

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Mt. Vernon Government Center
January 19, 2010
APPROVED

BOARD MEMBERS PRESENT

| | |
|--------------|-----------------|
| Jim Preston | President |
| Shelle Mancl | Secretary |
| Jon Short | Treasurer |
| Vineet Gupta | Member at Large |

BOARD MEMBERS ABSENT

David Mikkelson Vice President (Assigned Proxy for Voting to Jim Preston)

HOMEOWNERS PRESENT

| | |
|---------------------|---------------------|
| MIREN AMSELEM | 7505 LINDBERG |
| CHRISTINA PYLES | 7565 GREY GOOSE |
| JESSE & SUSAN LENTZ | 7608 AUDUBON MEADOW |
| WILLIAM BUFFALOE | 7504 LINDBERG |
| DONNA JARVIS-MILLER | 7593 GREY GOOSE |
| CLANCY PRESTON | 7598 LINDBERG |
| ANNE & BO MARLIN | 7590 LINDBERG |
| TODD JONES | 7522 LINDBERG |
| JANICE ALLEN | 7594 LINDBERG |
| ANNE SHORT | 7539 GREY GOOSE |

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

OTHERS PRESENT

Paola Fiess Independent Recording Secretary

CALL TO ORDER

Mr. Preston called the meeting to order at 6:33 pm, noting the presence of quorum.

ELECTION OF BOARD OF DIRECTORS POSITIONS

Motion: Upon motion made by Jon Short and a 2nd by Shelle Mancl, the Board unanimously appointed Jim Preston as the Board President.

Motion: Upon motion made by Jim Preston and a 2nd by Jon Short, the Board unanimously appointed Shelle Mancl as the Board Secretary, noting a term of 1 year.

Motion: Upon motion made by Jim Preston and a 2nd by Shelle Mancl the Board unanimously appointed Vineet Gupta as the Board Member at Large, noting a term of 2 years.

Motion: Upon motion made by Jon Short and a 2nd by Shelle Mancl the Board unanimously appointed David Mikkelson as the Board Vice President.

Motion: Upon motion made by Shelle Mancl and a 2nd by Jim Preston the Board unanimously appointed Jon Short as the Board Treasurer, noting a term of 3 years.

COMMUNITY FORUM

NONE

BOARD OF DIRECTORS REPORTS

President: Jim Preston reported as the Association completed a lot of capital improvements in 2009, there are no big purchases scheduled. Mr. Preston reminded the membership, volunteers are needed to begin filling committees; reach out to your neighbors that you know would serve as an asset to the community.

Mr. Preston reported that as Todd Jones's, the ARC Committee Chairs is moving, a \$50 gift certificate was purchased to show the Board's appreciation for the hard work he has put in over the years. Board Treasurer, Jon Short, reported his concern with setting a precedent however posting an article in the newsletter and the minutes expressing the Boards and the community's appreciation would be a better route.

Motion: Upon motion made by Shelle Mancl and a 2nd by Jim Preston, the Board approved the purchase of the \$50 gift card for ARC Committee Chair, Todd Jones. The motion carried unanimously.

Board President, Jim Preston thanked Todd Jones for his hard work through the years and wished him well in his future endeavors. The Board presented Mr. Jones with a \$50 gift card for his contributions. Mr. Jones turned over previous approvals and documents to Management.

Vice President: NONE

Treasurer: Jon Short reported his duty on the Board as the treasurer is to review the Association's financial statements and work with Management to ensure the numbers add up.

Secretary: Ms. Mancl reported the Board unanimously approved the 2010 Budget via email on November 11, 2009.

On December 9, 2009 the Board unanimously approved the deferred assessment resolution as recommended by the Association's auditor; to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.

On December 9, 2009, the Board of Directors unanimously approved the acceptance of documentation provided in reference to a hot tub for account number 7717-01 and approved waiving all monetary charges assessed to the account.

On December 16, 2009 the Board unanimously approved the proposal from Shenandoah Landscape Services for the replacement of two entrance monument spheres on Cyrene for a total of \$1,325.

On December 18, 2009 the Board unanimously approved the purchase of one part violation door hangers. Management recommended the Board use two part violation door hangers to ensure proper record keeping.

On December 29, 2009 the Board unanimously approved writing off prior owner balances as uncollectible for account numbers 1616-01, 2406-01, 3548-01, and 5589-01 for a total of \$590.00.

