

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**January 18, 2011**  
APPROVED

**BOARD MEMBERS PRESENT**

|                 |                 |
|-----------------|-----------------|
| David Mikkelson | President       |
| Jim Preston     | Vice President  |
| Jon Short       | Treasurer       |
| Shelle Mancl    | Secretary       |
| Jim Finkle      | Member at Large |

**MANAGEMENT PRESENT**

Victoria Garner      Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

|                          |                     |
|--------------------------|---------------------|
| Ann & Bo Marlin          | 7590 Lindberg       |
| Kent McLaurin            | 3408 Blue Mallard   |
| Michael Hynes            | 7523 Lindberg       |
| Jesse Lentz & Susan Baca | 7608 Audubon Meadow |
| Donna Jarvis-Miller      | 7593 Grey Goose     |
| Gary Kosciusko           | 7706 Audubon Meadow |
| Anne Short               | 7539 Grey Goose     |
| Clancy Preston           | 7598 Lindberg       |

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:01 pm, noting the presence of quorum.

**COMMUNITY FORUM**

Mr. Mikkelson introduced new homeowner Kent McLaurin from Blue Mallard.

Homeowner Anne Short asked if it was possible to coordinate an electronic recycling day perhaps at the Spring Clean Up. The Board agreed to have Gary Kosciusko look into the matter.

Homeowner Susan Baca asked if the Board had a policy on solicitation in the community. Management explained the community was private and solicitation was not permitted and was posted at each entrance. The Board advised she can request solicitors vacate the property and/or call the non-emergency police number.

**DRAFT MEETING MINUTES**

The November draft meeting minutes were not available for review. Management informed the Board they would be emailed at a later date.

## **BOARD OF DIRECTORS REPORTS**

**President:** Mr. David Mikkelson stated the Board is reviewing the homeowner suggestion for installation of rumble strips, a speed hump or a speed table, or a four way stop on the community-owned portion of Cyrene to control speeding. Mr. Mikkelson explained the process is underway to vote on installation of speed tables on the VDOT-owned portion of Cyrene. An owner suggested waiting to do anything until the speed tables were installed as that may alleviate the speeding problem all together.

Mr. Mikkelson informed the attendees the Board would like to have volunteers for the pool committee.

**Treasurer:** Mr. Jon Short reported the year end numbers looked good. Mr. Short requested Management provide the notice of increase for the Management Contract for the Board's records.

**Secretary:** Ms. Shelle Mancl, reported the following email votes that occurred since the last meeting:

**Unit File #1628-01: David Mikkelson moved to accept the payment plan and Jon Short seconded. The motion carried on November 29, 2010.**

**RB Case #075601.0002: David Mikkelson moved to accept the payment plan and Jon Short seconded. The motion carried on January 10, 2011.**

**Unit File #4593-02: David Mikkelson moved to accept the payment plan and Jim Preston seconded. The motion carried on January 13, 2011.**

## **COMMITTEE REPORTS**

**Architectural: Architectural Review** Committee Member, Anne Short reported the committee was working on the ARC Guideline revisions.

**Communication:** Communication Committee Chair, Donna Jarvis-Miller, reported the newsletter was sent out to the Board for proofing.

Webmaster Jesse Lentz reported he had gone live with the new website on Tuesday. All user accounts and passwords remain the same. Pictures and guidelines had been posted along with all 2010 meeting minutes. He would like to have 2008 and 2009 minutes for posting also. Website questions or comments may be emailed to [webmaster@gathm.com](mailto:webmaster@gathm.com). Donna Jarvis-Miller requested that a section for certified ads be added to the site.

Management advised placing governing documents and meeting minutes in the private section of the website, allowing only owners and renters access. There was discussion on the topic. It was decided to explore a Frequently Asked Question section or snapshot of the Association's financials and documents be added to the front page of the website, and the full documents and minutes be restricted to owner/renter access only. Vice President Jim Preston and Webmaster Jesse Lentz would work on this over the next week or so.

**Covenants:** Covenants Committee Chair, Bo Marlin, reported property inspections are still being conducted. Mr. Marlin reported the most common problems are with yard lights and trash. Bo advised the trash resolution was open for interpretation on what is considered “out of public view.” Bo stated he would begin inspections for holiday décor in the next two weeks.

#### **MANAGEMENT REPORT**

Management presented the Board with the December 31, 2010 period ending financial statements for review. There were no questions.

Management presented a proposal from Affordable Stump & Tree Removal for tree pruning on the back side of Lindberg Drive and explained the initial request was made by an owner on Lindberg. The Board discussed the property lines. Mr. Mikkelson explained he was told the Association owns the 50 foot easement behind the homes, but that he was also told the park district had removed some trees there previously. It appears the park district made a mistake as they also put up signs in the wrong locations marking their property. The property lines were confirmed with the county.

**Motion: David Mikkelson moved to approve the tree work behind 7534 and 7536 Lindberg Drive for a total of \$530 as proposed by Affordable Stump & Tree Removal as these owners specifically requested service. Jon Short seconded. The motion carried unanimously.**

Management advised the Board the insurance quotes would be forwarded via email in the next few weeks and the Board should be prepared to discuss them at the February meeting. Management urged the Board to forward any questions in advance.

#### **UNFINISHED BUSINESS**

President David Mikkelson requested Gary Kosciusko look into possibly holding an electronic recycling day in conjunction with the Spring Clean Up.

Secretary Shelle Mancl requested Management seek a quote for removing the fenced in garden area constructed by a previous resident in the common area behind her home.

#### **NEW BUSINESS**

None

#### **EXECUTIVE SESSION**

**Motion: David Mikkelson moved to enter Executive Session at 8:30 p.m. to discuss delinquent accounts and outstanding violations. Jim Preston seconded. The motion carried unanimously. Bo Marlin was asked to stay and discuss open violations.**

**Motion: David Mikkelson moved to exit executive session at 9:05 p.m. Jon Short seconded. The motion carried unanimously.**

**Motion: Jon Short moved to accept the decisions made in regards to outstanding violations and delinquent accounts as listed below. Jim Preston seconded. The motion carried unanimously.**

**Unit File #5526-02: Close satellite dish violation**

**Unit File #5524-01: Close satellite dish violation**

**ADJOURNMENT**

**Motion: Jim Preston moved to adjourn the meeting at 9:10 p.m. Shelle Mancl seconded. The motion carried unanimously.**

*Respectfully submitted by Victoria Garner in absence of Recording Secretary*

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

February 15, 2011

APPROVED

**BOARD MEMBERS PRESENT**

|                 |                 |
|-----------------|-----------------|
| David Mikkelson | President       |
| Jim Preston     | Vice President  |
| Jon Short       | Treasurer       |
| Shelle Mancl    | Secretary       |
| Jim Finkle      | Member at Large |

**MANAGEMENT PRESENT**

|                 |  |
|-----------------|--|
| Victoria Garner | Community Manager, Cardinal Management Group, Inc. |
|-----------------|--|

**HOMEOWNERS PRESENT**

|                     |                         |
|---------------------|-------------------------|
| Donna Jarvis-Miller | 7593 Grey Goose Way     |
| Anne Short          | 7539 Grey Goose Way     |
| Heidie Rothschild   | 7636 Audobon Meadow Way |

**OTHERS PRESENT**

|                 |                                 |
|-----------------|---------------------------------|
| Monique Mickens | Independent Recording Secretary |
|-----------------|---------------------------------|

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:01 pm, noting the presence of quorum.

**COMMUNITY FORUM**

Homeowner Heidie Rothschild asked if it were possible for the Board to put a section in the newsletter encouraging homeowners to attend the monthly Board meetings. The Board agreed this is something that should be added to future mailings.

Homeowner Heidi Rothschild asked the Board to take a look at the structure in her neighbors backyard. The Board stated that this has already been previously discussed and there is nothing they can do regarding this matter because they only have selective enforcement regarding certain matters.

Homeowner Heidi Rothschild stated there was a dead tree in the circle on Cyrene. Management stated the tree should have been replaced by the developer and believed it had been at one point and died again. Management will discuss with Centex.

**DRAFT MEETING MINUTES**

The November 2010 and January 2011 draft meeting minutes were approved by the Board electronically.

**COMMITTEE REPORTS**

**Communication:** Communication Committee Chair, Donna Jarvis-Miller, reported that the newsletter is being edited. Ms. Jarvis-Miller recommended possibly doing a community wide paper shredding and putting a poll on the website to see the level of community interest. Ms. Jarvis-Miller also would like to change the wine tasting sign to “Community Social”. Mr. Mikkelson recommended waiting until the sign wears out before investing in a new one with the proposed change.

Ms. Jarvis-Miller asked the Board if she should include the website address, Management and Board information on the bulletin board at the pool house. Mr. Mikkelson instructed her to do so.

#### **BOARD OF DIRECTORS REPORTS**

**President:** Mr. Mikkelson asked Management if the boxes of records were available for the Board. Management stated the boxes would be delivered during the next site visit.

**Secretary:** Ms. Shelle Mancl, reported the following email votes that occurred since the last meeting:

**Unit File #1623: Jon Short moved to revoke the reduced fees offer if not paid within 30 days and David Mikkelson seconded. The motion carried on February 13, 2011.**

**Unit File #1688: Jim Preston moved to assess a \$50 charge for the pet violation and David Mikkelson seconded. The motion carried on January 26, 2011.**

#### **MANAGEMENT REPORT**

Management presented the Board with the January 31, 2011 period ending financial statements for review. Mr. Short asked questions regarding the dollar amount of Schedule B invoices on the General Ledger. Management informed the Board that Schedule B is always a month behind and would check the numbers and get back to the Board regarding the figures.

Management reminded the Board of the maturing CD in April and recommended re-investing the funds.

**Motion: John Short moved to reinvest a CD coming into maturity in April. Jim Preston seconded. The motion carried unanimously.**

Management presented insurance proposals from Shannon & Luchs, CAU and USI with Management recommending CAU as the best fit for the Community. Management was asked to check on getting a lower umbrella and a breakdown on items proposed in the insurance contract. The Board expressed interest in the CAU proposal and asked Management to follow up on the coverages and deductibles.

Management presented the Board with pricing for the installation of speed bumps on Cyrene Blvd adjacent to the pool house. The Board decided to take no action at this time pending the installation of speed tables on the county owned part of Cyrene.

Management presented the Board with a contract from Palmer’s Property Maintenance for individual lawn care. Management recommended sending out a mailing. Management asked for the Boards approval to move forward.

**Motion: David Mikkelson moved to revise the cover letter and email to the Board for approval. Shelle Mancl seconded. The motion carried unanimously.**

**UNFINISHED BUSINESS**

Secretary Shelle Mancl asked Management the status of the quote for removing the fenced in garden area constructed by a previous resident in the common area behind her home. Management will check the status.

