting of the Board of Directors. Ms. Elkins seconded. The motion carried. Abstain: Ms. Mancl, who was absent at the February meeting.

COMMITTEE REPORTS

Communications

Ms. Jarvis-Miller stated that the newsletter would go to the printer in the next week. She presented the committee's recommendation for signage to be used for meetings and community events. They recommend 4 or 6 signs depending on where the Board would like the signs to be posted. Ms. Elkins stated that the signs are needed to provide proper notice for meetings since not all homeowners are on the website or check the bulletin board at the pool.

Motion: Ms. Mancl motioned to table this decision until next month. Mr. Mikkelson seconded. The motion carried. Opposed: Ms. Elkins.

MANAGEMENT REPORT

Mr. Mikkelson told management that he did have a phone conversation with the financial advisor, but the conversation still did not provide a recommendation for how the Board should invest funds. Management will ask the Smith Barney representative to attend a meeting and provide the Board with a recommendation.

Management will present the draft parking resolution, with the attorney's revisions at the April meeting.

Ms. Elkins stated clarification to Mr. Preston's email earlier that day concerning a previous motion to grandfather existing decks, fences and patios. This motion stipulated only those properties which did not have an application for modifications as of the October 2005 list. The motion passed but did not include more recent modifications where the homeowner did not submit an application.

Management asked for the Board members' availability for a bond release inspection with a Fairfax County inspector and the developer. The walk through will occur on Friday March 20 at 7:30 am.

Landscape maintenance proposals for 2009 were presented and discussed. Management recommends that a two-year contract terminating at the end of the calendar year is signed.

Management also recommends Palmer's due to their excellent communication, noting that the other two contractors also come with very good recommendations.

Motion: Mr. Mikkelson motioned to accept Palmer's contract as written and presented. Ms. Mancl seconded. The motion carried unanimously.

Three pool house cleaning proposals were presented and discussed.

Motion: Ms. Mancl motioned to accept the proposal for pool house cleaning from Clean Advantage as written. Mr. Mikkelson seconded. The motion carried unanimously.

Proposals for tree work to be performed were presented. The Board members will examine the trees on the proposal to verify that the work is still necessary, and discuss at next month's meeting.

Ms. Elkins announced that on March 30 at 4:30, at the South County Government Center a town hall meeting will be held for the proposed community parking district. Management will send a letter on the Association's letterhead stating they want to go forward with the community parking district and currently there are no plans to try and privatize Lindberg Drive.

Ms. Mancl stated that a work order request needs to be placed for additional lighting in the community.

Motion: Mr. Mikkelson motioned for management to contact Dominion Lighting to put a work order in place to put additional street lighting in the community. Ms. Mancl seconded. The motion carried unanimously.

OPEN FORUM

A homeowner asked about moving a tree that was planted next to her house, and may pose a hazard to her home. Management advised that an application must be submitted, unless there is an immediate threat to her home.

Management advised a new administrative assistant, Ann Marie Cianelli, will be handling the administrative tasks for the community.

A homeowner expressed the community's need to larger, clearer "deer crossing" signs. Management will upgrade the signs. She explained that the street sign on the corner of Beechcraft and Lindberg may also need to be replaced. The homeowner also stated that the current utility work that Verizon is doing in the community, could damage some of the owners driveways. She will provide management a copy of the door hanger left by Verizon, so they can give that information to affected owners.

Another homeowner suggested that when the deer crossing signs are replaced, they should be moved forward, so people have more warning before driving down Lindberg.

Ms. Jarvis-Miller will try and solicit volunteers to lead a community clean-up, at the next Communications Committee meeting. Ms. Elkins suggested that she pair with the Social Committee for the event.

EXECUTIVE SESSION

Motion: Mr. Mikkelson motioned to enter into executive session at 9:30 pm. Ms. Elkins seconded. The motion carried unanimously.

Delinquent accounts and architectural violations were discussed.

Motion: Ms. Mancl motioned to return to open session at 9:45 pm. Mr. Mikkelson seconded. The motion carried unanimously.

Motion: Mr. Mikkelson motioned to accept the payment plan for account 553-01 with the caveat that one missed payment will send them directly to legal. Ms. Mancl seconded. The motion carried unanimously.

Motion: Ms. Mancl motioned to go back into executive session at 9:46 pm. Ms. Elkins seconded. The motion carried unanimously.

Motion: Mr. Mikkelson motioned to return to open session at 9:49 pm. Ms. Elkins seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Ms. Mancl motioned to adjourn the meeting at 9:49 pm. Ms. Elkins seconded. The motion carried unanimously.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

April 21, 2009

APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Jim Preston	Vice President
David Mikkelson	Treasurer
Michelle Mancl	Secretary

BOARD MEMBERS ABSENT

George Karsadi	Member-at-large
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MANAGEMENT PRESENT

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

Ted Hart	Smith Barney
Janice Verini	Independent Recording Secretary

HOMEOWNERS PRESENT

Roseann Thompson
Jonathan Short
Clancey Preston
Mirem and Lewis Anslem
Anne Short
Steven Kali
Barnett Alpert
Tanya Diamond
Jansen Evans
Mandal Garcia-Jouy
Bill Buffaloe
Josephine Kosciusko

CALL TO ORDER

The meeting was called to order at 6:40 pm by Ms. Elkins, noting the presence of a quorum. Ms. Elkins announced Ted Hart will be here to advise the Board on the best use of the Association's money.

APPROVAL OF MINUTES

Minutes of March meeting were reviewed.

Motion: Mr. Mikkelson motioned to accept the draft minutes as amended. Ms. Mancl seconded. The motion carried 3-1. Mr. Preston abstained as he was not present at that meeting.

COMMITTEE REPORTS

Social

Ms. Elkins reported that the Easter egg hunt was a success. The block party date was incorrect in newsletter it should be the first Saturday following Labor Day.

Landscape

Maridol reported that she met with the Fairfax County arborist about putting trees in between the backyards of the homes between Audubon Meadow and Lindberg. She will obtain proposals for this, and then present them to the Board.

SPECIAL GUEST

Ted Hart with Smith Barney specializes in managing Association reserve funds. He presented a strategy piece and sample portfolio to the Board.

Motion: Mr. Preston motioned to accept the proposal from Smith Barney. Ms. Mancl seconded. The motion carried unanimously.

COMMITTEE REPORTS – CONTINUED

Motion: Mr. Preston motioned to appoint Maridol as the chairman of the Landscape Committee. Ms. Mancl seconded. The motion carried unanimously.

Communications

Ms. Jarvis-Miller submitted a report for the meeting. She presented a proposal for the Association documents to be re-typed and posted onto the web. The Board will need more information and a more formal contract before moving forward. The Communications Committee also presented a recommendation to have 4 to 6 standard signs created to advertise community events.

Motion: Ms. Mancl motioned that the Board authorize the purchase of 4 signs, 3 to put out and 1 for reserves. Ms. Elkins seconded. Mr. Preston would like to modify the motion to the purchase of 3 signs, 2 signs to put out and 1 for reserves. Ms. Mancl agrees to the amendment. Ms. Elkins seconded. The motion carried 3 -1. Mr. Mikkelson opposed.

MANAGEMENT REPORT

The meeting room at the Mount Vernon Government Center is not available for the May meeting. The date could be moved, or the elementary school could be booked. The Board asked Management to book the elementary school for the regular meeting date which is the 3rd Tuesday of the month.