On January 4, 2010 the Board unanimously approved a motion to direct Management to advise Rees Broome for case number 0756140.001, the Board denies the owners' request and demands payment in full and for case number 07561.00027 the Board rejects the owners' proposal and directs Rees Broome to proceed with the pending lawsuit.

COMMITTEE REPORTS

Architectural: Anne Short reported the Committee has received and reviewed approximately two (2) to three (3) applications a week. The Committee has noticed a decline in the submissions since the large flood of applications following the Architectural Inspections performed by Management in early 2009.

Todd Jones' resignation is effective February 1, 2010, but will be available to assist in bringing the new chair up to speed.

Communication: Donna Jarvis-Miller reported she is in the process of collecting articles for the February newsletter; submission must be in no later than 1/23/10. Management provided a new homeowner report for the quarter that will be used to welcome new members. An email blast can be sent out informing residents they are able to submit advertisements for the community newsletter, however would like guidance from the Board as to the processing of payments. Management advised they can process payments, as parking, pool passes are processed, but would need clear instructions prior to doing so. A decision was not reached on this subject.

Board President, Jim Preston reported the website will be up and running shortly.

Covenants: Committee Chair, Bo Marlin reported the committee conducted an inspection on January 9, 2010. Twenty six units were issued 1st notice door hangers, nine (9) were submitted to Mgmt for further action and/or review; digital photos were taken for documentation. Management stated those nine did not require any further action as they had gone through the

due process and either had extensions or were being assessed monetary charges for the pending violations and stated it was not the committee's responsibility to continuously re-inspect these homes as the owners are responsible for responding in writing in order for the charges to stop. A homeowner recommended placing a reminder in the newsletter.

Management was directed to email Donna the violation procedures.

Mr. Marlin inquired about a master log for approved ARC applications and stated he received a spreadsheet from Management which was a start; Management received all ARC records from Todd Jones. Management will provide those records to Mr. Marlin at the end of the meeting.

Bo reported there are a lot of yard lights throughout the community which are out, however the current guidelines do not mention yard lights. Management confirmed this is not clearly addressed in the guidelines stated that upon review of the documents legal counsel and Management recommend a policy resolution prior to beginning enforcement procedures and that only yard lamps could be required to be lit from dusk till dawn as they are already on photocells.

Motion: Upon motion made by Jon Short and a 2nd by Shelle Mancl the Board unanimously approved instructing Management to provide the Board a draft yard lamp policy resolution

Landscape: Miren reported she proposed through the committee to have trees planted in the breezeways on Lindberg for privacy. She presented the Board of Directors with a package of information including proposals and email correspondences with the county and Centex. The Board informed her they would like to hold off until the community is off bond and that they have a master landscape improvements plan they wish to review before proceeding.

Social: Christina Pyles, Committee Chair, reported she will plan a spring yard sale; however she will need a volunteer to take over her position as she will be moving in July.

MANAGEMENT REPORT

Management presented the Board with "Board of Directors Orientation Packages" and explained the materials inside the folders. Management urged the Board to familiarize themselves with the materials as it would help get them associated with their new roles and positions.

Treasurer, Jon Short made several inquiries regarding the financial statements for period ending 12/31/2009. Management advised, there was a variance in the administrative line item due to the increase in violation notices and architectural applications, the maintenance line item had a 47K variance due to various items such as the lighting project, parking bumper installations and pool repairs which were not budgeted items and the grounds contract reflected a 9K variance as the contract due to the timing of the contract change and the amortization of the annual contract price. Mr. Short stated he was pleased with the responses and needed no further research or documentation.

Management presented the Board the draft lawn policy resolution noting the new grounds contract will take care of the townhomes front lawn. There was discussion.

Motion: Upon motion made by Vineet Gupta and a 2nd by Jon Short, the Board unanimously approved the Lawn Policy Resolution with the addition of "Bed mulching" under Page 2, Section I, number 3."

Mr. Preston requested Management update the signature page to reflect his full first name. Management stated the dates would be changed as well and forwarded via email for signature.

Motion: Upon motion made by Shelle Mancl and a 2nd by Jim Preston, the November 17, 2009 Board meeting minutes were approved. (Vineet Gupta and Jon Short abstained).

Management presented the Board with a quote from American Disposal Services for upgrading the recycle bins to 64 gallon toters and noted the increase in the contract was not budgeted for and trash violations may increase due to the size of the toters in relation to the size of the garages. There was discussion.