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

**Motion: Shelle Mancl moved to enter Executive Session at 8:16 p.m. to discuss delinquent accounts and outstanding violations. Jim Preston seconded. The motion carried unanimously.**

**Motion: David Mikkelson moved to exit Executive Session at 8:44 p.m. Jon Short seconded. The motion carried unanimously.**

**Motion: Jon Short moved to accept the decisions made in regards to outstanding violations and delinquent accounts as listed below. Dave Mikkelson seconded. The motion carried unanimously.**

**Unit File # 3574 - \$10/day**

**Unit File # 4585 - \$10/day**

**Unit File # 5546 - \$10/day**

**ADJOURNMENT**

**Motion: Jon Short moved to adjourn the meeting at 8:45 p.m. Shelle Mancl seconded. The motion carried unanimously.**

*Respectfully Submitted,*

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Monique Mickens, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
March 15, 2011  
Approved

**BOARD MEMBERS PRESENT**

|                 |           |
|-----------------|-----------|
| David Mikkelson | President |
| Jon Short       | Treasurer |
| Shelle Mancl    | Secretary |

**BOARD MEMBERS ABSENT**

|             |                 |
|-------------|-----------------|
| Jim Preston | Vice President  |
| Jim Finkle  | Member at Large |

**MANAGEMENT PRESENT**

|                 |  |
|-----------------|--|
| Victoria Garner | Community Manager, Cardinal Management Group, Inc. |
|-----------------|--|

**HOMEOWNERS PRESENT**

|                 |                         |
|-----------------|-------------------------|
| Bo & Ann Marlin | 7590 Lindberg Drive     |
| Anne Short      | 7539 Grey Goose Way     |
| Jesse Lentz     | 7608 Audubon Meadow Way |
| Paul Kennedy    | 7531 Great Swan Court   |

**OTHERS PRESENT**

|                 |                                 |
|-----------------|---------------------------------|
| Monique Mickens | Independent Recording Secretary |
|-----------------|---------------------------------|

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:00 pm, noting the presence of quorum.

**COMMUNITY FORUM**

Homeowner Paul Kennedy asked the Board about the landscaping at the end of Great Swan Court (i.e. patchy sod) and what can be done to fix this problem. Management informed him that they would take a look at it during the landscape walkthrough.

A Homeowner asked questions about cleaning up the litter behind the brick wall on Audubon Meadow Way and whether it would be taken care of during the spring clean-up. The Board stated they will look into it.



Homeowner Paul Kennedy asked the Board about the amount of garbage that is accumulating in the creek. He stated that not only has he cleaned it himself, but other homeowners recently cleaned it out and pulled out multiple bags full of plastic and garbage. The Board informed him that this will be addressed during spring clean-up and reminded homeowners to secure recyclables.

#### **DRAFT MEETING MINUTES**

The February 2011 draft meeting minutes were available for Board review.

**Motion: Upon a motion made by Dave Mikkelson and seconded by Jon Short, the Board moved to approve the February 15, 2011 meeting minutes with the amended changes.**

#### **COMMITTEE REPORTS**

**Architectural:** Architectural Committee Chair, Brad Turgeon, reported that he expects more ARC applications to be submitted in the spring and has received very few applications recently. He also stated that he is currently working on the ARC re-write and it should be ready in the next upcoming weeks.

**Covenants:** Covenants Committee Chair, Bo Marlin, stated that his main focus right now is lights, trash cans and trash receptacles. He also stated that three street lights on Lindberg are intermittent at best. Management stated the lights should be reported to Dominion. Bo said this was done and they have not responded. Bo also noted that there is not a number plate on any of the lights as Management had previously mentioned. Management explained she was not certain and that too should be reported to Dominion.

#### **BOARD OF DIRECTORS REPORTS**

**President:** Mr. Mikkelson informed the Board he had signed requests from CPI to have an electrical inspection and repairs completed as well as gaining the necessary permits. Management informed the board these are required each year and also noted that future pool contracts could include these items so that a request was not necessary. Mr. Mikkelson stated that the prior year's meeting minutes have been sent to the webmaster Jesse Lentz and should be up on the community website. Lastly, the revised insurance policy has been signed and takes effect on March 9, 2011.

**Secretary:** Ms. Shelle Mancl, reported the following email votes that occurred since the last meeting:

Dave Mikkelson moved to authorize Cardinal to provide a signed cover letter to accompany Palmer's landscaping contract offers, to be placed on the website and sent via website mass email to our homeowners. Jim Preston seconded. The motion carried on February 28, 2011.

**Dave Mikkelson moved to accept the 3-year annual insurance agreement with CAU with the option of reducing employee dishonesty. Jim Preston seconded. The motion carried on March 2, 2011.**

#### **MANAGEMENT REPORT**

Management presented the Board with the February 28, 2011 period ending financial statements for review. There were no questions.

Management stated that as the President informed the Board the CAU policy was signed and effective March 9, 2011. Management informed the Board a cancellation letter was to be sent to Harvey Insurance Agency, Inc. and a request for refund of any pro-rated premiums paid.

Management will send out an email to the Board and committee chairs about the Landscape Walk-through. All are welcome to attend, but is not mandatory.

Management informed the Board that all tot lot gates thought to not be shutting properly were tested and no problems were found.

Management will be performing an inspection of the pool house in the near future and will place a work order for any work needed. Management will meet with CPI to review their list of recommended repairs and parts for the season and will notify the Board of the outcome. Mr. Mikkelson reminded Management that two umbrellas need repair. Management stated a work order would be placed with Hadsell the company the furniture and umbrellas were purchased from.

Management stated the three parking bumpers near the Audubon tot lot had not been tested with rebar to secure the bumpers and she was following up with Carlos General Maintenance.

Management presented the Board with two proposals from Palmer's Property Maintenance; one for Parking Lot Sweeping for a total of \$1,220.00 and the other for the installation of palms at the pool for a total of \$312.00. Management stated that these proposals were the same cost as last year and had been approved in prior years.

**Motion: Shelle Mancl moved to accept the proposals from Palmer's Property Maintenance. Jon Short seconded. The motion carried unanimously.**

#### **UNFINISHED BUSINESS**

Ms. Mancl requested Management thank Carlos General Maintenance for cleaning up the area behind her home so well.

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

**Motion: Dave Mikkelson moved to enter Executive Session at 7:30 p.m. to discuss delinquent accounts and outstanding violations. Shelle Mancl seconded. The motion carried unanimously.**

**Motion: Shelle Mancl moved to exit Executive Session at 7:49 p.m. Jon Short seconded. The motion carried unanimously.**

**Motion: Dave Mikkelson moved to accept the decisions made in regards to outstanding violations and delinquent accounts as listed below. Jon Short seconded. The motion carried unanimously.**

**Unit File # 5513 – \$10/day**

**Unit File # 1620 – \$10/day**

**ADJOURNMENT**

**Motion: Dave Mikkelson moved to adjourn the meeting at 7:56 p.m. Shelle Mancl seconded. The motion carried unanimously.**

*Respectfully Submitted,*

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Monique Mickens, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

April 19, 2011

APPROVED

**BOARD MEMBERS PRESENT**

David Mikkelson      President  
Jim Preston            Vice President  
Jon Short                Treasurer

**BOARD MEMBERS ABSENT**

Shelle Mancl          Secretary  
Jim Finkle              Member at Large

\*Dave Mikkelson will be voting on Shelle Mancl's behalf based upon a proxy submitted.

**MANAGEMENT PRESENT**

Victoria Garner        Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

Bo & Ann Marlin      7590 Lindberg Drive  
Anne Short              7539 Grey Goose Way

**OTHERS PRESENT**

Monique Mickens      Independent Recording Secretary

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:02 pm, noting the presence of quorum.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

The March 2011 draft meeting minutes will be voted upon via email as the Board was still reviewing them and had several edits to be made.

**COMMITTEE REPORTS**

**Architectural:** Architectural Committee Member, Anne Short, reported she had no information on revising the standards. A discussion was held regarding a townhome that requested approval for a landscaping change. Anne Short stated that she voted, but has not heard anything further

regarding the application. The application was discussed via email between Dave Mikkelson and Brad Turgeon.

Anne Short also questioned a request that she recused herself on. She was not sure if the 45 day window was missed because if so, the application was automatically approved.

**Motion: Dave Mikkelson moved to approve the landscaping application at 7534 Audubon Meadow Way. Jim Preston seconded. Jon Short opposed. Motion carried.**

Jim Preston requested ARC approval information and records be sent to Brad Turgeon. Jim explained he had requested the information from Sean Frost via email and requested Management follow up in writing.

**Covenants:** Covenants Committee Chair, Bo Marlin, reported that they continue to have the same violations on and off. There continues to be light violations on Great Swan Court and he expects grass violations to pick up.

Mr. Marlin also mentioned that he placed a door hanger on the home at 3411 Blue Mallard Landing. A couple weeks later he noted the door hanger still there. He believes the house may be vacant. Management stated an address check would be performed and Bo would be notified of the results.

**Webmaster:** Dave Mikkelson mentioned that Jesse Lentz has been doing a great job on the website.

**Social:** Dave Mikkelson reported that Trish Turgeon stated the Easter Parade event had a lower turnout due to weather causing a one day delay, but was otherwise successful. The Board expressed its appreciation to the Turgeons for their work in putting it together. The next social event will be a Community Social/Wine Tasting, held at Jim Preston's home.

#### **BOARD OF DIRECTORS REPORTS**

**Treasurer:** Mr. Jon Short, reported the following email votes that occurred since the last meeting:

**Motion: Dave Mikkelson moved to asses \$10/day for unit file #4571. Jon Short seconded. The motion carried on March 25, 2011.**

**Motion: Jim Preston moved to send a board member to the CAI class on April 30, 2011. Jon Short seconded. The motion carried on April 3, 2011.**

#### **MANAGEMENT REPORT**

Management presented the Board with the March 31, 2011 period ending financial statements for review. Management pointed out that there were a couple of variances due to audit adjustments but otherwise things look great with regards to investments, members' equity and reserves.

Management presented the Board with the draft 2010 financial audit as completed by Goldklang Group and reminded the Board it must be approved by signing the "representation letter" within sixty days. Treasurer Jon Short signed the financial audit.

Management commended the Board for maintaining a positive Members' Equity equal to 28% of the annual assessments. Management recommended transferring any excess over 20%, approximately \$25-30K to reserve equity as also recommended by the auditor.

**Motion: Jon Short moved to approve the transfer of \$25-30K to reserves from Members' Equity. Jim Preston seconded. The motion carried unanimously.**

**Motion: Jon Short moved to approve the 2010 financial audit. Dave Mikkelson seconded. The motion carried unanimously.**

Management stated that the new insurance policy is up and running. Dave Mikkelson inquired whether the cancellation notice was required to be sent via certified mail. Management explained that this done for the purpose of record keeping.

Management mentioned that Jim Preston is booked for the upcoming HOA boot camp on April 30, 2011. There are now seventy-five (75) members booked and the boot camp is full.

Management informed the Board that the snow removal contract has expired. Management asked the Board if they would like to stay with Shenandoah or bid out the contract. The Board agreed to request a renewal contract from Shenandoah.

Management mentioned that they were informed by Shelle Mancl that Palmer's Property Maintenance did not meet expectations on the street sweeping. Management agreed with Ms. Mancl and stated they will follow-up with Palmer's Property Maintenance and have the truck brought back out for another sweeping.

Management gave an update on the upcoming pool season. The Board was informed that the pool phone has been turned on. The pool furniture is out and has been inventoried. Management will contact Hadsell Sun & Shade to see if minor repairs can be made to the furniture paint due to chipping. Management will talk with Continental about being easy on the pool furniture. A proposal has been requested to fix the wading pool gate due to peeling. Pool cleaning begins on May 18<sup>th</sup>, 2011. Plumbing repairs are needed. Last year, Plumbing Express was used to fix these

changes at a cost of \$900, this year Kiddco will be used. The problems are consistent with non-heated pool houses. Lastly, the vending machine has disappeared. Management would like to terminate the contract with the current company since the machine was just taken without correspondence. None of her property remains at the pool and Management would like to bring in a new company. The Board agreed.

The parking bumpers have been marked by Carlos where the securing spikes have been glued down. This is a test solution to the spikes backing out of the parking bumpers.