The Board discussed the addition of a second floor to the pool house. Management recommends using an engineer to oversee the project. The Board agreed to use the engineer that Management recommends and will have them to submit a contract.

The parking policy resolution draft was presented and the Board discussed the details.

Motion: Mr. Preston motioned to accept parking policy as discussed with striking of the words "or driveway" from section 2-C. Mr. Mikkelson seconded. The motion carried unanimously.

The covenants tracking system discussed. The Board is looking for an active Architectural Committee.

County has requested that a letter is sent on the Associations behalf saying that they are comfortable with everything in the community before the bond is released. The Board will not authorize Management to send such letter stating such as they feel that Centex still has many things they need to repair. The letter would not affect the bond release, so the Board would not like to be on record of saying they are comfortable with everything Centex has done.

A tree removal proposal was presented. Some of the items have already been taken care of, but Ms. Mancl did walk some of the areas and found that some of the work could still be performed. The Board will move forward with the outstanding items, and the remaining streets will be observed and any recommendations for additional work will be presented next month.

Motion. Ms. Mancl motioned to approve Affordable Tree proposal to come in and take care of the trees. Mr. Mikkelson seconded. The motion carried unanimously.

Management presented a proposal for recommended and suggested repairs from Continental Pools.

Motion: Mr. Mikkelson motioned to accept recommended repairs as documented by Continental Pools and in addition accept the suggested repairs. Mr. Preston seconded. The motion carried unanimously.

Management presented a proposal from Palmer's for parking lot and road sweeping in the community except for Lindberg and the area of Cyrene that is not maintained by the Association.

Motion: Mr. Preston motioned to accept the proposal from Palmer's for parking lot and road sweeping for \$1220.00. Ms. Mancl seconded. The motion carried unanimously.

Management presented a proposal from Palmer's for plants for the planters bought with the pool furniture. The Board would like to get taller plants possibly. Management will get more information.

The parking bumpers will begin to be installed on April 22.

COMMUNITY FORUM

Ms. Amselem presented her request to that the Board plant a row of trees between the backyard of the homes on Audubon Meadow way and Lindberg. The Board would like her to work with the Landscape Committee to develop a proposal to present to the Board for their review.

A homeowner brought up proposal for additional community lighting. The Board does acknowledge that there is a need for more lighting in the community. They have taken this proposal into consideration and also walked the community themselves.

A representative from the Architectural Review Committee said that the committee would like to meet with the Board to go over architectural related issues.

A homeowner asked if a towing company is contracted will the numbers will be posted for the towing company in case an emergency situation arises. Management said currently there is not one in place, and that once this policy is in affect one will be contracted and they will post signs in the community.

A homeowner asked about the legal fees on the general ledger. He also suggested that the Board does send a letter to the County regarding the bond release, that way they do have it on file that they have issues with Centex needing to make repairs.

A homeowner asked a question about the Association's master insurance policy. Mgmt explained that each homeowner's property is private, and each homeowner should have a full policy to cover their lots and homes.

A homeowner received a notice of violation, dated February 27, 2009. The homeowner would like to present the approval they received regarding the violation. Management explained that the February letters are correct to their knowledge and the objective of the letters is to have records on file, not to have people take down decks or patios. Then if something is not in compliance it will be noted on a resale inspection.

A homeowner asked what the plan is for the gates, whether they will be open or closed. Ms. Elkins said a community meeting would need to be scheduled to get peoples feelings. Once there is a majority to move in one direction they will pursue that direction. Management stated that the speed bumps and other issues can not be acted on until the streets are off bond. They do not believe that the road will meet the traffic flow required for the County to consider traffic calming.

EXECUTIVE SESSION

Motion: Mr. Preston motioned to enter into executive session at 9:01 pm. Ms Mancl seconded. The motion carried unanimously.

Management presented a proposed payment plan for account 2406. The attorney suggests having the owner sign a confessed judgment note.

Motion: Mr. Preston motioned to leave executive session at 9:20 pm. Ms. Elkins seconded. The motion carried unanimously.

Motion: Mr. Preston motioned to accept a payment plan from account 2406. Ms. Elkins seconded. The motion carried unanimously.

ADJOURNMENT

With there being no further business to discuss Mr. Preston motioned to adjourn the meeting was adjourned at 9:20. Ms. Mancl seconded. The motion carried unanimously.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
May 19, 2009
APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Jim Preston	Vice President
David Mikkelson	Treasurer
Michelle Mancl	Secretary
George Karsadi	Member-at-large

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

OTHERS PRESENT

Kevin Munroe, Huntley Meadows Park, Fairfax County

HOMEOWNERS PRESENT

Roseann Thompson
Christina Pyles
Clancey Preston
Miren and Lewis Amselem
Anne Marlin
Jeff Angielski
Donna Jarvis-Miller

CALL TO ORDER

The meeting was called to order at 6:40 pm by Ms. Elkins, noting the presence of a quorum. Ms. Elkins announced Kevin Munroe will present information on our near neighbor, Huntley Meadows Park.

SPECIAL GUEST

Kevin Munroe, Park Manager at Huntley Meadows Park, discussed park amenities, exhibits, programs, restoration projects, volunteer opportunities, and answered homeowner questions concerning park rules. Mr. Munroe stated he is available to talk with our landscaper and homeowners about green practices that will lessen the community's impact on the park.

APPROVAL OF MINUTES

Minutes of April meeting were reviewed.

Motion: Mr. Preston motioned to accept the draft minutes as amended. Mr. Mikkelson seconded. The motion carried unanimously. Mr. Karsadi abstained as he was not present at that meeting.

COMMITTEE REPORTS

Social

Ms. Pyles reported that an updated calendar has been sent to the webmaster. She stated the block party proposal is being prepared. It was requested by the Communications Committee Chair that pictures and an event recap be submitted for inclusion in the newsletter.

Communications

Ms. Jarvis-Miller reported that the community information signs are being purchased. She also reported that, except for the President's Report, all articles have been submitted and are being prepared for layout and final edit. Ms. Jarvis-Miller stated that Supervisor McKay, and Mr. Munroe, Park Ranger at Huntley Meadows Park, will be submitting articles for the newsletter regularly. The Board reiterated their need for more information and a more formal contract before moving forward with the person Ms. Jarvis-Miller is recommending to prepare community documents for the website.

MANAGEMENT REPORT

The pool will open May 23rd. All furniture is here and being set-up. Management proposed that several benches be purchased for next to the restroom doors, along with several baby changing stations for inside the restrooms, and decorative plants.

Motion by Ms. Mancl to purchase 4 decorative plants (2 outside restroom doors and 2 for bathroom vanities), 2 benches, and 2 baby changing stations (1 ea men's and women's restrooms). Mr. Mikkelson seconded. Motion carried unanimously.

The Board also directed Management to prepare a proposal for renting, installing and maintaining/stocking a vending machine for the pool area.

Management reported that the Smith Barney representative required a signed contract before proceeding with portfolio setup; Ms. Elkins signed for the HOA.

Management requested ratification of the email vote to allow a homeowner's pool party to begin one hour earlier than normal pool hours.

Motion by Mr. Preston to so ratify the email vote; Mr. Mikkelson seconded. Vote 4-1, with Ms. Elkins opposed.

Management presented three proposals from companies to prepare the next Reserve Study, required every 5 years.