Management was directed to inquire with ADS regarding accommodating owners interested in larger recycling bins on individual basis.

UNFINISHED BUSINESS

Management was directed to extend the time on the February agenda for unfinished business for a presentation and discussion on the common area landscape plans. 15 minutes was requested.

NEW BUSINESS

Motion: Upon motion made by Jon Short and a 2nd by Vineet Gupta the Board unanimously approved moving the monthly board meetings from 6:30pm to 7:00 pm.

EXECUTIVE SESSION

Motion: Ms. Mancl moved to enter Executive Session at 8:37 p.m. to discuss delinquent accounts. Mr. Short seconded. The motion carried unanimously.

Motion: Mr. Short moved to exit Executive Session at 8:47 p.m. Ms. Mancl seconded. The motion carried unanimously.

Motion: Mr. Short moved to accept the decisions in regards to counsel proceeding with account garnishments for RB File number 756120. Mr. Preston seconded. The motion carried unanimously.

There was discussion on the procedures for turning accounts over to collections. Management explained the collections policy resolution was followed but that account balances were also taken into consideration and this was all an automatic process not requiring Board direction. *Management was directed to provide the legal invoices to Mr. Short for review.*

Mr. Short stated that Janice Allen had volunteered to serve on the Architectural Committee following adjournment of open session.

Motion: Mr. Short moved to appoint Janice Allen to the Architectural Committee effective immediately. Ms. Mancl seconded. The motion carried unanimously.

Ms. Allen had provided contact information for herself to Mr. Short which was given to Management. Management stated an email would be sent to notify the other members of the committee and to welcome Ms. Allen.

ADJOURNMENT

Motion: Mr. Gupta moved to adjourn the meeting at 8:55 p.m. Mr. Short seconded. The motion carried unanimously.

Respectfully submitted,

Paola Fiess, Independent Minutes Recorder.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Mt. Vernon Government Center
FEBRUARY 16, 2010
APPROVED

BOARD MEMBERS PRESENT

| | |
|----------------|-----------------|
| Jim Preston | President |
| Dave Mikkelson | Vice President |
| Shelle Mancl | Secretary |
| Jon Short | Treasurer |
| Vineet Gupta | Member at Large |

BOARD MEMBERS ABSENT

None

HOMEOWNERS PRESENT

| | |
|---------------------|---------------------|
| DONNA JARVIS-MILLER | 7593 GREY GOOSE |
| CLANCY PRESTON | 7598 LINDBERG |
| ANNE & BO MARLIN | 7590 LINDBERG |
| ANNE SHORT | 7539 GREY GOOSE |
| DIANE RISER | 3408 BLUE MALLARD |
| MARIDOL GARCIA | 7638 AUDUBON MEADOW |
| SEAN FROST | 7662 AUDUBON MEADOW |

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

CALL TO ORDER

Mr. Preston called the meeting to order at 7:03 pm, noting the presence of quorum.

COMMUNITY FORUM

A resident stated his concerns regarding the plowing of Cyrene following the most recent snow fall. He stated there were six inches of compacted snow and ice making it almost impossible to drive over and wanted to know what actions the Board could take. Mr. Preston explained this portion of Cyrene was maintained by VDOT and the Association was not permitted to contract plows to service the road. He further explained the liabilities involved and that calls had been placed to VDOT expressing the concern. Management added that VDOT had been contacted several times and Cyrene and Lindberg were both confirmed to be VDOT maintained.

Diane Riser asked Management if American Disposal Services were consulted for supplying larger recycle bins to the residents. Management updated Ms. Riser informing her this was discussed last month and American does offer larger recycle totes; however this upgrade to the

trash contract was not budgeted for and there are concerns this may increase trash violations as residents may store them outside of their garages due the size. Management informed Ms. Riser that American was willing to offer the larger recycle totes to individual residents for a one time charge and she may contact American directly to arrange this. Ms. Riser inquired as to if American would also exchange or pick up her large trash toter. Management instructed her to contact American to arrange this free service but informed her she would then have to purchase a smaller can of her choice at a local store.

BOARD OF DIRECTORS REPORTS

President: Mr. Preston reported he continues to work on getting the new website up and running and had to contact the service provider as he has a few questions. He hopes to get this completed by the end of the week.