**Management presented the Board with a list of items that require repair at the pool house and were quoted by Carlos General Maintenance.**

**Motion: Jon Short moved to accept the contract price submitted for the necessary pool repairs. Dave Mikkelson seconded. The motion carried unanimously.**

Management submitted a proposal from Carlos General Maintenance, Inc. for litter and debris pick-up. Management informed the Board she agreed with terminating the litter and debris service and only having the common trash cans maintained. The Board recommended reducing it from twice-a-month to once-a-month. Management agreed with this recommendation. Management will terminate the litter and debris contract and request a proposal for trash cans only.

**Motion: David Mikkelson moved to have Carlos General Maintenance, Inc. pick-up trash once a month. Jim Preston seconded. The motion carried unanimously.**

A request was received from a homeowner to have a yard sale. The ARC Guidelines provide guidance on yard sales. The Board discussed the purpose of the guidance, enforcement and recourse. Management recommended that if approval is granted, they request that no signs be placed around the neighborhood advertising it to the Community. Jon Short recommended sending a letter approving the yard sale with no stipulations as a trial run. The Board agreed.

Dave Mikkelson expressed his concern with Palmer's Property Maintenance and the entrance flower beds. The response from Palmer's on why one side was thriving and the other was not due to sunlight but that the deer netting was not installed promptly. Management agreed to speak with Palmer's regarding this.

#### **UNFINISHED BUSINESS**

Dave Mikkelson emailed Ben Wallner, President of the neighboring South Meadows community, about the status of the speed tables. No response has been received.

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

**Motion: Dave Mikkelson moved to enter Executive Session at 7:54 p.m. to discuss delinquent accounts and outstanding violations. Jon Short seconded. The motion carried unanimously.**

**Motion: Jon Short moved to exit Executive Session at 8:24 p.m. Jim Preston seconded. The motion carried unanimously.**

**Motion: Jon Short moved to accept the decisions made in regards to outstanding violations and delinquent accounts as listed below. Dave Mikkelson seconded. The motion carried unanimously.**

**Unit File # 2411 - \$10/day with loss of pool privileges**

**Unit File # 1623 - \$10/day with loss of pool privileges**

**Unit File # 5542 - \$10/day with loss of pool privileges**

**Unit File # 5540 - \$10/day with loss of pool privileges**

**Unit File # 3590 - \$10/day with loss of pool privileges**

**ADJOURNMENT**

**Motion: Jim Preston moved to adjourn the meeting at 8:25 p.m. Dave Mikkelson seconded. The motion carried unanimously.**

*Respectfully Submitted,*

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Monique Mickens, Recording Secretary



**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

May 17, 2011

APPROVED

**BOARD MEMBERS PRESENT**

Dave Mikkelson      President  
Jim Preston          Vice President  
Jon Short             Treasurer  
Jim Finkle            Member at Large

**BOARD MEMBERS ABSENT**

Shelle Mancl         Secretary

\*Dave Mikkelson will be voting on Shelle Mancl's behalf based upon a proxy submitted.

**MANAGEMENT PRESENT**

Victoria Garner      Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

Bo & Ann Marlin     7590 Lindberg Drive  
Brad & Trish Turgeon 7524 Lindberg Drive

**OTHERS PRESENT**

Monique Mickens    Independent Recording Secretary

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:01 pm, noting the presence of quorum.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

The March 2011 and April 2011 draft meeting minutes were approved by the Board electronically and are available for review on the Community website.

**COMMITTEE REPORTS**

**Architectural:** Architectural Committee Member, Brad Turgeon, reported that the ARC standards rewrite is proceeding. The new standards are 90% complete and will be sent to the Board of Directors for review and suggestions.

**Covenants:** Covenants Committee Chair, Bo Marlin, reported that the annual inspection is scheduled for the 25<sup>th</sup> of June at 9 AM.

Mr. Marlin requested the Board's guidance with front yard gardens.

Mr. Marlin also stated that door hangers would be placed on homes with yard violations before the end of the weekend. Management also questioned whether a house on Great Swan Court had been issued a door hanger and Bo Marlin stated that it had already been taken care of.

Kudos were given to Great Swan Court and Grey Goose Way for replacing the lights in a timely manner.

**Social:** Social Committee Member, Trish Turgeon, stated that the wine tasting is scheduled for the 4<sup>th</sup> of June at Board member Jim Preston's home. An email blast will be sent out next week to homeowners.

#### **BOARD OF DIRECTORS REPORTS**

**President:** Dave Mikkelson reported that he attended the Board of Directors member boot camp on April 30, 2011. Mr. Mikkelson informed the Board of different topics that were discussed during the boot camp. He noted that the biggest association complaint is lack of volunteerism from the community. Other noted complaints from other communities were the handling of money within the community and lack of guidance from Management. Mr. Mikkelson commended Property Manager Victoria Garner and Cardinal Management Group, Inc. for the amazing job that is being done since none of these complaints exist within their community.

Mr. Mikkelson also stated that there was a vote among the Board members regarding a tree that was leaning on a townhouse. The Board agreed to pay for the tree removal. Also, the homeowner that requested to have a yard sale postponed the yard sale due to the weather. The homeowner then requested to have two yard sales. The Board requested that the homeowner keep it to one yard sale.

Recycle bins with lids are being researched by Management. Mr. Mikkelson stated that there are a lot of considerations to look into before a decision can be made.

Lastly, the free newspapers are being distributed throughout the community again. Mr. Mikkelson has been assured by the distributor that if homeowners wish to no longer receive these newspapers, they can request to be removed or the Board President can request a home be taken off the list. Mr. Mikkelson will draft an email to be given to Webmaster Jesse Lentz with the newspaper company's information if a homeowner requests a delivery stop.

Mr. Mikkelson inquired as to the status of bond release. Management confirmed the Bond was released on February 11, 2011.

**Vice President:** Jim Preston stated the community satellite contract is still in the investigation phase and will be handed over to Management. Mr. Preston asked Management if it was within the guidelines to outsource from other cable companies and Management stated that it is and she will have Tessa Wilborne draft a contract for the Board and attorney's review.

**Member at Large:** Jim Finkle reported that sod was put in on White Heron Trail. The sod was never watered since input and may need to be replaced. Mr. Finkle also noted that a beautiful job was done seeding along the stream bank. Management reminded the Board this was done by the developer as part of the bond release.

#### **MANAGEMENT REPORT**

Management presented the Board with the April 30, 2011 period ending financial statements for review. There were no questions.

Management reported that the final audit was issued and has been forwarded to the Board President in a PDF as requested.

Management presented mark ups to the Association's current parking policy as requested by Mr. Mikkelson. The Board requested additional time to review the policy. Jim Finkle asked the Board about Pods. Management stated that this will be added to the revised guidelines and that she recommends allowing pods to stay within the community for a time period not to exceed 72 hours. Homeowner Bo Marlin mentioned medical vans and motorcycles as parking problems and Brad Turgeon noted there is a huge problem within the community with homeowners occupying guest parking spaces. Management will mark up the policy with the recommended edits and additions and send it to the Board for review.

Management mentioned that deer netting had been installed over the flowers at the entrance but now the deer netting that was previously installed on the other side is gone. Management will talk to Palmer's Property Maintenance about making sure the netting is put back in place.

Management noted that Palmer's Property Maintenance is scheduled to weed the pool deck and trim back the barbed shrubs.

Management reported that the pool passed the pre-opening inspection. Mr. Mikkelson asked that a copy of the inspection be emailed to him.

Management stated that four chase lounges at the pool are broken. Management will speak with Doug Hadsell of Hadsell Sun & Shade about the repairs but will temporarily remove them and

put them near the pump room. Management will oversee the furniture being put away at the end of the season so that this does not happen again. The large umbrella shade that goes over the wading pool has been shipped off for repairs and because of the umbrella size, it may not be returned in time for the pools opening day. Doug Hadsell offered to provide an umbrella until the return of the association owned umbrella.

Carlos General Maintenance reported the completion of the pool house repairs. Management noted that a few repairs were not completed and payment has been withheld until the completion of the required repairs.

Continental reported they had completed all of the repairs noted by Management. Upon further inspection, it was noted that they had missed two items. Management will have these items repaired.

The litter and debris contract has been terminated with Carlos General Maintenance. Carlos will now be emptying the common area trash cans once-a-month. Management will forward the proposal for records once it is made available.

Management presented the snow removal renewal contract from Shenandoah Landscape Services for the upcoming season and recommended approval. Dave Mikkelson questioned the spreading of sand and whose decision it is. Management informed Mr. Mikkelson that it is the contractor's decision. Jim Finkle questioned Management about the need to wait for two inches of snow to accumulate before a snow plow is called out. Management explained that industry standards are to wait for two inches of accumulation. Management also noted that there is a five dollar increase from last year's contract which is slightly more than the industry standard of 3%; Management believes that this is fair due to the rising cost of gas prices.

**Motion: Jim Preston moved to accept the proposal submitted by Shenandoah Landscape for snow removal. Dave Mikkelson seconded. The motion carried unanimously.**

Management submitted a proposal from Palmer's Property Maintenance for miscellaneous items throughout the community as a result of the spring landscape walk-through. The Board decided to hold off on making a decision on the thirteen items until they could inspect the areas themselves. The Board requested Management have Carlos General Maintenance perform the tree removals on the backside of Audubon Meadow Way.

The Board requested Management obtain a price from Carlos General Maintenance for power washing the tot lots and sidewalk at Audubon Meadow Way.

#### **UNFINISHED BUSINESS**

Dave Mikkelson advocated putting association documents on the website for easy access. Board agreed. Mr. Mikkelson will contact Jesse Lentz regarding this.

## **NEW BUSINESS**

Homeowner Trish Turgeon informed Management that some of the shower curtains in the pool house have mold on them. Management will take a look at the curtains to see if a replacement is necessary.

Ms. Turgeon also mentioned that the guards at the pool would not allow her to use prior years guest passes and she threw them away. The Board agreed to replace three guest passes at no cost as the guards were incorrect in their instruction to Trish.

## **EXECUTIVE SESSION**

**Motion: Dave Mikkelson moved to enter Executive Session at 8:18 p.m. to discuss delinquent accounts and outstanding violations. Jon Short seconded. The motion carried unanimously.**

**Motion: Dave Mikkelson moved to exit Executive Session at 8:47 p.m. Jim Preston seconded. The motion carried unanimously.**

**Motion: Jon Short moved to accept the decisions made in regards to outstanding violations and delinquent accounts as listed below. Dave Mikkelson seconded. The motion carried unanimously.**

**Unit File # 1620 – \$10/day with loss of pool privileges**

**Unit File # 1688 – Will request for Bo Marlin to re-inspect**

**Unit File # 2406 – Application has been submitted. No further action.**

**Unit File # 2411 – \$10/day with loss of pool privileges**

**Unit File # 3590 – Corrected. No further action.**

**Unit File # 5595 – \$10/day with loss of pool privileges if an application is not received within 14 days of the receipt of the letter from Management.**

**Motion: Dave Mikkelson moved to approve the application regarding the tree at 7541 Lindberg Drive. Jon Short seconded. The motion carried unanimously.**

## **ADJOURNMENT**

**Motion: Dave Mikkelson moved to adjourn the meeting at 8:51 p.m. Jon Short seconded. The motion carried unanimously.**

*Respectfully Submitted,*

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Monique Mickens, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
June 21, 2011  
APPROVED

**BOARD MEMBERS PRESENT**

Dave Mikkelson      President  
Jon Short              Treasurer  
Shelle Mancl         Secretary  
Jim Finkle             Member at Large

**BOARD MEMBERS ABSENT**

Jim Preston           Vice President

\*Dave Mikkelson will be voting on Jim Preston's behalf based upon a proxy submitted.