Motion by Mr. Preston to accept Reserve Advisors to conduct the reserve study; Mr. Mikkelson seconded. Vote carried unanimously.

Management stated that a company had been located to carry out satellite reception testing in the community in preparation for requiring homeowners to relocate all satellite dishes to the back side of their roof. The Board directed Management to obtain a bid for the testing.

Management reported that there is some confusion about where the property line ends on Cyrene Blvd, but that the landscaper has agreed to cut beyond the originally bid area to keep the community looking presentable. The Board will review the community drawings to determine the property line.

Management stated that Palmer's Property Maintenance had inspected the drainage problem at the poolside tot lot, and they determined that it was ground water, not a leak. Palmer's suggested waiting for dryer weather to re-examine the situation. As this appears to be an issue only during heavy rain periods, no action will be taken at this time.

Management was given a copy of the lighting plan drawn up by the Board and was directed to contact Dominion Virginia Power for bids and an installation schedule.

Management stated that ETC, the engineering firm who was to oversee the pool house addition has withdrawn; a new Architect/Engineer will be sought.

Management was directed to obtain bids for some exterior lighting at the pool house to facilitate evening hour swimming.

Management has requested that paint be used to mark sign locations of the deer crossing signs on Lindberg if they are not in the correct location.

Management was directed to contact a tree service to assess if any trees in the community need to be trimmed or removed so as not to damage homes.

Management to send the Board information on violation letter non-responders; the Board will then determine if Cardinal should re-inspect the property and send additional letters.

COMMUNITY FORUM

Ms. Amselem requested an update on the proposal to plant a row of trees between the backyard of the homes on Audubon Meadow way and Lindberg. She also volunteered to join and chair the landscape committee.

Motion by Mr. Karsadi to appoint Ms. Amselem to the Landscape Committee; Ms. Mancl seconded. Motion carried unanimously.

A homeowner complained that several neighboring homes are not cutting their grass. Advised to send addresses to Management for action. The homeowner also submitted an application for the Architectural Committee.

EXECUTIVE SESSION

Motion: Mr. Preston motioned to enter into executive session at 9:01 pm. Ms Mancl seconded. The motion carried unanimously.

Some discussion concerning the sequence of events for several delinquent properties ensued. Management was directed to research how a unit was sold without satisfying the HOA's lien.

Motion: Ms. Mancl motioned to leave executive session at 9:20 pm. Ms. Elkins seconded. The motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 9:20 pm.

Respectfully submitted,

*Shelle Mancl
Secretary*

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
June 16, 2009
FINAL

BOARD MEMBERS PRESENT

Meredith Elkins	President
Jim Preston	Vice President
Shelle Mancl	Secretary
David Mikkelson	Treasurer

BOARD MEMBERS ABSENT

George Karsadi	Member-at-large
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MANAGEMENT PRESENT

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

Janice Verini	Independent Recording Secretary
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HOMEOWNERS PRESENT

Clancy Preston

CALL TO ORDER

Ms. Elkins, noting the presence of a quorum, called the meeting to order at 6:30 pm.

APPROVAL OF MINUTES

The minutes from the May meeting were reviewed.

Motion: Mr. Preston motioned to approve the amended minutes of the May 2009 meeting. Ms. Mancl seconded. The motion carried unanimously.

MANAGEMENT REPORT

Ms. Garner asked for questions on the financial statement. The Board requested to see the monthly invoices for the extra charges in the future. The Smith Barney Corporate Resolution was presented for the President and Secretary's signatures.

The Centex bond release was discussed. Management received notification before the meeting that the bond was released as of 5:00 pm on June 16, 2009. Concerns were raised to Centex and Fairfax County that Centex did not fix all of the necessary items according to the transition study and the Board's requests. A letter was sent to Mark Evans of Fairfax County stating that Centex did not satisfy the Board with the completed work and requesting that the bond not be released.

The Management and Board points of contact were discussed. Management advised that there is one point of contact on the Board for Management to communicate with. Management will send emails to the entire Board and then the Board will take management off the distribution list for Board discussion. Direction to Management will come from Ms. Elkins, the Board liaison.

The Board discussed the community website and owners' access to the site.

Ms. Elkins will look into a motorcycle or other type of charity for the Association to make a contribution in honor of a homeowner that was killed recently in a motorcycle accident.

Motion: Mr. Preston motioned to make a \$50 donation; Ms. Elkins will research a charity to donate to. Mr. Mikkelson seconded. The motion carried unanimously.

Management advised that work will begin on a draft budget for 2010 in July and asked for the Board's input. The Board discussed landscape improvements that had been discussed in the past as well as the addition of a second story to the pool house. Management met with three architects/engineers to discuss the pool house addition. If the room were to have occupancy of 49 or below it would be required to have one stairwell, which could not be a spiral staircase. Meeting the ADA standards would require additional costs. All three companies said the cost would be \$250,000 at a minimum. Management advises that if the Board would like to settle on one engineer and have a basic plan drawn up, that could be brought to the County to get an idea of how much extra cost would be involved to meet County requirements. County inspections and requirements would dictate the cost of the project.

Management advises that if the project costs \$250,000 the Board should not go ahead with it because it could cause a financial hardship for the community in the future when they are in great financial standing right now. Management will get three proposals from three engineers to draw up plans to reconfigure the existing building and to add a second floor. Proposals will be received by the next meeting

The draft reserve study should be completed in the next 4 weeks.

A work order placed into Dominion to install the new lights and Management is currently waiting to hear from the construction department to receive a proposal for the additional lights.

A proposal was presented from Leasure Contracting for floodlights on the pool deck to light the pool during the later pool hours. Management will also look into freestanding lights from Hadsall for the pool deck.

Motion: Ms. Mancl motioned to authorize Management to light the pool deck with flood lights and look into other light sources with a price not to exceed \$3,000.00 including accepting the Leasure Contracting proposal as presented. Mr. Preston seconded. The motion carried unanimously.

Three towing contractors' bids were presented. Management does not suggest having the company patrolling the property; it is preferred that tows are called in.

Motion: Mr. Preston motioned to approve the Henry's Wrecker proposal. Ms. Mancl seconded. The motion carried unanimously.

The Board agreed to go on a call in basis rather than patrolling at first with all Board members being authorized to call in vehicles. A notice will be sent to all homeowners outlining the violations that will result in towing.

Tree proposal presented for various items to beautify the community. Management recommends performing the work then making sure to budget for tree work every year since there are so many large trees in the community as well as having the tree company prepare a comprehensive tree maintenance plan.

Motion: Ms. Mancl motioned to follow through with tree proposal and have the tree company prepare a tree plan. Mr. Preston seconded. The motion carried unanimously.

OLD BUSINESS

The Management action item list was reviewed.

COMMUNITY FORUM

A Homeowner reported complaints about the lifeguards at the pool. Management has heard about the complaints and has contacted the pool management supervisor. The homeowner also asked about owners encroaching beyond their property line.

EXECUTIVE SESSION

Motion: Mr. Preston motioned to enter into executive session at 8:16 pm. Ms. Mancl seconded. The motion carried unanimously.

Management presented the violation log. The Board would like Management to re-inspect the violations.

Motion: Mr. Preston motioned to return to open session at 8:35 pm. Mr. Mikkelson seconded. The motion carried unanimously.

Motion: Ms. Mancl motioned to deny the request to waive the legal fees on Rees Broome account 756139.001. Mr. Preston seconded. The motion carried unanimously.