Mr. Mikkelson inquired as to the expense for the website. Mr. Preston explained there is a quarterly charge and last year during the transition from one provider to another there was a portion of time where two sites were being paid for.

There were no further Board of Director Reports.

COMMITTEE REPORTS

Architectural: Mr. Preston announced Sean Frost is willing to tentatively serve as the committee chair. Sean Frost explained he will be willing to stand as chair until another homeowner volunteers, but may have to delegate some of his responsibilities between the other committee members as he is often very busy with work and is concerned his availability will be limited.

Communication: Committee Chair, Donna Jarvis-Miller reported the newsletter is coming together and there were some delays due to the weather and travel restrictions. She requested the new board members supply her with a short bio for inclusion with the newsletter. Mr. Gupta requested she send him an example of what she desires. Mr. Short requested she visit his website www.shortlaw.com and create the bio for him. Ms. Mancl inquired to if the goal is to publish a bi-monthly newsletter; Donna confirmed, stating that she hopes to one day have enough information to print a monthly newsletter.

Donna asked the Board if there was any further discussion or decision on the advertising policy and collection of payment procedures. Management explained the task of collecting the payments for ads could be handled through the office just as pool passes are, but desires a formal policy to be adopted outlining the procedures.

Mr. Preston inquired as to what how much Management would charge to manage this process and requested a sample policy be provided to Donna for review. Management will research the fees involved.

Mr. Gupta asked Donna about the number of pages in the newsletter and what size ads would be offered. There was discussion on the possibilities.

There was discussion on who the volunteer is who maintains the bulletin board located at the pool house. *Management will research past emails from the former president, Meredith Elkins.*

Donna stated she will be sending a postcard to the residents inviting them to the wine tasting to be held at Mr. & Mrs. Preston's (7598 Lindberg) on February 27, 2010 at 7:00 p.m.

Covenants: Committee Chair, Bo Marlin reported he had gone through the ARC documents provided by Todd Jones and most of the applications and approvals were from 2006 and 2007. He would like more updated information from the ARC committee. ARC Committee member, Anne Short said she would provide the information to him via email. Bo advised the Board he had combined his inspection spreadsheet with Cardinal's and was ready to perform re-inspections once the weather improved.

Bo stated most violations are in regards to trash cans. Homeowner, Maridol Garcia stated during the blizzard residents were setting their trash out for collection, but due to the inclement weather American was not running trucks. Maridol suggested a blurb be added to the newsletter providing the contact information for American and a note about trash procedures during inclement weather. Donna Jarvis-Miller agreed and Management provided her with the website for American.

Landscape: Committee Chair, Maridol Garcia reported she has requested updated proposals from Neil Brady with Palmer's Property Maintenance for the tree installations in the drainage ditch between Audubon Meadow Way and Lindberg. Management stated several proposals were already provided and will be forwarded to Maridol. Homeowner, Sean Frost explained the Association is still on bond with the county and developer and no landscape additions or removals should occur until the release.

Social: None.

MANAGEMENT REPORT

Management noted the draft January 19, 2010 meeting minutes had not yet been approved and several corrections had been received via email. Mr. Short requested the date on the minutes be corrected, Anne Short's address be corrected under Homeowners Present, and line 5 on the last page be edited.

Motion: Upon motion made by Vineet Gupta and seconded by Jim Preston, the Board approved the January 19, 2010 meeting minutes with the requested changes. (Mr. Mikkelson abstained)

Management presented the financial statements for period ending January 31, 2010 and asked if there were any questions or comments, noting several questions had been received and answered via email. Mr. Short pointed out the Statement of Income and Operations on page 3 reflected a variance of \$788 for the Management Fee Contract and inquired as to why this was under budget. Management advised this could be researched further, but was likely due to the estimated increase was not the actual due to changes in the CPI index. Mr. Mikkelson inquired as to who is responsible for the payment of snow removal services as page 4 of the Statement of Income and Operations reflects a \$2000 expense. Management explained this was a journal entry reflected the accrual, as the Association had budgeted \$4000 for the year. Management explained the Board can reference the General Ledger for details of items reflected in the Statement of Income and Operations as it is merely a snapshot of the Association's financials. Management clarified for the Board that \$10,600 in violation charges had been assessed and \$2,800 had been collected and that these numbers are not clearly illustrated in the financial package provided to the Board as accounting has to run multiple reports and reconcile them to provide the figures. Management further explained that assessment income on the Statement of Income and Operations is accrued, not actual collected and that figure can be found on the General Ledger.