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

Bo & Ann Marlin     7590 Lindberg Drive  
Kathleen Mikkelson 7589 Lindberg Drive

**OTHERS PRESENT**

Monique Mickens    Independent Recording Secretary

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:00 pm, noting the presence of quorum.

**EXECUTIVE SESSION**

**Motion: Dave Mikkelson moved to enter Executive Session at 7:01 p.m. for a special hearing. Jim Finkle seconded. The motion carried unanimously.**

**Motion: Dave Mikkelson moved to exit Executive Session at 7:11 p.m. Jim Finkle seconded. The motion carried unanimously.**

**Unit File # 4570 – The homeowner removed the satellite dish and pool passes were issued to the tenants.**

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

The May 2011 draft meeting minutes were available for Board review.

**Motion: Upon a motion made by Dave Mikkelson and seconded by Jim Finkle, the Board moved to approve the May 17, 2011 meeting minutes as edited. The motion carried unanimously.**

#### **COMMITTEE REPORTS**

**Covenants:** Covenants Committee Chair, Bo Marlin, reported that the annual inspection is scheduled for the 25<sup>th</sup> of June at 9 AM. All Board members except for Shelle Mancl are expected to be in attendance for the walk-through. Management will send out letters which will include a cover letter and house diagram.

Mr. Marlin stated that the same trash violations continue to exist throughout the community and he will continue to cite the chronic repeat offenders.

Mr. Marlin reported that the yards on Lindberg are becoming an issue with the need for mulching and weeding to be done. Weeding is also needed on Great Swan Court.

Mr. Marlin stated that many homeowners on Lindberg are complaining that they are having trouble finding the identical replacement lights. Mr. Marlin will send the light information to Dave Mikkelson and Jesse Lentz to post on the community website.

Management asked Mr. Marlin if they should continue to inform him of violations or if they should place door hangers themselves. Mr. Marlin recommended they continue to send them to him so that he can cross reference his lists and place them himself.

**Social:** Dave Mikkelson reported that wine tasting at Jim Preston's home had a small turnout and believes that more advertisement would lead to a larger turnout.

#### **BOARD OF DIRECTORS REPORTS**

**President:** Dave Mikkelson thanked the Board for approving the parking policy electronically. The signed policy has been placed on the website with an effective date of July 30, 2011.

Mr. Mikkelson also stated that the pool is up and running smoothly. The new shower curtains came in and will be put in place. The shower in the women's room was leaking with minor water damage and rust on the baseboard and shower stall. Two lounge chairs require additional hardware in order for them to be fixed and the toilet that required maintenance is now fixed.

Mr. Mikkelson requested that Management look into placing paver stones around the dog stations. Management stated she will have Palmer's Property Maintenance take care of it.

Mr. Mikkelson stated that he has been in contact with the board president of South Meadows regarding the speed tables to be placed on Cyrene as part of the traffic calming measures to slow down vehicles. South Meadows would like for the Board to consider sending out a mailing to the community at a cost of approximately \$800.00. Management stated that she believes that the

community should solicit the membership for PR reasons since it is a top concern with homeowners throughout the community. The Board decided to leave it in the hands of South Meadows. Dave Mikkelson will send an email notifying them of the Board's decision.

Mr. Mikkelson mentioned a request he received pertaining to a homeowner having a home daycare. He stated that daycares are technically allowed and the Board lacks authority to stop a homeowner from having one. Management is to notify homeowners that it is not prohibited as long as it does not cause a disturbance within the community.

Mr. Mikkelson asked Management's opinion on defining vegetable gardens in front yards, which are prohibited by policy. Management stated that she believes vegetable gardens should not be allowed and that it is considered a major landscape modification and requires an application be submitted based on her interpretation of the governing documents. The Board decided that gardens in the front yard were violations and should be enforced as such.

**Secretary:** Ms. Shelle Mancl reported the following email votes that occurred since the last meeting:

**Motion: Shelle Mancl moved to approve parking policy 11-01. Jim Preston seconded. The motion carried unanimously on June 7, 2011.**

#### **MANAGEMENT REPORT**

Management presented the Board with the May 31, 2011 period ending financial statements for review. There were no questions.

Management presented the Treasurer with the federal and state tax returns for signature. They were signed and returned to Management.

Management recommended moving \$40,000 out of the Money Market account and investing it into one or two Certificates of Deposits.

**Motion: Jon Short moved to move \$40,000 into one CD. Dave Mikkelson seconded. The motion carried unanimously.**

Management mentioned that the Common Interest Community Board's (CICB) complaint processing procedures that were slated to be published on June 9, 2011 will be out in the next 30 days. All editing is complete but since CICB has not finalized their end, it needed to be held due to the chance of changes.

Management recommended the Board start looking into an open forum for homeowners. State statutes will soon require each Association have an open forum for homeowners to communicate without the Board intervening or responding. Dave Mikkelson stated that he will talk to



webmaster Jesse Lentz to get the forum up and running. Jon Short requested Management email him the legal information on the CICB.

Management noted a need to do concrete repair soon to fill in cracks and repair crumbling curbs. It is scheduled in the reserve study for the year 2014, but the Board may want to consider doing it next year.

Management reported that the netting over the flower bed is now gone on one side. Management recommended removing it on the other side as well. The Board agreed.

Management stated that Palmer's Property Maintenance will be removing the weeds growing in between the concrete.

Management is working with Hadsell Sun & Shade on the umbrella repair and the delivery of spare parts for the chaise lounges along with touch up paint. If Hadsell Sun & Shade cannot complete the work, Management will be contacting Criterion to complete it.

Management will be soliciting a quote from PSG for the installation of a fan in the pool house above the guard desk at the pool.

Carlos General Maintenance was authorized by Management to power wash the tot lot, sidewalk in front of the Audubon tot lot, entrance monuments, tot lot signage and the siding on the front of the pool house. Management noted that the Audubon tot lot still looks stained and will have Carlos General Maintenance come out and redo it. Also, Carlos General Maintenance submitted a proposal for removing the existing screws in the parking bumpers and replacing them with rebar and gluing them down. A second proposal was submitted by PSG for the work. The Board asked Management to make sure the PSG proposal includes gluing them down.

Palmer's Property Maintenance was scheduled to top off the wood chips on all four tot lots. Management inspected the lot and noted that the lots have been topped off with approximately three inches of wood.

Management presented a proposal from Carlos General Maintenance for the monthly emptying of the tot lot trash cans along with the one can in front of the pool. The Board signed the proposal as it was previously approved by the Board.

Management presented a proposal from Palmer's Property Maintenance for miscellaneous items throughout the community as a result of the spring landscape walk-through.

**Motion: Jon Short moved to proceed with items # 1, 3, 4, 5, 7, 11, 12, 13 and 14 on the proposal submitted by Palmer's Property Maintenance for landscaping. Jim Finkle seconded. The motion carried unanimously.**

Management presented the Board with a quote from PSE to secure several loose light poles in the community. The Board agreed to Management authorizing the work order and proceeding with the repairs.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

Management recommended the Board remove the realtor flags placed throughout the community since permission was not granted for the distribution. Management stated she had removed several herself.

Dave Mikkelson noted the community is still blocked from receiving the free newspaper, therefore, there shouldn't be a problem with them littering the community.

#### **EXECUTIVE SESSION**

**Motion: Jon Short moved to enter Executive Session at 8:35 p.m. to discuss delinquent accounts and outstanding violations. Shelle Mancl seconded. The motion carried unanimously.**

**Motion: Jim Finkle moved to exit Executive Session at 9:11 p.m. Dave Mikkelson seconded. The motion carried unanimously.**

**Motion: Jon Short moved to accept the decisions made in regards to outstanding violations and delinquent accounts as listed below. Shelle Mancl seconded. The motion carried unanimously.**

**Unit File # 1655 – \$10/day with loss of pool privileges**

**Unit File # 3590 – \$10/day with loss of pool privileges**

**Unit File # 4572 – \$10/day with loss of pool privileges**

**Unit File # 5584 – \$10/day with loss of pool privileges**

**Unit File # 5585 – Case closed. Will be written off.**

#### **ADJOURNMENT**

**Motion: Jim Finkle moved to adjourn the meeting at 9:12 p.m. Jon Short seconded. The motion carried unanimously.**

*Respectfully Submitted,*

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Monique Mickens, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
JULY 19, 2011  
APPROVED

**BOARD MEMBERS PRESENT**

|                 |                 |
|-----------------|-----------------|
| David Mikkelson | President       |
| Jim Preston     | Vice President  |
| Jon Short       | Treasurer       |
| Shelle Mancl    | Secretary       |
| Jim Finkle      | Member at Large |

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

|                 |                     |
|-----------------|---------------------|
| Bo & Ann Marlin | 7590 Lindberg Drive |
| Clancy Preston  | 7598 Lindberg Drive |

**CALL TO ORDER**

Mr. Mikkelson called the meeting to order at 7:00 pm, noting the presence of quorum.

**COMMUNITY FORUM**

None

**DRAFT MEETING MINUTES**

The June 21, 2011 draft meeting minutes were approved over email.

**BOARD OF DIRECTORS REPORTS**

**President:** Dave Mikkelson requested Shelle Mancl to work with Maridol Garcia, former Landscape Committee Chair to develop a tree installation plan for the fall. Ms. Mancl discussed the master landscape plan created several years ago and recommended not doing pieces at a time. There was further discussion on the sizes of trees and the types to be installed and Mr. Mikkelson asked that Shelle work with Maridol to present a recommendation to the Board. Management stated that once a plan was developed proposals could be requested and modified as necessary at the direction of the grounds company or other professional landscaper. The Board agreed.

Mr. Mikkelson asked if the Board would be in agreement to hold the August meeting at the pool as suggested by homeowner Heidi Rothschild. The Board agreed. Mrs. Preston suggested having some sort of microphone so those in attendance could hear the Board as last year it was hard to hear what was going on with the background noise at the pool. The Board discussed possibly renting or purchasing equipment and then decided to hold off and try the location without any equipment one more time.

Mr. Mikkelson reminded the Board the architectural applications will be voted on now by the Board and the committee will dissolve. Jim Finkle will be the point of contact for Management in regards to architectural applications. Mr. Mikkelson asked Mr. Finkle to skim over the applications for completeness and make his initial recommendation to the Board for voting. The applications will be voted on by the entire Board and Mr. Finkle will return the voted on applications to Management for further processing.

Mr. Mikkelson stated Trish Turgeon had provided her resignation from the Social Committee; however she is reconsidering. Mr. Mikkelson stated he is urging her to stay in her position as chair as she does a wonderful job. He informed the Board she will need assistance with the Block Party on September 17, 2011. He also stated the Board needed to support Ms. Turgeon with the R.S.V.Ps and those who do not respond but attend. The Board does not wish to discourage attendance, but not responding creates food shortages. The Board decided to recommend using Evites, postcards and the website to advertise the event and the Evite for R.S.V.P.

Mr. Mikkelson stated he had not heard back from Doug Hadsell on the parts for the pool furniture and would continue to reach out to him. Management stated she would do the same.

Mr. Mikkelson stated the no parking sign on White Heron had not been re-installed yet to his knowledge. Management will look into the work order.

**Vice President:** Mr. Preston asked Management to request PSG not to park directly in front of the pool house entrance and use a parking space when providing service to the community. This applies to all contractors, but he specifically witnessed PSG parking in front of the entrance.