Mr. Preston announced that he will not be able to attend the July meeting. He requested that Management look at the hanging branches over sidewalk violations in the community and moving the yard waste pick up day for the community.

ADJOURNMENT

Motion: Mr. Preston motioned to adjourn the meeting at 8:39 pm. Ms. Mancl seconded. The motion carried unanimously.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
July 21, 2009
FINAL

BOARD MEMBERS PRESENT

Meredith Elkins	President
Dave Mikkelson	Treasurer
Shelle Mancl	Secretary
George Karsadi	Member-at-Large

BOARD MEMBERS ABSENT

Jim Preston	Vice President
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MANAGEMENT PRESENT

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

Janice Verini	Independent Recording Secretary
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HOMEOWNERS PRESENT

Roseann Tompson
Ann & Bo Marlin
Ken Rivera
David Mancl
Alan & Julie Knight
Robert Farmer

CALL TO ORDER

Ms. Elkins called the meeting to order at 6:30 pm, noting the presence of a quorum.

The Board discussed recent vandalism done by teens in the neighborhood.

Motion: After amendment, Ms. Mancl motioned to have the Board contact the Fairfax County Police officer and tell him that they would prefer restitution from the parents of the teens in one week's time and if they do not get it then they will press charges. Ms. Elkins seconded. The motion carried unanimously.

APPROVAL OF MINUTES

Motion: Mr. Mikkelson motioned to approve the June minutes as amended. Ms. Elkins seconded. The motion carried unanimously.

MANAGEMENT REPORT

The June 30, 2009 financials were reviewed.

Ms. Garner advised that the Fairfax County Board of Supervisors stopped the bond release and is reviewing items Centex will need to fix in depth.

A proposal was presented to extend the 2009 pool season for one week. Pool proposals for the 2010 season were presented with the additional week included.

Motion: Mr. Mikkelson motioned to accept the amendment to extend the pool season to September 13 as presented. Ms. Mancl seconded. The motion carried unanimously.

Motion: Ms. Mancl motioned to accept the proposal for the 2010 pool season with Continental as presented. Ms. Elkins seconded. The motion carried unanimously.

A vending machine proposal was presented. The Board would like more information on the machine before approving the contract.

Proposals from three engineers to draw up plans for a clubhouse addition were presented. The Board would like to interview two of the bidders at an upcoming meeting.

The placement of some of the satellite dishes was discussed. Management advised that the FCC heavily protects the issue. Mr. Mikkelson and Mr. Preston will inspect the community for dishes on the front facades of the homes and provide management with the addresses and photographs.

The landscape company is currently mowing beyond the front entrance to an area that may be VDOT property to keep the area attractive. Management asked for direction on whether to continue or not.

Motion: Ms. Mancl motioned to authorize management to let Palmer's keep mowing this area. Mr. Karsadi seconded. The motion carried unanimously.

Pool management requested a second smaller guard stand and umbrella. This is recommended for safety reasons.

Motion: Ms. Mancl motioned to use the remaining money with Hadsell to purchase another umbrella and guard chair. Mr. Karsadi seconded. The motion carried unanimously.

The Board requested that management get an estimate to remove the trash from the area behind White Heron and the neighboring condominiums. Management has confirmed with the County that this area belongs to the Association.

A proposal from Bartlett Tree Services was presented to remove a tree near the tot lot fence on White Heron. The Board requested that management get another estimate.

OPEN FORUM

During the Open Forum, the following topics were discussed:

- The gates on Lindberg and Cyrene. Once the bond is released there will be a community meeting to discuss whether they will be kept open or closed.
- Speed calming measures in the community. Nothing can be pursued until the community is off bond.
- Spending of additional office expenses. Management explained various charges and suggested that one way to save money in this area would be to have more volunteers from the community.
- The clubhouse addition. Management and the Board explained that this is in the very beginning stages of planning and a community survey would be appropriate before any decisions are made on the project.
- Trees that were removed without notifying homeowners first. The Board advised that the trees were removed for liability reasons. The homeowners would like the Board to consider replacing the trees. The Board advised that this would be discussed among the entire Board and this would have to be offered to all owners that were affected.
- An owner would like to join the Covenants Committee.

Motion: Mr. Karsadi motioned to accept Bob Farmer on the Covenants Committee. Ms. Elkins seconded. The motion carried unanimously.

- Trees in the breezeways will not be planted until the fall when it is appropriate

Motion: Mr. Mikkelson motioned to accept Bo Marlin to the Covenants Committee. Ms. Mancl seconded. The motion carried unanimously.

- The Board would like Management to look into another option to people posting flyers on the light posts in the community.
- Commercial vehicles that have been registered with the Association. Management will look into getting the circle on Cyrene painted with yellow curbs or no parking signs.
- Money from the block party could be spent on a large annual meeting to make the event nicer.
- Additional streetlights in the community. This project is in progress and the Board would like the proposed lights to be posted at the pool house.
- Unsupervised children in the community. The Board recommends calling the Fairfax County non-emergency number to report this as it is happening.
- Reflectors will be put on the gates if they are going to be kept closed.

EXECUTIVE SESSION

Motion: Ms. Mancl motioned to enter into Executive Session at 8:42 pm. Mr. Mikkelson seconded. The motion carried unanimously.

Four recommendations from the attorney were reviewed.

Motion: Mr. Karsadi motioned to exit Executive Session at 9:01 pm. Ms. Elkins seconded. The motion carried unanimously.

Motion: Ms. Mancl motioned to follow Rees Broome's recommendation on the four accounts discussed in Executive Session. Mr. Mikkelson Seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Ms. Mancl motioned to adjourn the meeting at 9:08 pm. Mr. Karsadi seconded. The motion carried unanimously.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 18, 2009
APPROVED

BOARD MEMBERS PRESENT

Meredith Elkins	President
Jim Preston	Vice President
Dave Mikkelson	Treasurer
Shelle Mancl	Secretary
George Karsadi	Member at Large

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

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

Janice Verini	Independent Recording Secretary
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HOMEOWNERS PRESENT

Clancy Preston
Ken Rivera
Christine Pyles
Miren Amselam
Kathleen Mikkelson
Bill Buffaloe

CALL TO ORDER

Ms. Elkins called the meeting to order at 6:32 pm, noting the presence of a quorum.

The Board discussed the operating account balance.

COMMITTEE REPORTS

Social

Ms. Pyles asked permission to send out a flyer with the block party information. The Board gave authorization for her to send them out and advised that the community signs are still on order.

SPECIAL AGENDA

Prat Singh of Schutler Architects discussed possibilities for a clubhouse addition with the Board.

The Board would like to poll community members at the block party to gauge how they would like to use the community room and whether or not they should proceed with the project.

The Board discussed possible uses for a community room and alternative options. There is no other possible land in the community for use for a building.

Ms. Mancl will collect questions from the Board members and give them to the Social Committee to include in a block party survey. The completed survey will serve as a ticket to get into the block party. Residents that are not planning to attend the block party will have the opportunity to drop their survey off at the pool house.

APPROVAL OF MINUTES

The Board reviewed the July minutes.

Motion: Ms. Mancl moved to approve the July minute as amended. Mr. Mikkelson seconded. The motion carried. Mr. Preston abstained, as he was not present at the July meeting.

Management advised that a covenants committee charter is needed. Management will reach out to the two new members and give them guidance on the duties and responsibilities of the committee.