UNFINISHED BUSINESS

Ms. Mancl presented the Board with previously designed master landscape plan and explained the benefits of the project and requested the material continue to be a discussion item, understanding the work may not be completed until after bond release. Homeowner, Sean Frost informed the Board he had been a part of creating these plans and felt the first step was to come off bond, then follow with a meeting for resident input and to then bid the project out. It can then be decided if the project needs to be completed in phases. The Board thanked Ms. Mancl for her presentation and concluded the discussion.

NEW BUSINESS

Mr. Preston discussed with Management the \$1,000 spending limit as granted in the Management Agreement, stating he was merely concerned of the transparency of work orders placed and requested Management be more diligent about sending periodic emails to update the Board on actions taken which are an expense to the Association. Management expressed the Board should not feel obligated to be involved in the day to day management of the Association and this was the reason Management is hired. She further expressed the board members are volunteers and should not be bothered with routine work orders such as replacing a fallen stop sign, but agreed to be more diligent about providing periodic updates. Management stressed to the Board that the Board's desires and expectations are always considered when placing work orders and explained multiple work orders are usually placed at once to minimize expenses. Management further expressed that in the case of an emergency of short deadline it is very important Management be able to act expediently and if it was required to get board approval for all expenditures no matter the dollar amount the community would not operate smoothly and things such as the pool opening could be delayed.

EXECUTIVE SESSION

Motion: Mr. Mikkelson moved to enter Executive Session at 8:35 p.m. to discuss delinquent accounts. Mr. Preston seconded. The motion carried unanimously.

Motion: Mr. Mikkelson moved to exit Executive Session at 8:46 p.m. Mr. Gupta seconded. The motion carried unanimously.

Motion: Mr. Mikkelson moved to table all landscape improvements until the Association is released from bond. Mr. Gupta seconded. The motion carried unanimously.

Management was directed to contact the Association's attorney to discuss the January 31, 2010 legal invoice as there were concerns regarding multiple rates for one attorney and the possibility of triple billing.

ADJOURNMENT

Motion: Ms. Mancl moved to adjourn the meeting at 8:50 p.m. Mr. Short seconded. The motion carried unanimously.

Respectfully submitted,

Victoria Garner, Community Manager in the Absence of Paola Fiess, Recording Secretary.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
7598 Lindberg Drive (Board President's Home)
March 16, 2010
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

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|--------------|-----------|
| Shelle Mancl | Secretary |
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MANAGEMENT PRESENT

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

| | |
|-------------|---------------------------------|
| Paola Fiess | Independent Recording Secretary |
|-------------|---------------------------------|

HOMEOWNERS PRESENT

Roseann Thompson
Bo and Anne Marlin
Donna Jarvis Miller
Gary Kosciusko
Maridol Garcia-Joy
Anne Short
Clancy Preston
Barnett Alpert

CALL TO ORDER

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

COMMUNITY FORUM

Mr. Kosciusko advised the Board there are a lot of dog owners in the community that do not clean up their pets' waste. He also advised during high winds the trash and recycling bins are blown away resulting in loose trash all over the community. He recommended using bungee cords to keep the lids on the trash bins shut.

The Board President, Jim Preston, advised American Disposal would most likely not allow this as this would cause delays; however Management will inquire with American Disposal regarding the possibility and notify Donna Jarvis Miller so she may include a note in the newsletter.

A homeowner inquired the reasoning behind adopting the new "Front Yard Lamp Maintenance" resolution. Board President, Jim Preston advised, requiring residents to keep their yard lights is a safety concern, but primarily to add for a uniform appearance.

Homeowner, Barnett Alpert inquired as to whom are the responsible parties for street cleaning. Board President, Jim Preston reported VDOT will take care of cleaning on a portion of Cyrene and all of Lindberg and the Association will take care of all other streets. Management advised a notice to residents will be issued making them aware of the date Palmer's will be conducting the street cleaning service as well as request residents to move their vehicles if possible to allow for optimal results.

A resident reported damage to the alignment of his vehicle as a result of poor snow removal services on Cyrene. Board President, Jim Preston reported VDOT is responsible to the snow removal on Cyrene and Lindberg.