**Secretary:** Ms. Shelle Mancl reported the following email votes that occurred since the last meeting:

**Motion:** Dave Mikkelson moved to approve a pool party for 7719 White Heron Trail that exceeds the automatic allowable guest limit. Jon Short seconded. The motion carried unanimously on June 28, 2011.

**Motion: Dave Mikkelson moved to contract with PSG to affix the parking bumpers and setting rods throughout the community. Jim Preston seconded. The motion carried unanimously on June 28, 2011.**

**Motion: Dave Mikkelson moved to rescind the work order to PSE to reset community-owned light poles. Jim Preston seconded. The motion carried unanimously on June 30, 2011.**

**Motion: Dave Mikkelson moved to approve the June 21, 2011 Board of Directors meeting minutes as edited. Jim Finkle seconded. The motion carried unanimously on July 21, 2011.**

**Motion: Dave Mikkelson moved to reject a settlement offer for Unit File #5593. Jim Preston seconded. The motion carried unanimously on July 21, 2011.**

**Motion: Dave Mikkelson moved to award a contract to First Service Vending, LLC. To provide a vending machine for the pool house. Jim Finkle seconded. The motion carried unanimously on July 23, 2011.**

**Treasurer:** No Report.

#### **COMMITTEE REPORTS**

**Communications:** There was not a formal report as the Committee was not represented at the meeting. Mr. Mikkelson stated the Committee continues to perform well and the website's new community forum is great.

**Covenants:** Covenants Committee Chair, Bo Marlin, reported an increase in trash can violations and stated it is almost impossible to keep up with and manage. He stated residents will get a violation, correct it and then 2 weeks later do it again. Mr. Mikkelson reminded him that based on the policy if they have the same violation occur in a 12 month period the due process continues where it left off and does not start all over again.

Mr. Marlin requested Management send the annual inspection log so he can perform re-inspections. Management agreed to do so.

**Social:** No Report. Social items were discussed in the President's Report.

**Neighborhood Watch:** There was not a formal report as the Committee was not represented at the meeting. Mr. Mikkelson reminded the Board of the National Night Out event on August 2, 2011 and stated Donna Jarvis-Miller was assisting Heidi Rothschild in putting on the event.

#### **MANAGEMENT REPORT**

Management presented the Board with the June 30, 2011 period ending financial statements for review and asked if there were any questions. Mr. Mikkelson asked if the operating account balance reflected the movement of the \$40,000 into CDs as authorized last meeting. Management explained the movement of those funds was from the Money Market account and not the operating account and would be reflected in the July financials. Mr. Short stated he noticed a few variances but they were addressed in Management's report.

Management reminded the Board the budget would be drafted and presented no later than October 1<sup>st</sup> and requested Board input prior to drafting. Management asked the Board if there was anything they wanted to see mentioned or accommodating in the budget. Ms. Mancl suggested increasing the landscaping budget to accommodate for the plantings of trees and other landscaping per the master plan. Mr. Short inquired as to if the budget should accommodate additional management expenses due to the new regulations coming from the CICB. Management stated she would look into this with the office manager.

Management presented the Board with a draft publication policy resolution for the Board's review and explained since the Board was interested in cutting costs by not mailing out as much information and moving to a more electronic method of publication it was best to have a written policy in place so the membership had a firm understanding and expectation. The Board and Management discussed the policy in detail. The Board recommended edits to Management and authorized the policy being reviewed by the Association's attorney.

Management stated there was not much to report in regards to landscaping as the summer months there is not much more taking place other than some maintenance pruning and mowing. Management stated a pruning service was performed on July 20, 2011. Mr. Mikkelson asked if Management was able to confirm if the trees on Great Swan and White Heron along the sidewalk were pruned by Palmer's. Management stated she had not confirmed, but would do so. Mr. Mikkelson said whom ever performed the work did a great job.

Management informed the Board the flood light at the pool house had been replaced by PSG today. The ballast was bad and it was cheaper to replace the fixture than just the ballast. Mr. Mikkelson asked that Management be sure the Association was not charged for the light bulb change since PSG had not checked to make sure that was the issue. Management stated she had voiced her concern with the billing already to PSG and would check the invoice carefully when it arrived.

Management had requested several discussions regarding the pool in the written report, but stated most of the issues were cured already and no longer needed discussion. The guards have been instructed to communicate all issues to Lyon Fisher of Continental Pools and he will speak with Management. Continental instructed the guards to remove the laptop from the facility they had previously been using. Management explained that this was Continental's policy.

Management stated the guards had removed their advertising signs from the pool house and removed the marker off the wall by the clock.

Management stated PSG had completed the parking bumper repairs including the two bumpers missed. Management inspected the bumpers today and did not find any that appeared to have not been glued down, but noticed some were marked with an "X" and would inquire as to what that means with PSG.

Management presented the Board with an email sent to the Board President regarding a possible paver installation around the doggie stations. Management stated a work order was placed with Palmer's as discussed at the last meeting, but to mimic the neighboring community would be costly, almost \$2,000. The Board instructed Management to have Palmer's revise their quote for a paver walkway to measure no more than 4X5 and provided Management with an illustration.

Management stated a work order was placed with Kiddco Plumbing to repair the showers in the pool house as they are only running hot water. Management stated this was reported by the guards to Donna Jarvis-Miller and should have been reported to Lyon Fisher. Management reminded the guards of the communication instructions.

Management presented the Board with two proposals from Palmer's Property Maintenance. The first proposal was for the installation of trees in two locations in the community. The Board discussed Item #4 on Proposal No. 1143904A. Ms. Mancl recommended approval of the 7ft. Cryptomeria trees to be installed behind the pool fence. Mr. Mikkelson suggested smaller trees should be used as they are more likely to survive and thought it would be a cost savings. Management stated Palmer's was confident in the larger tree and would warranty the work. Mr. Preston stated he preferred a larger tree as that is currently what is in place and thought residents would be unhappy if a smaller trees were planted in their place.

**Motion: Shelle Mancl moved to approve Palmer's Property Maintenance proposal 1143904A, Item #4, Option #2 for a total of \$2,762.00 for the removal of all the existing Austrian Pines located on the backside of the pool fence and the installation of up to five 7ft. Cryptomeria. Jon Short seconded. The motion carried (4-1). Dave Mikkelson opposed.**

The Board discussed Item #12 on Proposal No. 1143904A for the installation of two Nellie Stevens Hollies to replace the one dead Leyland Cypress tree along the wall at the dead end of Great Swan Court.

**Motion: Jim Preston moved to approve the proposal for a total of \$630.00. Jim Finkle seconded. The motion carried unanimously.**

The second proposal from Palmer's was for summer turf watering. Management explained Palmer's wanted to stress this would not turn the already dormant grass green again this summer,

but would help prevent up to a 40% root loss. The grass would be stronger from the watering. The Board discussed the price of the proposal and the other options outlined by Palmer's. Ms. Mancl stated she recommended approval as funds had been put into the turf renovation and the Association should maintain it. Everyone shared the same opinion.

**Motion: Shelle Mancl moved to approve the Palmer's Property Maintenance Proposal No. 1143906 for Summer turf watering for a total of \$3,072.00. Dave Mikkelson seconded. The motion carried unanimously.**

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

Mr. Mikkelson suggested the pool hours be changed next year to 11:00 a.m. – 9:00 p.m. based on discussions with the guards and review of the sign in sheet. It seems more residents are using the pool in the evenings than the mornings. The Board agreed to review before next pool season.

Ms. Mancl requested a sign be placed on the pool house door notifying residents they may not bring their pets into the facility. Pets are not permitted on the deck, in the restrooms, or in the pool house lobby. The Board agreed and instructed Management to purchase one sign for the front door.

#### **EXECUTIVE SESSION**

**Motion: Dave Mikkelson moved to enter Executive Session at 8:46 to discuss outstanding violations, delinquencies and homeowner requests of confidential nature. Jim Preston seconded. The motion carried unanimously.**

**Motion: Dave Mikkelson moved to exit Executive Session at 9:14 p.m. Shelle Mancl seconded. The motion carried unanimously.**

**Motion: Dave Mikkelson moved to accept the decisions made in regards to outstanding violations as listed below. Jim Preston seconded. The motion carried unanimously.**

**Unit File # 3564 – \$10/day with loss of pool privileges**

**Unit File # 3574 – \$10/day with loss of pool privileges**

**Management was instructed to reply to residents regarding their confidential matters.**

#### **ADJOURNMENT**

**Motion: Shelle Mancl moved to adjourn the meeting at 9:15 p.m. Jon Short seconded. The motion carried unanimously.**

*Respectfully submitted by Victoria Garner in absence of recording secretary.*



**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS' ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**August 16, 2011**  
**APPROVED**

**BOARD MEMBERS PRESENT**

|                 |                 |
|-----------------|-----------------|
| David Mikkelson | President       |
| Jim Preston     | Vice President  |
| Jon Short       | Treasurer       |
| Shelle Mancl    | Secretary       |
| Jim Finkle      | Member at Large |

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT PRESENT**

|                 |  |
|-----------------|--|
| Victoria Garner | Community Manager, Cardinal Management Group, Inc. |
| Paola Fiess     | Recording Secretary                                |

**HOMEOWNERS PRESENT**

|                   |                     |
|-------------------|---------------------|
| Bo & Ann Marlin   | 7950 Lindberg Drive |
| Roseann Thompson  | 3402 Blue Mallard   |
| Heidie Rothschild | 7636 Audubon        |
| Francine Holloway | 7537 Lindberg       |

**CALL TO ORDER**

Board President David Mikkelson called the meeting to order at 7:00 pm, noting the presence of quorum.

**COMMUNITY FORUM**

Ms. Rothschild recommended modifying the pool hours to 11-9pm for next years pool season. Ms. Rothschild requested an update on the remodeling of the pool bath house. Ms. Rothschild reported the bathroom shower light has been out for several weeks.

Board President, David Mikkelson directed Management to stock a few extra energy efficient light bulbs in the pool bath house to avoid any delays.

**DRAFT MEETING MINUTES**

**Upon motion made by Shelle Mancl and seconded by Jim Preston, the Board moved to approve the July 19<sup>th</sup> Board meeting minutes as amended. Motion carried.**

## **BOARD OF DIRECTORS REPORTS**

**President**-Board President, David Mikkelson reported the new nylon threaded nuts were installed on the pool chairs however directed Management to keep a close watch on further deterioration. Mr. Mikkelson reported observing several open items during his community walk. Management advised an inspection can be done by Management as a schedule B item. Board Secretary, Shelle Mancl stated as time is of the essence, Management should handle the inspection. After further discussion, Management was directed to conduct a community inspection and issue violation notices accordingly. Mr. Mikkelson reported receiving proposals for the installation of a ceiling fan above the guard station in the pool bath house. Management was directed to execute the proposal submitted by PSE as it falls under the authorized spending limit.

**Secretary**-Board Secretary, Shelle Mancl reported having three (3) email votes to be read into the minutes.

**3568-01-Board unanimously voted on 8/5/11 to grant a waiver of legal fees in the amount of \$412.50; on the condition that the owners pay the remaining balance due by the next court date scheduled for this matter. Motion carried.**

**1609-01-Board unanimously voted on 8/5/11 to grant a waiver of violation charges in the amount of \$900; on the condition that the owner pays the remaining balance due on the account within 15 of receiving notice of the Board's decision. Motion carried.**

**6440-01-The Board unanimously voted on 8/5/11 to direct counsel to halt further action in an attempt to collect on the judgment and reclassify this account as bad debt. Motion carried.**

## **COMMITTEE REPORTS**

**Covenants**-Committee Chair, Bo Marlin reported no major change to the most common violations such as yard lights, trash and yard maintenance. Mr. Marlin requested Board direction on citing inoperable vehicles as well as vehicles with expired state inspection decals or expired tags. The Board advised, the Committee should be following the due process as outlined in the community governing documents and should treat the violation as any other violation. Board President, David Mikkelson reported having noticed several owners have painted their front steps without prior Board approval. After further discussion, the Board and Management agreed that action must be taken; beginning with conducting an inspection and following up with a notice requiring the submission of an architectural modification form. The Board tabled this item to the September Board meeting, pending inspection.