MANAGEMENT REPORT

Ms. Garner reported the following:

- Requested treasurer or president's signature to close the current money market accounts move the fund to Smith Barney
- Presented the draft 2008-2007 audit. Management recommended approval so it can be finalized

Motion: Mr. Preston moved to sign the draft audit report. Ms. Mancl seconded. The motion carried unanimously.

- The directors and officers insurance increased by \$1. Management also requested to increase the fidelity coverage to meet state statues.
- Management recommends a policy resolution to expedite the hearing process to mow non-compliant homeowner's yards. Management will research with the insurance policy on whether the association can mow the town home front yards again and draft a policy resolution.
- Management also recommends a policy resolutions to expedite the hearing process for trash can violations since this is a large complaint in the community.
- Management will send draft resolution out to the Board members before the next meeting for their review.
- Vending machine proposal discussed

Motion: Mr. Preston moved to have the vending machine installed prior to next pool season as long as the depth is less than 37". Mr. Mikkelson seconded. The motion carried.

Motion: Mr. Preston moved to rescind his previous motion. Mr. Mikkelson seconded. The motion carried.

Motion: Mr. Preston moved to have the vending machine installed as soon as possible, as long as the depth is less than 37". Mr. Mikkelson seconded. The motion carried.

- Presented a proposal for additional streetlights. Ms. Mancl would like more information on the under-road boring.

Motion: Mr. Preston moved to accept the Dominion proposal and authorize management to have a light installed on the clubhouse to supplement the lack of light number five at a cost not to exceed \$750. Ms. Mancl seconded. The motion carried.

- Management asked the Board to follow up on the pool deck lighting options. Ms. Elkins suggests tabling the idea until next year after reviewing how much the evening pool hours were used.

Motion: Ms. Mancl moved to table putting additional pool deck lighting in until more information is gathered on whether it is needed. Mr. Preston seconded. The motion carried.

- A homeowner requested sod or seeding behind her home to cover an area where she previously had an item that killed the grass under it. Management does not recommend taking action and the Board declines taking any action.
- Management follows up on the additional lifeguard stand and umbrella. Management still recommends getting a second tall chair upon the pool management recommendation. Management will come with official recommendation from the regional supervisor and the guidelines for the state and county and speak with the insurance representative on this issue. Mr. Preston and Mr. Mikkelson do not feel that it is a good use of money and think that another tall pool chair may be in too shallow water for guards to dive into.

COMMUNITY FORUM

The following topics were discussed in community forum:

- Trees in the breezeways – The Board has not received a recommendation from the Landscape Committee but would not be planted until fall. Adding trees could be at risk until Centex comes off bond as they are not in the original community plans.
- Large vehicles parked on Lindberg Drive. The Board advised that Lindberg is a public road so no traffic calming measures can be addressed until Centex comes off bond.
- The gates also can not be addressed until Centex comes off bond.
- More speed limit signs on Cyrene. Management will contact VDOT.
- Painting the curbs at the circle on Cyrene yellow.
- Management will provide a homeowner with a Centex contact for her to reach out to regarding planting trees in the breezeways

- Tree roots growing and damaging the sidewalks. Management advised that it is not a violation yet but an informational letter could be mailed to affected owners.

EXECUTIVE SESSION

Motion: Mr. Mikkelson moved to enter into Executive Session at 9:00 pm. Mr. Preston Seconded. The motion carried.

A homeowner's payment plan was discussed.

Motion: Mr. Preston moved to leave Executive Session. Ms. Mancl seconded. The motion carried.

Motion: Ms. Mancl moved to accept the decisions arrived to in Executive Session. Mr. Preston seconded. The motion carried.

ADJOURNMENT

Motion: Ms. Elkins moved to adjourn the meeting at 9:15 pm. Mr. Mikkelson seconded. The motion carried.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 15, 2009
APPROVED

BOARD MEMBERS PRESENT

Jim Preston Vice President
Shelle Mancl Secretary
George Karsadi Member-at-large

BOARD MEMBERS ABSENT

Meredith Elkins President
David Mikkelson Treasurer

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

OTHERS PRESENT

Janice Verini Independent Recording Secretary

HOMEOWNERS PRESENT

Barnett Alpert
Ann & Bo Marlin
Roseann Tompson
Jeff Preston
Ken Rivera
Miren & Lewis Amselem
Donna Jarvis Miller

CALL TO ORDER

Mr. Preston called to the meeting to order at 6:30 pm, noting the presence of quorum.

SPECIAL ORDER

An architect came to discuss the feasibility and price of a pool house addition that the Board has been looking into.

Mr. Preston suggested moving Community Forum to the beginning of the agenda.

Motion: Ms. Mancl moved to amend the agenda and move Community Forum up. Mr. Preston seconded. The motion carried unanimously.

COMMUNITY FORUM

The following topics were discussed in community forum:

- Increase in crime in the community. Management advised increasing Neighborhood Watch efforts or asking an off-duty police officer to patrol the community. Management will contact Fairfax County Police.
- Non-residents use of the tot lots.
- Posing of minutes to the community web site.

Ms. Mancl announced that the Board accepts Meredith's resignation, which was submitted via email on August 30, 2009.

ELECTION OF OFFICERS

Motion: Ms. Mancl moved to name Mr. Preston as President of the Board. Mr. Preston seconded. The motion carried 2-1. Mr. Karsadi abstained.

Motion: Mr. Preston moved to nominate Mr. Mikkelson as Vice President of the Board. Ms. Mancl seconded. The motion carried unanimously.

COMMITTEE REPORTS

Communications

Donna Jarvis-Miller reported that the newsletter was recently mailed out and she will deliver the extra copies to real estate agents to distribute to potential buyers in the community. The sandwich boards are in production and to be completed soon. The annual meeting post cards will go out as well as another newsletter before the end of the year.

Motion: Mr. Karsadi moved to adopt the covenants committee charter. Mr. Preston seconded. The motion carried unanimously.

Motion: Ms. Mancl moved to name Bo Marlin as chairperson of Covenants Committee. Mr. Karsadi seconded. The motion carried unanimously.

MANAGEMENT REPORT

- The 2008 final audit was presented to the Board members for them to keep for their records. The 2009-2010 engagement letter was also presented from Goldklang, Cavanaugh and Associates. Management recommends approving this.

Motion: Ms. Mancl moved to retain Goldklang for the 2009-2010 audits. Mr. Preston seconded. The motion carried unanimously.

- Management reviewed the insurance policy and found that the fidelity coverage was not sufficient. The coverage now meets State Statute requirements. Management has also confirmed that the landscape company does have general liability coverage to cover

mowing the town home front yards and will submit bids for mowing front yards of town home and single-family yards to compare.

- Management recommends allowing Fairfax County Animal Control to be able to enforce their rules on the HOA property.

Motion: Mr. Karsadi moved to authorize Fairfax County to allow Animal Control to patrol the community. Ms. Mancl seconded. The motion carried unanimously.

- The trash policy resolution was presented and reviewed.

Motion: Ms. Mancl moved to accept the trash policy resolution as amended. Mr. Karsadi seconded. The motion carried unanimously.