BOARD OF DIRECTORS REPORTS

President: Jim Preston reported the new website is 95% complete. The newly adopted resolutions and the approved January Board meeting minutes have been uploaded. Mr. Preston encouraged the membership present to log onto the website and provide feedback. Mr. Preston also advised that those logging onto the new website for the first time will need to register a new username and password since these did not carry over from the old website.

Secretary: Ms. Mancl provided via an email to the recording secretary the following email votes to be recorded into the minutes:

- The Board unanimously approved the Light Resolution on 2/24/10. Motion carried.
- The Board unanimously approved the replacement of the entrance monument with the corrected community name on 3/2/10. Motion carried
- The Board unanimously approved to contract with Continental for pool cover storage on 3/11/10. Motion carried.

COMMITTEE REPORTS

Architectural: Nothing to report at this time.

Communication: Donna Jarvis-Miller reported due to unforeseen delays, the current newsletter is at the printers waiting to be mailed. Management reported credit card previously on file had to be removed due to the printing company not processing receipts in a timely manner and the check for postage was cut and already mailed; the printers should receive payment any day.

Ms. Jarvis Miller requested the Board approve funds to be placed in an escrow account to cover any postage for future mailings. The Association has established a great relationship with the printing company and would like to continue using them. Management advised the Board the printing company will provide a running balance sheet after every mailer. After further discussion the Board authorized Management to establish an escrow account in the amount of \$1,000.00 to cover postage for future communications.

Donna reported a post card would be mailed for the community clean up day.

Covenants: Committee Chair, Bo Marlin, reported there have been 13 violations corrected however there are 4 new trash violations. Mr. Marlin expressed disappointment in the fact that residents ignore the violation hangtags left on the doors by the committee and wait to receive the official second notice issued by Management which costs the association money. Residents have begun hiding their trash bins behind the bushes. Mr. Marlin reported there are several homes with cable wiring exposed. The Board advised this is not a violation. Mr. Marlin requested direction from the Board as to what action to take with the home storing the motorcycle and motorcycle cover in the same parking space; violating the 14 day policy. After discussion, Board President, Jim Preston advised Mr. Marlin as the motorcycle was moved within the 14 day limit, the due process will begin again.

Landscape: Maridol Garcia-Joy reported the Committee will be meeting with Fairfax County Inspector, Mr. Mark Evans at the pool house on Wednesday, March 24, 2010 at 10:00 am. to discuss the proposed tree installation behind Audubon Meadow Way. Maridol requested the community blue prints as they will be needed for the meeting. Board President Jim Preston advised Board Secretary Shelle Mancl has a set.

MANAGEMENT REPORT

Management noted the draft February 16, 2010 meeting minutes had not yet been approved. Mr. Mikkleson requested "sitting" on page 3, line # 19 be corrected to "setting."

Motion: Upon motion made by Dave Mikkleson and seconded by Jon Short, the Board unanimously approved the February 16, 2010 Board meeting minutes as amended.

There was discussion regarding the financial statements for period ending 2/28/2010. Management advised, when the Management contract was renewed, the accounting spreadsheet was not adjusted properly resulting in an under billing. The Board will see this adjustment in the March and April financials. Board Treasurer, Jon Short inquired with Management the difference between "Legal Fees" and "Legal Reimbursement?" Management advised "Legal Fees" is an expense line item for legal collections and consultations and "Legal Reimbursement" is an income line item for reimbursement of legal fees by delinquent owners as the legal fees are first paid by the Association. Management reported the variance on account 61200 (Property Repairs) was due to the entrance monument repairs. The variance on account 61581 (Snow Removal Contract) is due the accrual method. The Board directed Management to have accounting reverse that accrual as Centex is paying all snow removal services. Management advised the Board a Smith Barney CD will mature on 4/7/10. Management recommends rolling the CD over to the end of the ladder as the funds are not needed at this time for any reserve projects.

Motion: Upon motion made by Vineet Gupta and seconded by Jim Preston, the Board unanimously authorized Management to direct Smith Barney to re-invest the CD maturing on 4/7/10 to the end of the ladder (essentially a 5 year term).

Management presented the Newsletter Production Guidelines as revised by Management, and asked if there were any further changes prior to the attorney reviewing the policy. Treasurer, Jon Short recommended adopting the resolution without further review by the Association's attorney as to not spend additional funds. Management reiterated to the Board their recommendation to have all draft policies reviewed by the attorney. Board President, Jim Preston recommended drafting a resolution specifically for advertising and retaining the current newsletter policy. Board Member at Large, Vineet Gupta, pointed out the resolution presented does not state the length of time an ad will be posted. Communications Committee Chair, Donna Jarvis-Miller volunteered to review the policy and make changes to address everyone's concerns.