**Neighborhood Watch**-Committee Chair, Heidie Rothschild, reported great turnout at the National Night Out event. Ms. Rothschild reported having noticed police presence in the community for about two (2) consecutive days, however after emailing the police department point of contact, was advised there had been no activity reported.

**Social-**Committee Chair Donna Jarvis-Miller reported the publishing and distribution of the newsletter is pending Board approval. The Committee is planning to put together an "October Fest." Ms. Jarvis-Miller reported the Block Party has been scheduled for September 17<sup>th</sup> from 12:30-4:30.m. For safety purposes and for tent allocation, Cyrene will be closed off to traffic. There will be two (2) tents set up, a local dj will handle the music and moon bounce will also be available. The Committee also discussed the possibility of having a cake contest. Ms. Jarvis-Miller advised the upcoming yard sale will be advertised in the newsletter and will also run an ad in the Washington Post; however noted volunteers are needed for posting signs throughout the area.

### **MANAGEMENT REPORT**

Management presented the Board with the financial statement ledger of income and expenses for the Association through the close of business on July 31, 2011. Management reported the Association funds were in good shape. Management reported having researched fees involved in handling a CICB compliant against the Association. Management advised this service would be billed on an hourly basis to include portal to portal.

Management presented for Board signature, a signature card form from Morgan Stanley Smith Barney that requires updating.

Management presented the draft publication policy resolution with counsel's markup, under separate cover. Management read out loud email feedback submitted by Board President, David Mikkelson. The Board discussed additional edits and omitting a few suggestions made by counsel. Management advised the Board that, it is in the Association's best interest to follow counsel's suggestions.

**Upon motion made by Jon Short and seconded by Jim Finkle, the Board moved to approve the draft publication policy resolution as edited by counsel. David Mikkelson and Jim Preston voted against the approval. Motion carried with 3 yeas and 2 nays.**

Board Treasurer, Jon Short reported having noticed that not all Board members are being copied on email correspondence with Management. Management reported having received direction from Board President, David Mikkelson to copy Board Vice President, Jim Preston on all correspondence. Management further added that Management would prefer to have one (1) Board liaison as outlined in the Management contract. Here after Management either copy all members or only the Board liaison unless the Board President designates temporary transfer of powers to another member to conduct business in their absence.

Management reported Palmer's Property Maintenance has installed the pavers around the doggie stations.

Management reported the large pool umbrella which was sent over to Hadsell Sun & Shade for repairs is now missing and Doug is unfortunately not responding. Management will continue to follow up and keep the Board updated.

Management requested Board direction on the storing or disposing of the pool deck palms. The Board directed Management to dispose of the plants and store the pots.

#### **NEW BUSINESS**

Board President, David Mikkelson reported the possibility of having to resign due to work related matters. Management advised the Board to be prepared to vote in a new Board President at the September Board meeting.

#### **EXECUTIVE SESSION**

**Upon motion made by Shelle Mancl and seconded by Jim Preston, the Board moved to enter Executive Session at 8:18p.m., to discuss delinquent accounts and outstanding violations. Motion carried.**

**Upon motion made by David Mikkelson and seconded by Jim Finkle, the Board moved to exit executive session at 8:41 p.m. Motion carried.**

**Upon motion made by Jim Preston and seconded by David Mikkelson, the Board moved to approve all decisions made in Executive Session regarding delinquent accounts and open arc violations. Motion carried.**

**5517-02-Hearing request denied**

**5508-\$10/day if front bed is not weeded in 48hrs**

**5575-\$10/day if front bed is not weeded in 48hrs**

**5506-Issue 14day notice for non compliant front door with a \$10/day stipulation.**

**4491-\$10/day if yard is not addressed in 48hrs**

**1652-01-Front 4ft wood bend and front mulch denied.**

**6440-04-Deck approved**

#### **ADJOURNMENT**

**Upon motion made by Jim Finkle and seconded by Jim Preston, the Board moved to adjourn the meeting at 8:42p.m. Motion carried.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS' ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**Mt. Vernon Government Center**  
**September 20, 2011**  
**APPROVED**

**BOARD MEMBERS PRESENT**

|             |                 |
|-------------|-----------------|
| Jim Preston | Vice President  |
| Jon Short   | Treasurer       |
| Jim Finkle  | Member at Large |

**BOARD MEMBERS ABSENT**

|                 |           |
|-----------------|-----------|
| David Mikkelson | President |
| Shelle Mancl    | Secretary |

**MANAGEMENT PRESENT**

|                 |  |
|-----------------|--|
| Victoria Garner | Community Manager, Cardinal Management Group, Inc. |
| Paola Fiess     | Recording Secretary                                |

**HOMEOWNERS PRESENT**

|                     |                     |
|---------------------|---------------------|
| Bo & Ann Marlin     | 7950 Lindberg Drive |
| Anne Short          | 7539 Grey Goose Way |
| Donna Jarvis-Miller | 7593 Grey Goose Way |

**CALL TO ORDER**

Board Vice President, Jim Preston called the meeting to order at 7:00 pm, noting the presence of quorum.

**COMMUNITY FORUM**

Ms. Jarvis-Miller reported the dog stations bins are overflowing and as the bags are out of stock, residents are not picking up their dog waste. Management recommended increasing collection services. Management advised Ms. Jarvis-Miller to report any concerns directly to Management to avoid any delays in responding. Board Vice President Jim Preston recommended looking into bigger trash cans for the dog stations, but asked Management to not pursue at this time.

**DRAFT MEETING MINUTES**

**Upon motion made by Jon Short and seconded by Jim Finkle, the Board moved to approve the August 16, 2011 Board meeting minutes as amended. Motion carried.**

**BOARD OF DIRECTORS REPORTS**

**President-** None.

**Vice President-** Mr. Preston reported David Mikkelson is out of the country due to work related matters. Mr. Preston wished Mr. Mikkelson best wishes.

**Secretary-** *No items to report.*

**Treasurer-** *No items to report.*

### **COMMITTEE REPORTS**

Communications-Committee Chair Donna Jarvis-Miller reported the current newsletter is scheduled to go out to the membership shortly. Ms. Jarvis-Miller advised she will need help with the Board meeting sandwich signs.

Covenants-Committee Chair, Bo Marlin reported the most commonly reported violations continue to be trash and yard lights however as of recent, damaged and or missing siding has been noted throughout the community. Mr. Marlin reported some progress has been made with regards to the annual ARC inspection. Mr. Marlin reported seeing a new deck, but stated he was not certain it was approved.

**Neighborhood Watch-** *No items to report.*

**Social-**Committee Chair Donna Jarvis-Miller reported the community block party was a complete success; noting approximately 230 residents were in attendance. Children enjoyed the moon bounce and face painting. The two (2) newly purchased tents were a great investment. Unfortunately three (3) vehicles were towed. Ms. Jarvis-Miller reported, Committee member Trish Turgeon provided a tremendous amount of support.

### **MANAGEMENT REPORT**

Management presented the Board with the financial statements for the Association through the close of business on August 31, 2011. Management reported the Association funds were in good shape. Board Treasurer Jon Short noted and inquired about the variance in line item#61200 of over \$2k. Management reported this variance is due to a payment released to PSG for the bumper repairs. Board Vice President reported the repairs appear to not have been done properly as some have already begun to detach. Management requested the specific locations be emailed so she may make the contractor aware immediately.

Management presented a letter from the Executive Team at Cardinal Management Group in regards to the report delivery. Currently the report is emailed in advance and a hard copy is provided at the meeting. Board Treasurer Jon Short suggested having smaller packets by having the read file emailed only. Homeowner Anne Short suggested printing the reports double-sided and the Board agreed this would be a great idea. After further discussion the Board directed

Management to begin printing the hard copies double-sided and only emailing a copy of the read file for Board reference.

Management reported having emailed a few possible dates for scheduling of the Annual meeting. The Board decided on December 6<sup>th</sup> at 7pm with a registration beginning at 6:30pm. The Board confirmed there will not be a regular meeting held in December. Light refreshments will be offered and there will also be some drawings held. Management will make contact with vendors for possible donations. Board Vice President Jim Preston will coordinate a guest speaker. The Board requested Management book South County as the meeting venue.

Management reported as the Board wishes to possibly remove the gates on Cyrene and Grey Goose Way research needs to be done on the community proffers; however Management was given the incorrect proffer codes to look up at the county. Per the county, the proffers are no longer on file. Management is continuing to try to locate a copy of the proffers.

Management reported Palmers Property Maintenance has completed the turf renovation project and will begin planting the approved list of trees and the pavers at the Grey Goose/Lindberg.

Management reported a meeting with Continental Pools Area Supervisor, Lyon Fisher will be taking place in the very near future to go over and finalize the supply inventory. Management requested the Board confirm the desire to change the pool operation hours in 2012. The Board agreed to change the pool hours from 11-8 to 12-9. Management stated the contract was already in place so an addendum may need to be drawn up.

Management reported repeated requests made to Doug Hadsell regarding the pool umbrella, have gone unanswered. Management advised a certified notice would be going out the following day demanding a response. The Board directed Management to refer this matter to counsel if no response is received.

### **UNFINISHED BUSINESS**

Pool House Fan-Air Circulation- Management stated an inspection of the fan was not performed personally by Mrs. Garner yet; however it would be addressed well in advance of the next operating season.

### **NEW BUSINESS**

Architectural Application for Board review:

7525 Linderg Drive-Plant four evergreen Arbovitae trees between existing evergreen trees in the common area right behind the property line. We can water and fertilize the trees ourselves. These trees will provide a privacy layer between two rows of homes.  
*After careful review and discussion, the Board directed Management to notify the applicant that the Board has received the modification application and is being reviewed by tree experts; a response will be returned within 30 days.*

**EXECUTIVE SESSION**

**Upon motion made by Jon Short and seconded by Jim Preston, the Board moved to enter Executive Session at 7:48pm to discuss outstanding violations and pending ARC applications. Motion carried.**

**Upon motion made by Jon Short and seconded by Jim Finkle, the Board moved to exit executive session at 8:14pm. Motion carried.**

**Upon motion made by Jon Short and seconded by Jim Preston, the Board moved to approve all decisions made in Executive Session regarding open arc violations and pending applications. Motion carried.**

5527-\$10/Day

1655-Corrected

4573-\$10/Day

3554-7day extension/\$10/day to begin Oct. 1 if not corrected.

3561-\$10/Day pending Bo Marlin's confirmation

3573-\$10/Day

5507-\$10/Day

5509- Approved/no further action

5548-30day extension

7743-\$10/Day

7745-\$10/Day

7622-Deck application approved

7589-Landscape application approved with stipulation: Refer to Palmers for preferred plants

7727-Fence approved

7545-Tree removal approved with stipulation: Replace with smaller tree that will thrive in that location.