- Management will mail the adopted policy resolution to all owners as soon as possible and it will be effective 30 days following.
- The Annual Meeting is scheduled for December 15 at the South County Center. Management will send notices compliant with the governing documents.
- The draft budget will be ready and sent to the Board members in the next couple of weeks.
- The architect proposals to draw plans for the pool house addition were presented again. The Board will table any decision on this until the surveys from the block party are reviewed.
- A check has gone to Dominion Power for the additional street lights. A notice will be sent to residents with a map showing where the additional lights will be and existing lights.
- A proposal to remove trash and debris from area behind White Heron was presented. Mr. Preston recommends waiting until after the community clean up day to decide on this proposal.
- Over the entire pool season only 32 people signed in for the night swimming hours. The 2010 pool contract was signed with these hours in place but it can be adjusted if the Board feels like it is unnecessary. This will be discussed once the surveys are reviewed as this was a topic on it.

Mr. Karsadi announced his resignation from the Board. The Board accepts his resignation.

EXECUTIVE SESSION

The Board entered into Executive Session at 8:09 pm.

The Association's attorney came to meet with the Board and review collections matters.

ADJOURNMENT

With there being no further business to discuss the meeting was adjourned at 9:45 pm.

Respectfully submitted,

Janice J. Verini
Independent Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Mt. Vernon Government Center
October 20, 2009
APPROVED

BOARD MEMBERS PRESENT

Jim Preston	President
David Mikkelson	Vice President
Shelle Mancl	Secretary

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

Miren & Lewis Amselem
Todd Jones
Shawn Frost
Bill Buffaloe
Clancy Preston
(2 Others were present but did not sign in)

CALL TO ORDER

Mr. Preston called the meeting to order at 6:35 pm, noting the presence of quorum.

MEETING MINUTES

The meeting minutes were reviewed.

Motion: Mr. Mikkelson moved to approve the August 18, 2009 meeting minutes with the requested changes. Mr. Preston seconded. The motion carried unanimously.

Motion: Ms. Mancl moved to approve the September 15, 2009 meeting minutes as presented. Mr. Preston seconded. The motion carried unanimously.

COMMUNITY FORUM

There were no comments from the membership.

COMMITTEE REPORTS

Architectural: Todd Jones and Shawn Frost were in attendance to discuss the Board's concerns over the process of approving architectural requests. Mr. Jones requested Management email

the application log to him for review. Mr. Jones explained to the Board that requests must be complete when submitted and the clock would start rolling upon the committee confirmation the application was complete. Further more, he notifies Management when the committee needs more information, is approved or denied and the committee does not offer conditional approvals. Mr. Jones prefers all communications with homeowners be in writing. There was discussion of why some light fixtures had been approved along with an outstanding request to paint shutters. Mr. Mikkelson will discuss the request to paint the shutters with the resident and get in touch with Mr. Jones.

There were no other committee reports.

SPECIAL ORDER

Homeowner, Bill Buffaloe presented the Board with materials and recommendations to privatize Lindberg Drive. Mr. Buffaloe stressed that doing so would provide for increased security and property values, along with decreased vehicular speeding. The presentation addressed procedure to privatize Lindberg along with possible costs associated with taking ownership of the road. The Board informed Mr. Buffaloe there were concerns regarding the reserve study, budget as well as the bond release so they would take his recommendations into consideration and review them further.

MANAGEMENT REPORT

There was discussion regarding the financial statements for period ending September 30, 2009.

Management informed the Board the authorization letter to Fairfax County Animal Control was mailed and asked how they would like to publish the authorization to the membership. The Board agreed an announcement would be made in the next newsletter that Fairfax County Animal Control may now enter the community to enforce county pet ordinances.

Management requested the Board provide details of the plans for the Annual Meeting, specifically if there would be any refreshments, raffles or guest speakers. The Board confirmed refreshments would be provided and Jeff McKay would be the only guest speaker. The Board requested Management confirm with South County refreshments could be set up in the meeting space and not in the hallway like last year.

Management presented the Board with a proposed 2010 draft budget, noting the changes the Board requested were included and two options were provided. There was discussion over the budget and Management reminded the Board they should determine the annual assessment percentage increase based upon the expected expenditures. The Board requested Management revise the budget to remove the security patrol services and split the repayment of the reserves (lighting payment) into 2 years with an option of repayment in one lump sum. Management will email the changes to the Board for review and urged the Board to approve the budget prior to the November meeting to allow for sufficient time for mailing the assessment notice and payment coupons.

Management discussed ways the Association could decrease there expenditures, noting a fair amount of funds were spent on collections and violation letter processing.

Motion: Ms. Mancl moved to instruct Management to process final letters to all those owners who have outstanding violations, informing them they have a right to request a hearing and for Management to proceed in the future with enforcement of the current Due Process Resolution, noting only two violation letters would be processed in the future. Mr. Preston seconded. The motion carried unanimously.

Mr. Preston asked Management to confirm if Cardinal would charge \$15.00 for updating an Architectural Application, rather than re-submitting it in its entirety.

Management presented the Board with a renewal proposal from Clean Advantage for cleaning the pool house during the 2010 operating season. The proposal was a mere 3% increase from 2009's rates.

Motion: Mr. Mikkelson moved to approve the Clean Advantage contract for 2010 for a cost of \$360.50 per month, from May through September. Mr. Preston seconded. The motion carried unanimously.

Management presented the Board with the employment application for Fairfax County Off-Duty Police Officers for providing security patrols for the Association.

Motion: Ms. Mancl moved to table the employment of security patrols. Mr. Preston seconded. The motion carried unanimously.

Management presented the Board with the quote from Palmer's Property Maintenance to add the townhome lawn maintenance to the grounds contract for an annual total of \$13,728.

Mr. Mikkelson moved to approve adding the townhome maintenance to the grounds contract as proposed. Mr. Preston seconded. The motion carried unanimously.

Management will have Palmer's create the addendum and forward to Mr. Preston for his signature.

Management announced that Thanksgiving falls on a Thursday trash collection day and recommended the holiday trash schedule be published to the community as soon as possible. The Board agreed and instructed Management to publish the notice.

UNFINISHED BUSINESS

Ms. Mancl announced there had been several email votes between meetings that she wished to read into the meeting minutes.

- September 28, 2009 a motion carried unanimously to approve expenses relating to a Neighborhood Watch mailing.
- September 29, 2009 a motion carried unanimously to deny a resident to store his boat in the driveway of his residence.
- October 1, 2009 a motion carried unanimously to approve Smith Barney's recommendations for investing Association funds into a laddered portfolio.

Mr. Mikkelson addressed cutting down costs by decreasing the number of nights for extended pool hours, recommending 1 night rather than three. Mr. Mikkelson suggested the pool should have night swim hours only on Saturdays.

Motion: Mr. Mikkelson moved to have Management instruct Continental Pools to revise the previously signed 2010 pool management contract to reflect extended hours on Saturday only. Ms. Mancl seconded. The motion carried unanimously.

Ms. Mancl requested Management revise the ARC log to reflect "Received by Management" rather than "Date Submitted" as she felt this could cause confusion along with a column of "Date Accepted by ARC".

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Mr. Mikkelson moved to enter Executive Session at 9:00 p.m. to discuss delinquent accounts and outstanding violations. Mr. Preston seconded. The motion carried unanimously.

Motion: Ms. Mancl moved to exit Executive Session at 9:25 p.m. Mr. Preston seconded. The motion carried unanimously.