**ADJOURNMENT**

**Upon motion made by Jim Finkle and seconded by Jim Preston, the Board moved to adjourn the meeting at 8:15p.m. Motion carried.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary



**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**October 11, 2011**  
Approved

**BOARD MEMBERS PRESENT**

|              |                 |
|--------------|-----------------|
| Jim Preston  | Vice President  |
| Jon Short    | Treasurer       |
| Shelle Mancl | Secretary       |
| Jim Finkle   | Member at Large |

**BOARD MEMBERS ABSENT**

|                 |           |
|-----------------|-----------|
| David Mikkelson | President |
|-----------------|-----------|

**MANAGEMENT PRESENT**

|                 |  |
|-----------------|--|
| Victoria Garner | Community Manager, Cardinal Management Group, Inc. |
| Paola Fiess     | Recording Secretary                                |

**HOMEOWNERS PRESENT**

|                      |                     |
|----------------------|---------------------|
| Bo & Ann Marlin      | 7950 Lindberg Drive |
| Donna Jarvis -Miller | 7593 Grey Goose Way |

**CALL TO ORDER**

Board Vice President Jim Preston called the meeting to order at 7:01 pm, noting the presence of quorum.

**COMMUNITY FORUM**

Ms. Jarvis-Miller reported the street light on Cyrene is not working.  
Management directed Ms. Jarvis-Miller to report it directly to Dominion.  
Ms. Jarvis-Miller reported the street light on Audubon and Cyrene has been flickering.  
Management reported a work order would be put in right away.

**DRAFT MEETING MINUTES**

Upon motion made by Jon Short and seconded by Shelle Mancl, the Board moved to approve the September 20, 2011 Board meeting minutes as amended. Motion carried.

**BOARD OF DIRECTORS REPORTS**

**President-** N/A

**Vice President-** Mr. Preston reported he is working on purchasing the gift cards for the Annual meeting and has also emailed Supervisor McKay; the meeting will be held at the Government Center.

**Secretary-** No items to report on.

## **COMMITTEE REPORTS**

Communications-Committee Chair Donna Jarvis-Miller reported the newsletter is almost completed. Ms. Jarvis-Miller advised the food pantry at the local UCM is completely bare and would like to advertise the need for donations in the community newsletter. Board Vice President expressed concerns with potential conflicts related to the advertisement funding. After further discussion, the Board authorized the UMC ad to be printed.

Architectural- Vice President Jim Preston reported having recruited, resident Mario Chacon to be the initial person in reviewing all architectural modification forms. All future applications should be forwarded directly to Mario and the board president; the application will then be forwarded to the Board for final review.

Covenants-Committee Chair, Bo Marlin reported having completed his Annual inspection follow up and has also received the open violation list from Management. Mr. Marlin reported a "No parking" sign which fallen behind the shrubs on White Heron.

**Neighborhood Watch-** *No items to report.*

**Social-**Committee Chair Donna Jarvis-Miller reported the Committee is putting together a Fall Festival and will be volunteering to help with set-up. Ms. Miller reported they would be reaching out to Rita's Ice parlor, handing out candy and also raffling gift cards. Board Secretary Shelle Mancl volunteered to assist if needed.

## **MANAGEMENT REPORT**

Management presented the Board with the financial statement ledger of income and expenses for the Association through the close of business on September 30, 2011. Management reported the Association funds were in good shape with one variance in the Social budget to report.

Management presented the Board with signatures card form which required updating. Board Vice President Jim Preston executed the forms on behalf of Board President David Mikkelson.

Management presented the draft 2012 budget for final review. The budget reflects a 2% increase, which will help to cover inflation. Management pointed out that over the years the Board has been very mindful of spending however with the increase in the trash contract, the management contract, tax increase, etc., Management recommends moving forwarded with the budget as submitted. Management noted that the increase will also allow a 10K increase in the grounds non-contract budget. Management noted the Association's Members' Equity is between 16-17% positive which is an excellent position to be in. After further discussion the Board directed Management to decrease the grounds non-contract budget line item by 10k bringing it down to 20k.

Upon motion made by Shelle Mancl and seconded by Jim Preston the Board approved the 2012 draft budget with the change to the grounds non-contract line item, providing for no increase in the assessments. Motion carried.

Management reported that counsel reviewed the Association's proffers and determined that the gates at the intersections of Grey Goose and Lindberg and Cyrene and Lindberg are in fact mentioned on the proffers. Management reviewed the means in which the gates could be removed and the proffers amended. After further discussion the Board determined it was best to leave the gates in place.

Management reported the pool house fan is pretty small and therefore wouldn't provide much circulation. Management explained that a scope of work was not provided to PSE nor was one requested so the contract was not to blame, but Management would reach out to them to see if something could be done to make the fan more efficient. Management will keep the Board updated.

#### **UNFINISHED BUSINESS**

Pool Umbrella- The Board directed Management to obtain quotes for additional umbrellas and table this item until then. The item will be discussed again in the spring.

#### **EXECUTIVE SESSION**

**Upon motion made by Shelle Mancl and seconded by Jon Short, the Board moved to enter Executive Session at 8:08pm to discuss outstanding violations. Motion carried.**

**Upon motion made by Jim Preston and seconded by Shelle Mancl, the Board moved to exit executive session at 8:22pm. Motion carried.**

**Upon motion made by Jim Preston and seconded by Shelle Mancl, the Board moved to approve all decisions made in Executive Session regarding open arc violations. Motion carried.**

**Unit File #5526-02-Satellite violation closed**

**Unit File #5525-01 -Tree application in common area approved**

**Unit File #1700-\$50/per trash violation**

#### **ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by Shelle Mancl, the Board moved to adjourn the meeting at 8:23p.m. Motion carried.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS**  
**HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**November 15, 2011**  
**APPROVED**

**BOARD MEMBERS PRESENT**

|                 |                |
|-----------------|----------------|
| David Mikkelson | President      |
| Jim Preston     | Vice President |
| Jon Short       | Treasurer      |
| Shelle Mancl    | Secretary      |

**BOARD MEMBERS ABSENT**

|            |                 |
|------------|-----------------|
| Jim Finkle | Member at Large |
|------------|-----------------|

**MANAGEMENT PRESENT**

|             |  |
|-------------|--|
| John Adams  | Community Manager, Cardinal Management Group, Inc. |
| Paola Fiess | Recording Secretary                                |

**MANAGEMENT ABSENT**

|                 |  |
|-----------------|--|
| Victoria Garner | Community Manager, Cardinal Management Group, Inc. |
|-----------------|--|

**HOMEOWNERS PRESENT**

|                 |                     |
|-----------------|---------------------|
| Bo & Ann Marlin | 7590 Lindberg Drive |
| Eugene Stewman  | 7586 Lindberg Drive |

**CALL TO ORDER**

Board President David Mikkelson called the meeting to order at 7:02 pm, noting the presence of quorum.

**COMMUNITY FORUM**

New resident Mr. Stewman reported what attracted him to the community was the curb appeal and the involvement the Board has with the every day management of the property. Mr. Stewman submitted an ARC request for the building of a rear patio.

**DRAFT MEETING MINUTES**

Upon motion made by Jim Preston and seconded by Shelle Mancl, the Board moved to approve the October 11, 2011 Board meeting minutes as amended. (David Mikkelson abstained) Motion carried.

**BOARD OF DIRECTORS REPORTS**

**President-** Board President David Mikkelson requested an update on the tree trimming on Lindberg as he noted a lot of limbs have been thrown in the wooded area. Mr. Mikkelson

reported the spikes are coming up on the parking bumpers. Management was directed to look into this matter as soon as possible.

**Vice President-** Board Vice President Jim Preston reported he purchased three (3) gift cards for the Annual Meeting and will be purchasing a few more. Mr. Preston suggested purchasing gift cards for the volunteers in recognition of the time they have dedicated to the Association. The Board will create a list to ensure no one is missed.

**Secretary-** Board Secretary Shelle Mancl reported an email vote to be read into executive session.

### **COMMITTEE REPORTS**

Covenants-Committee Chair, Bo Marlin reported the most of the current violations consist of the usual items such as trash, outdoor lights and yard upkeep. The good news is several residents have corrected the violations however they seem to reoccur in a matter of months. Board President David Mikkelson reminded Mr. Marlin that the policy documents state if a violation reoccurs within a 12 month period a final violation notice or additional assessment should be issued accordingly.

### **MANAGEMENT REPORT**

Management presented financials for the Association through the close of business on October 31, 2011. Management reported one (1) variable due to a landscape installation.

Management reported a Smith Barney CD which matured on October 11<sup>th</sup> needs to be rolled into another CD.

*Motion: Upon motion made by David Mikkelson and seconded by Jim Preston the Board moved to roll the Smith Barney CD maturing on October 11, 2011 in the amount of \$35k into a CD. Motion approved.*

Management reported the Annual meeting has been scheduled; Continental Pools has donated gift cards.

Management reported Neil with Palmers Property Maintenance is looking into the pruning along Lindberg. Management will update the Board as information is made available.

Management reported PSG was onsite to repair a parking bumper at no charge to the Association.

### **UNFINISHED BUSINESS**

Pool Umbrella- Board President David Mikkelson reported that he spoke with Doug Hadsell regarding the umbrella. Per Doug the umbrella is awaiting repairs and since it's off season, he did not feel there was a rush. The Board expressed concern regarding this as the umbrella was turned in before the pool season and has yet to be returned. After further discussion the Board

directed Management to issue a certified notice to Mr. Hadsell requesting that action be taken by March 1, 2012.

Additional Pool Umbrellas: Management reported this is a pending matter.

#### **EXECUTIVE SESSION**

**Upon motion made by Shelle Mancl and seconded by Jon Short, the Board moved to enter Executive Session at 7:53pm to discuss outstanding violations and a payment plan. Motion carried.**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to exit executive session at 8:12pm. Motion carried.**

**Upon motion made by Shelle Mancl and seconded by Jon Short, the Board moved to approve all decisions made in Executive Session regarding open ARC violations and the payment plan. Motion carried.**

**Unit file #2405: \$10/day for inoperable front light**

**Unit file #2405: \$10/day for unauthorized vehicle**

**Unit file #4554: No further action regarding motorcycle tent**

**Unit file #5506: No further action - front door corrected**

**Unit file #5530: \$10/day**

**Unit file #5513: \$10/day**

**Unit file #2407: \$10/day**

#### **ADJOURNMENT**

**Upon motion made by Jim Preston and seconded by Jon Short, the Board moved to adjourn the meeting at 8:12p.m. Motion carried.**

*Respectfully submitted,*

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Paola Fiess, Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
**Annual Meeting Minutes**  
**December 6, 2011**  
**APPROVED**

**BOARD MEMBERS PRESENT**

|                 |                 |
|-----------------|-----------------|
| David Mikkelson | President       |
| Jim Preston     | Vice President  |
| Jon Short       | Treasurer       |
| Jim Finkle      | Member at Large |

**BOARD MEMBERS ABSENT**

|              |           |
|--------------|-----------|
| Shelle Mancl | Secretary |
|--------------|-----------|

**MANAGEMENT PRESENT**

|                 |   |
|-----------------|---|
| Victoria Garner | Senior Community Manager, Cardinal Management Group, Inc. |
| Kristin Briner  | Management Assistant, Sign-in                             |
| David York      | Accounting Representative, Sign-in                        |

**HOMEOWNERS PRESENT**

|                     |                         |
|---------------------|-------------------------|
| Janice Allen        | 7594 Lindberg Drive     |
| Barnett Alpert      | 7536 Lindberg Drive     |
| Jermain Fox         | 7634 Audubon Meadow Way |
| Kamran Mammadov     | 7555 Great Swan Court   |
| Kathleen Mikkelson  | 7589 Lindberg Drive     |
| Clarice Preston     | 7598 Lindberg Drive     |
| Heidie Rothschild   | 7636 Audubon Meadow Way |
| Brian Stolze        | 7621 Audubon Meadow Way |
| Monika Sutton       | 7621 Audubon Meadow Way |
| Malika Young        | 7757 White Heron Trail  |
| Farida Ahmed        | 7612 Audubon Meadow Way |
| Felicia Evans       | 7534 Lindberg Drive     |
| Louise Finkle       | 7755 White Heron Trail  |
| Donna Jarvis-Miller | 7593 Grey Goose Way     |
| Paul Kennedy        | 7531 Great Swan Court   |
| Gary Kosciusko      | 7706 Audubon Meadow Way |
| Jesse & Susan Lentz | 7608 Audubon Meadow Way |
| Robert & Ann Marlin | 7590 Lindberg Drive     |
| Roseann Thompson    | 3402 Blue Mallard Way   |
| Lamont Williams     | 7658 Audubon Meadow Way |

**CALL TO ORDER/QUORUM VERIFICATION**

Board President, Dave Mikkelson called the meeting to order at 7:00 p.m., noting a presence of quorum. Community Manager, Victoria Garner presented the Annual Meeting Proof of Notice dated November 2, 2011, confirming the requirement called for in the bylaws. Mrs. Garner stated there were twenty-three homeowners present in person, in addition to those by proxy, at the time the meeting was called to order.