Motion: Ms. Mancl moved to accept the decisions in regards to delinquent accounts, noting a payment plan of \$350 per month would be offered with no down payment to RB. No 0756122.001 as recommended by the attorney and Management would follow up with the attorney in regards to RB. No 0756120.001. Mr. Preston seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Ms. Mancl moved to adjourn the meeting at 9:30 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

Respectfully submitted,

Victoria Garner, Community Manager in the absence of an Independent Minutes Recorder.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Mt. Vernon Government Center
November 17, 2009
FINAL

BOARD MEMBERS PRESENT

Jim Preston President
David Mikkelson Vice President
Shelle Mancl Secretary

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

OTHERS PRESENT

Paola Fiess Independent Recording Secretary

HOMEOWNERS PRESENT

Roseanne Thompson
Mirem Amselem
Ann & Bo Marlin
Jon Short
Christina Pyles
Heidie Rothschild
Donna Jarvis-Miller
Bill Buffaloe
Todd Jones
Anne Short
Clancy Preston

CALL TO ORDER

Mr. Preston called the meeting to order at 6:35 pm, noting the presence of quorum.

COMMUNITY FORUM

Ms. Rothschild advised the Board there are a lot of dog owners in the community that would like to see a designated area fenced off to allow the dogs to run loose. Board Secretary, Shelle Mancl advised the Board had already started looking into this. The Board has to verify property lines and discuss it with any units which may be affected.

Homeowner requested status of the home with lavender shutters as well as what can be done when a unit places two satellite dishes on the porch railing. Board President, Jim Preston advised the Board has followed the due process for the home with lavender shutters and is communication with the owner. As for the satellite dishes, Architectural Committee Member, Ann Short, advised, even though the Association has guidelines regarding the installation of satellite dishes, homeowners are protected by the strict rules of the FCC. The Board stated the dishes are being addressed appropriately to the extent permitted by law.

Homeowner, Bill Buffaloe advised the Board he would like to have the chain link fence installed by Beazer, near his home, removed as it serves no purpose and is an unsightly. Board President, Jim Preston advised the Board will follow up and requested Management look into the matter.

Homeowner Michael Hines, advised the Board has done a great job and as a result, the Association had a great year. Mr. Hines encouraged the Board to continue to take a rational approach when making decisions.

BOARD OF DIRECTORS REPORTS

President: None

Vice President: Management presented the Board with the 2010 Budget reflecting the changes requested by the Board. Management advised the Board that the electricity expense not only includes the townhome street lights, but the pool house and therefore should be reflected in the assessments for both the towns and single families. Mr. Mikkelson advised he would amend the budget with the necessary change and submit it to the Board via email for approval. Management requested Mr. Mikkelson to submit a budget cover letter no later than Friday, November 20th so the budget could be mailed no later than December 1, 2010.

Secretary: Ms. Mancl reported the Board unanimously approved the October 20, 2009 Board Meeting Minutes on October 27th via email.

COMMITTEE REPORTS

Architectural: Todd Jones reported the Committee has reviewed two (2) architectural applications. Board Secretary, Shelle Mancl inquired with Management regarding the \$15 fee for application processing and how it is applied. Community Manager, Victoria Garner reported the \$15 fee is applied when Management processes and application; if the application is found to be incomplete, the fee is not re-applied; however, if the application is denied, Management issues a denial letter and the owner then re-submits a revised application, then the application is considered to be a new application. Ms. Mancl advised as the Board was originally concerned with Management processing the applications versus the committee due to misunderstanding of the fee, but felt this cleared the matter. Todd Jones advised changing the process now would be pointless. Mr. Jones reminded the Board, this process was put in place because past processes failed. If the Board is concerned with decisions that the Committee has made, Mr. Jones advised the Board will need to step in and delegate when an application has

any grey areas as well as for applications which the proposed change is not listed under the Arc guidelines. Board President Jim Preston advised Mr. Jones, if the application received does not meet guidelines, the committee is to send the application to the full Board for final review.

Communication: Donna Jarvis-Miller reported she has drafted a newsletter and will be presenting the Board with a final draft and she is going to speak to the printer about the cost of printing. The new sandwich signs are up and look great. Ms. Jarvis-Miller will also provide the Board with a quote for printing door hangtags. The Board thanked her for her hard work.

Covenants: Committee Chair, Bo Marlin reported the committee currently has two members and requires a minimum of three to operate; an ad was placed in the newsletter requesting volunteers. Homeowner Heide Rothschild volunteered to join the committee and the Board accepted. Bo requested clarification from Management regarding fees involved for Management to process violation notices if the committee drafts the notices. Community Manager, Victoria Garner reported the postage fees will still apply, as well as when mailing out certified notices a \$15 fee is applied per notice. Mr. Marlin inquired if those fees can be billed back to the owner. Management advised it may be possible that the documents would have to be reviewed and a policy resolution would need to be prepared.

The Board directed Management to research this and draft a policy resolution, allowing the Board to bill back an owner the \$15 fee involved in processing a certified notice.

Bo reported there are a lot of yard lights throughout the community which are out, however the current guidelines do not mention yard lights. Management confirmed this is not clearly addressed in the guidelines and perhaps a policy resolution could be prepared upon review of the documents. Bo stated he would also like to have the most current violation log to begin performing re-inspections.

The Board directed Management to draft a policy resolution for yard lights. Management is to also provide Bo with the outstanding violation log and the charter.

Landscape: Mirem reported the Committee has not met since May and she has not heard much from the other two members and is not sure if they are still willing to serve. She will attempt to make contact with the other member and provide the Board and update for the December meeting.

Parking: The Board noted there are no members serving on the committee at this time. A Homeowner inquired if commercial vehicles are permitted. Community Manager, Victoria Garner advised they are permitted as long as they register them and a maximum of two per home are allowed. There was discussion over if the committee is still needed and if its efforts could be combined with the covenants committee.

The Board directed Management to send Bo a copy of the Parking and Safety Committee Charter and the Parking Policy.

Social: Christina Pyles, Committee Chair, reported the committee has completed all events for 2009. The Halloween party had a great turn out. She mentioned she may be moving in the next six months. The Board asked her to let them know if anyone else showed interest in taking over her position and she would be greatly missed.

MANAGEMENT REPORT

There was discussion regarding the financial statements for period ending October 31, 2009. Management advised, Smith Barney has opened nine CD's for \$35K each, leaving a balance of \$49,657 in the money market as of October 2, 2009.

Management informed the Board, Dominion Power has installed several of the community lights. As several lights are on back order, the project was slightly delayed.

Management had previously presented the Board with an addendum to the Palmer's Property Maintenance contract for the addition of mowing the town homes front lawn and noted it had been approved but a signature was required. Jim Preston, Board President signed the addendum.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Ms. Mancl moved to enter Executive Session at 8:07 p.m. to discuss delinquent accounts and outstanding violations. Mr. Mikkelson seconded. The motion carried unanimously.

Motion: Ms. Mancl moved to exit Executive Session at 9:10 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

Motion: Ms. Mancl moved to accept the decisions in regards to outstanding violations as listed below. Mr. Preston seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Ms. Mancl moved to adjourn the meeting at 9:10 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

Respectfully submitted,

Paola Fiess, Independent Minutes Recorder.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Annual Meeting Minutes
December 15, 2009
APPROVED

BOARD MEMBERS PRESENT

Jim Preston President
David Mikkelson Vice President
Shelle Mancl Secretary

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

OTHERS PRESENT

Paola Fiess Independent Recording Secretary

GUEST SPEAKER Fairfax County Lead Supervisor, Mr. Jeffrey C. McKay

HOMEOWNERS PRESENT

SEE SIGN IN SHEET

CALL TO ORDER/QUORUM VERIFICATION

Mr. Preston called the meeting to order at 7:01 pm, noting the presence of quorum. Community Manager, Victoria Garner presented the Annual Meeting Proof of Notice dated November 13, 2009; meeting the requirement called for in the bylaws. The Annual meeting will cover elections, Committee Member Recognition, approval of the 2008 Annual Meeting minutes, a 2009 recap, future plans for 2010, a presentation by Fairfax County Lead Supervisor, Mr. McKay and will adjourn with the homeowners open forum.