Mr. Mikkelson introduced the Board, Management and the Committee members. He informed the membership that Supervisor McKay was unable to attend the meeting as scheduled, but provided a one-page update for the community. Copies of the update were available at the sign-in table. Mr. Mikkelson discussed some highlights of the update including a Wegmans store, the RT. 1 revitalization plan and other road improvements.

#### **APPROVAL OF MINUTES**

Board President, Mr. Mikkelson announced the next agenda item was to approve the 2010 annual meeting minutes. Management reminded those present that a copy of the draft minutes were available in the packages handed out at the sign-in table. Mr. Mikkelson asked if there were any edits to the minutes. Board Treasurer, Jon Short requested an "e" be added to Ann on line 8 on page 2. Homeowner, Heidie Rothschild requested an "e" be added to her name on lines 11 and 16 on page 2. Mr. Mikkelson asked if there were any other edits.

**Upon a motion by Heidie Rothschild and seconded by Roseann Thompson the Membership unanimously approved the meeting minutes as edited.**

#### **ELECTION OF DIRECTORS**

Mr. Mikkelson announced there were two seats available for the Board of Directors as Shelle Mancl and Mr. Mikkelson's terms were expiring. Mr. Mikkelson stated that there were no nominations received for the positions and that he had decided to re-run and would be nominating himself. He asked if there were any other nominations from the floor.

Bo Marlin nominated Ann Marlin. Mr. Mikkelson asked if she accepted the nomination and Mrs. Marlin agreed. Mr. Mikkelson called for further nominations.

Heidie Rothschild nominated herself and gave a brief presentation. Mr. Mikkelson asked if there were any other nominations from the floor. With no further nominations, he requested a motion to close nominations.

**Upon a motion by Jon Short to close nominations and seconded by Jim Preston the Membership unanimously approved closing the nominations.**

Mr. Mikkelson offered each candidate an opportunity to speak about themselves and why they wish to serve on the Board of Directors.



Heidie Rothschild stated she has lived in the community for five years and loves it. She wants to continue to improve it and work with her neighbors.

Ann Marlin stated she has lived in the community for six and a half years and has been a military wife for 20 years. She served on the OWC board for the military and is a stay at home wife. She wishes to uphold the standards of the community.

Dave Mikkelson stated he has served as the Treasurer, Vice President and currently is the Board President. He wishes to continue to make a difference in the community, but did not desire to be the President next year.

Management instructed the Membership to vote for no more than two candidates and to vote by checking the boxes on the ballots. Management requested two volunteers from the floor to count the ballots and sign the Oath of Inspection. The ballots were collected by the inspectors and Management. Management led the inspectors to a front table to count the ballots and requested they count the ballots a minimum of two times to confirm the count.

#### **PRESIDENT'S REPORT**

Mr. Mikkelson provided an overview of the accomplishments of the year. He explained the new website was launched and is now managed by a volunteer. He thanked Jesse Lentz for all his hard work and saving the Association money by maintaining the site. He explained to the membership that there are some sections that users must sign-in to access, while everyone has access to the governing documents. He explained the new website provided the Board with the ability to send community emails to help communicate with the membership and in fact there was an email reminder sent about the annual meeting on Sunday. He explained that the electronic communications were a time and cost savings compared to paper mailings. Mr. Mikkelson informed the membership that in compliance with new VA Law there is now a forum on the website for residents to communicate, but has not yet been used by anyone.

Mr. Mikkelson informed the membership that the Association went out to bid on their insurance policies and consolidated them with one agency. He stated that thankfully they have not had to make much use of the insurance to date, but that they believe they have strong policies in place and are with a good company.

He stated the parking policy was revised slightly and a communication policy was adopted. Both policies are available on the website. The communication policy outlines how the Board will communicate with the membership and explains that most communications will be electronic.

Mr. Mikkelson stated the snow contract with Shenandoah Landscape was renewed as they performed well last year and held their rates. He reminded the membership that Lindberg is not maintained by the Association and is plowed by VDOT.

Mr. Mikkelson stated a new vending machine company was engaged for the 2012 pool season. He explained there is no cost to the Association for this and the profits are shared. He stated a fan was installed in the pool house to help keep it cool for the guards as the building does not have central air. Mr. Mikkelson stated that the pool furniture is holding up rather well and that some bolts and nuts were replaced this year to extend their useful life.

The membership was reminded to report loose parking bumper spikes to the Board or Management promptly. The Board is keeping an eye on the parking bumpers and hammering down the spikes when seen. A company was hired to secure the bumpers, however it was not 100% successful. This will be addressed by Management and looked at again in the spring.

The Board has continued to improve the turf quality in the community and has had success. This year Palmer's Property Maintenance completed the second round of turf renovation and the grass has improved greatly. To continue the success this year, the Board entered into a contract with Palmer's to water the grass during the summer months.

Mr. Mikkelson stated pavers were put at each of the dog stations to help with erosion. The canister sizes were increased due to complaints of overflowing cans. DoodyCalls empties the cans once per week on Tuesdays.

Mr. Mikkelson explained South Meadows attempted to get the county to install speed tables on Cyrene but they did not get enough votes and the action has died.

Mr. Mikkelson stated the 2012 budget has been approved and there will be no increase in fees. He asked the Treasurer to give a brief financial overview. Board Treasurer, Jon Short stated the reserves are strong and the Association is maintaining an investment portfolio with the advice of their financial advisor. The Board is working hard to keep fees reasonable and believe they are well funded.

Mr. Mikkelson stated the Board joined CAI this year and now have access to industry best practices, newsletters, magazines, training and articles.

Mr Mikkelson stated the Board is continuing to review the ARC guidelines and hopes to publish a revised document by the summer.

#### **COMMUNITY FORUM**

Mr. Mikkelson opened the floor to community forum.

Heidie Rothschild asked if the pool hours would be changed as she had recommended previously at a meeting. Mr. Mikkelson said the hours would be shifted by one hour based on usage. The new hours will be 11-9. Management stated this was already discussed with the pool company.

Paul Kennedy stated if residents had questions on developments in Fairfax County they should visit [www.SFDC.org](http://www.SFDC.org).

A homeowner asked if there will be an opportunity to comment or review ARC revisions prior to adoption and publication. Mr. Mikkelson stated the Board will vote on revisions but that comments are welcome. Mr. Mikkelson directed the homeowner to email the Board at [BOARD@GATHM.com](mailto:BOARD@GATHM.com). Mr. Preston said the Board will take comments under advisement. The same homeowner stated there is a group of folks coming through the community late at night digging through people's trash.

Janice Allen stated that American Disposal recently came through the community at 7:00 at night and wanted to know if they have a specific time they should be coming. Management stated they do not have set hours, but that 7 p.m. was a bit late. If it happens again please contact Management. Mrs. Allen asked if there was something that could be done about the Ruby Tuesdays near the community as it was an eyesore. Mr. Preston recommended she contact Supervisor McKay.

Heidie Rothschild asked if speed bumps could be installed on Cyrene or a four way stop installed. Mr. Preston stated that folks would likely not obey the stop signs as they were running the one previously on Cyrene that was installed and later removed by Centex. Mr. Preston suggested we look into a community-wide poll, possibly through the website.

Gary K. reminded residents of the community clean ups twice a year and thanked all who participate. He suggested the Board speak with Palmer's about refraining from using herbicides near the marsh.

Ann Marlin mentioned trees on Lindberg have signs posted about cankerworms. The Board stated this was a county effort.

A homeowner asked the Board to look into a group rate for tree pruning.

Janice Allen asked if the trees behind her home belong to the park or the Association. Mr. Mikkelson stated there is a 50 ft buffer.

A homeowner asked about the A1 TV Repair Shop on Rt 1 near Lockheed Blvd. Mr. Mikkelson stated Supervisor McKay has addressed this previously and there was nothing that could be done about it.

Donna Jarvis-Miller stated she may have volunteers for the social committee. She said she would like to hear from the community on recommended social events. Heidie Rothschild stated she feels like events are catered to children and thinks there should be more adult events. Donna explained there may be a movie night next year. Mrs. Rothschild encouraged the Board to have a pool party. There was some discussion.

### **NEW BUSINESS**

Mr. Mikkelson asked if there was any new business. Management offered to do the door prizes at this time. Misc. gift cards were given away by random drawing of tickets. Mr. Preston thanked Management for their efforts and hard work and provided them each with a gift card.

### **ELECTION RESULTS**

Mr. Mikkelson announced the results of the election stating he and Ann Marlin had been elected to three year terms. Mr. Mikkelson and the rest of the Board thanked Heidie Rothschild for running.

### **ADJOURNMENT**

Mr. Mikkelson asked if there was a motion from the floor to adjourn the meeting.

**Upon a motion by Jon Short and seconded by Ann Marlin the 2011 Annual Meeting was adjourned at 8:05 p.m. The motion carried unanimously.**

*Respectfully submitted,*

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Victoria Garner, Senior Community Manager in absence of Recording Secretary

**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION**  
**Organizational Meeting Minutes**  
**December 6, 2011**  
APPROVED

**BOARD MEMBERS PRESENT**

David Mikkelson  
Jim Preston  
Jon Short  
Ann Marlin

**BOARD MEMBERS ABSENT**

Jimmy Finkle

**MANAGEMENT PRESENT**

Victoria Garner      Senior Community Manager, Cardinal Management Group, Inc.

**HOMEOWNERS PRESENT**

NONE

**CALL TO ORDER/QUORUM VERIFICATION**

Dave Mikkelson called the meeting to order and confirmed a quorum of the Board. Management confirmed the notice of meeting was published with the Annual Meeting notice.

**ELECTION OF OFFICERS**

Dave Mikkelson stated he would prefer not to be President. Jon Short stated he would like to remain Treasurer and recommended Ann be secretary. There was some discussion.

Jon Short nominated Jim Preston as President, himself as Treasurer, Dave Mikkelson as Vice President, Jimmy Finkle as Secretary and Ann Marlin as Member at Large.

**Upon a motion by Jon Short and seconded by Jim Preston the Board unanimously approved the election of officers as nominated by Mr. Short.**

**ADJOURNMENT**

**Upon a motion by Jim Preston and seconded by Jon Short the Board adjourned the Organizational Meeting at 8:35 p.m. Motion carried unanimously.**

*Respectfully submitted,*

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Victoria Garner, Senior Community Manager in absence of Recording Secretary