OPEN SEATS

Board President, Jim Preston advised there are three (3) available seats. The Board will appoint positions during the January Board meeting.

COMMITTEE MEMBER RECOGNITION

Board President, Jim Preston recognized the following homeowners for volunteering their time.
Donna Jarvis-Miller - Communications Committee
Maridol Garcia-Joy - Landscape Committee
Kristina Pyles - Social Committee
Todd Jones - ARC
Bo Marlin, Heidi Rothschild and Bob Farmer - Covenant Committee

Diane Riser - Neighborhood Watch

The membership was reminded that volunteers are needed in all committees; the Board will focus in 2010 to recruit more volunteers. Sign up sheets were provided.

MEETING MINUTES

Upon a motion from the floor, the December 2, 2008 Annual Meeting minutes were unanimously approved as submitted. The motion carried.

CALL FOR CANDIDATES

Board Secretary, Shelle Mancl thanked the membership for allowing her to serve on the Board. She advised she has enjoyed her time and feels things are moving forward. Ms. Mancl advised she would like to continue to serve on the Board.

Homeowner, Jon Short had submitted his nomination form directly to Management prior to the meeting and expressed his desire to serve on the Board. He has prior Board experience and would bring great knowledge to the table.

Board President, Jim Preston called for candidates from the floor.

Homeowner Vineet Gupta, expressed desire to serve on the Board. He currently works as an IT Consultant and has been in the area for 10 years.

Upon motion made from the floor, nominations were closed. Motion carried.

Management requested two volunteers to collect and count the ballots. Homeowner Donna Jarvis-Miller and homeowner Bill Buffaloe volunteered and signed the inspector affidavits.

Upon collection of the ballots, Management noted some homeowners had not placed a check mark beside the candidates' names, creating some confusion of whom they were voting for. Management announced the confusion to the membership, at which time several owners stated they thought they just had to write the names in, not place marks beside them. Management asked if there was a motion to recognize these ballots.

Upon motion made from the floor, all names listed on the ballots counted as a vote. The motion carried.

2009 REVIEW

Board President, Jim Preston reported the Board has received great feedback from the community regarding Palmers Landscaping. The Board approved to restart the mowing process for the town homes. New and more durable pool furniture has been purchased for the upcoming season. New benches will be installed in the lobby area as well as vending machines with a variety of snacks for the pool area. Initially the Board was considering adding a 2nd story to the pool house; however after further research, finances were not available. The pool contract is going into its third year. There is a new cleaning contract for the pool to ensure the area is

maintained during the busy pool season. There is a new contractor removing the trash in the common area on Lindberg, and is doing a wonderful job. New street lights have been installed to increase visibility and safety. The Association has established a new investment portfolio to build interest on the reserve funds. Mr. Preston advised he was working on the new community website and would welcome any volunteers who may be interested in taking over the website development and management.

PLAN FOR 2010

Board President, Jim Preston advised with a new Board, it is very important that everyone cares about where the community is headed. The Board wants to continue to maintain the curb appeal; filling in committees is one approach the Board has taken, which has had a great turnout. The vision for 2010 is to get involved in the community.

GUEST SPEAKER

Board President, Jim Preston introduced, Fairfax County Lead Supervisor, Mr. Jeffrey C. McKay. Mr. McKay was elected in November 2007 after serving as Chief of Staff from 1996-2007. He also serves on the VA Area Metro Boards of Directors, SE Task Force and several other organizations.

Mr. McKay reported the county is currently "Revitalizing Route 1," however the county budget is a very serious issue. The county passed with a \$650 mil shortfall in 2008 and a \$490 mil shortfall for 2009. The county did a lot of cuts last year. Schools make up 54% of the entire county budget leaving only 46% of the budget to cover the rest of the county costs. Despite the budget shortfalls, Fairfax County is considered one of the best places to live in VA. A 3.3 billion dollar budget will be adopted in April and the least affected area will be the schools. Beginning April 2010, any trailers, boats, RV's and commercial vehicles (21 ft long 8 ft tall) parked in a residential area in the Lee or Mt. Vernon district will be towed immediately.

Homeowner inquired about the future plans for the multiplex.

Mr. McKay advised the owners hold what is called a "By-right" deed on the property allowing them to use the land for anything. There have been talks of building a Costco however definite plans have not been set.

Homeowner requested the status of the North Hill Project.

Mr. McKay reported there is a proposal to build affordable housing units however the county feels the site would be served better as a small component of high quality shops.

Homeowner inquired whose responsibility it is to maintain the tall weeds near the local IHOP restaurant.

Mr. McKay advised the property is owner by Federal Realty Trust. He advised he would make contact with them regarding the property's condition.

Homeowner reported the left turning lane on Forsyth street causes horrible traffic congestion.

Mr. McKay advised the road is controlled by VDOT; however he will make contact with VDOT regarding possible solutions.

Homeowner inquired the future of the vacant El Puerto Mexican Restaurant.

Mr. McKay reported Sonic fast food restaurant is interested in the purchasing the location.

Homeowner requested information regarding the priorities of the General Assembly.

Mr. McKay advised the Assembly has 4 top priorities to focus on: 1) Equal Taxing Authority 2) Transportation 3) Land Use (FFX Proffer) and 4) Education.

Homeowner inquired about improvement on the intersection of Fordson and Lockheed.

Mr. McKay advised there is nothing in the near future however there will be spot improvements which have allotted a time frame of 2010-2015.

Homeowner inquired about taxi cabs being permitted to park within the community.

Mr. McKay advised a new county ordinance will force taxi cab drivers to register their cabs in the state; allowing one (1) cab per household. This ordinance will take effect April 2010.

COMMUNITY FORUM

Homeowner inquired about the holiday trash pickup schedule as well as the seasonal leaf removal.

Community Manager, Victoria Garner provided trash schedule and advised seasonal and non seasonal leaf removal will continue.

Homeowner reported he had a representative from Centex, performing some warranty work at his unit, and commented on how wonderful the neighborhood looked. Advising the community must have a really effective HOA. The community is very thankful for the great work the Board and Management have done.

Homeowner inquired about upgrading to larger recycling bins and downgrading the trash bins; promoting more recycling.

Community Manager, Victoria Garner advised she would look into new receptacles.

Homeowner inquired about zoning issues such as multi family dwellings, in home business. Mr. McKay advised you need to have a license to run a business; in regards to the multi family dwellings, FFX County allows 4 non related people to occupy a home.

RESULTS OF ELECTION

Jim Preston announced that Shelle Mancl, Vineet Gupta and Jon Short had been elected to serve on the 2010 Board of Directors. Positions will be determined at the January meeting.

NEW BUSINESS

None

ADJOURNMENT

Motion: Mr. Preston adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Paola Fiess, Independent Minutes Recorder.