Management provided for Board approval the Palmer's Property Maintenance street sweeping proposal. Management recommends notifying the residents of the date of service to encourage residents to move their vehicles.

Motion: Upon motion made by Jon Short and seconded by Dave Mikkleson, the Board approved proposal #0943907 as prepared by Palmer's Property Maintenance, LLC in the amount of \$1220.00 for Parking Lot Sweeping. Motion carried.

Management informed the Board, inspections of the pool and bathhouse have begun; a quote for minor repairs will be provided. Management will contact the vending machine company as well to be sure the machine is installed in a timely manner. Management requested the Board confirm prior year guest passes would be valid this operating year; Mr. Preston confirmed. The Board directed Management to add a line about registering on the new website and to request email addresses on the applications.

The Board began discussions regarding the cost the Association incurred due to the vandalism to the front entrance monument. Management reported there is no record of the name of the officer with whom prior Board President Meredith Elkins had dealt with. At the time of the incident, the vandals were not charged with the condition they would pay for the damages. Board Vice President, Dave Mikkleson will attempt to make contact with Ms. Elkins and obtain further information.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Mr. Short moved to enter Executive Session at 8:24 p.m. to discuss delinquent accounts and outstanding violations. Mr. Mikkleson seconded. The motion carried unanimously.

Motion: Mr. Short moved to exit Executive Session at 8:56 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

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

7715-Check status of lawsuit filed on 3/1/2010

5516-Unit sold in December as an investment; Management to conduct a property search

1638-Issue a 30 day extension

3564-Trash violation corrected

3565- Trash violation corrected

3566- Trash violation corrected

3582- Trash violation corrected

4572- Trash violation corrected

5529-Basketball backboard overhanging driveway-No action

5533-Satellite dish in unapproved location/unsecured wires hanging-\$10/day

5543-Trash can visible from front of house/small trash container on porch-\$10/day

5584- Satellite dish in unapproved location -\$10/day

ADJOURNMENT

Motion: Mr. Gupta moved to adjourn the meeting at 9:01 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

Respectfully submitted,

Paola Fiess, Independent Minutes Recorder.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Mt. Vernon Government Center-2511 Parkers Lane
April 20, 2010
APPROVED

BOARD MEMBERS PRESENT

| | |
|-----------------|----------------|
| Jim Preston | President |
| David Mikkelson | Vice President |
| Jon Short | Treasurer |

BOARD MEMBERS ABSENT

| | |
|--------------|----------------------------------------|
| Shelle Mancl | Secretary (proxy to Jim Preston) |
| Vineet Gupta | Member at Large (proxy to Jim Preston) |

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo and Anne Marlin
Donna Jarvis Miller
Anne Short
Jesse Lentz
Cynthia Coy
Andrey Terkarapetyants

CALL TO ORDER

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

COMMUNITY FORUM

There were no comments from the owners in attendance.

DRAFT MEETING MINUTES

The draft March 16, 2010 meeting minutes were available for Board review. The Board stated edits were made via email.

Motion: Upon a motion made by Dave Mikkelson and seconded by Jon Short the Board unanimously approved the draft March 16, 2010 without further changes.

BOARD OF DIRECTORS REPORTS

President: Jim Preston suggested to the Board the June meeting be held at the pool. He felt this would promote attendance of the membership. He also stated Officer Cliff would be added to the agenda to discuss the Neighborhood Watch Program. He requested Ms. Donna Jarvis-

Miller, Communications Chair announce the meeting location change in the newsletter and he would post the announcement on the website. Management advised this was sufficient notice and no further communications would be required to comply with the Virginia Property Owners' Act. The Board members agreed to hold the June meeting at the pool.

COMMITTEE REPORTS

Architectural: Shawn Frost, Acting Architectural Chair reported he had no report. Board President, Jim Preston stated he reviewed the most recent application which included the installation of a vegetable garden and found it to be in compliance with the standards and recommended the committee approve the application. Covenants Committee Chair, Bo Marlin stated the guidelines are vague on what constitutes a border or a fence. Board Vice President, Dave Mikkelson agreed. Management stated that if the intention is to fence in a yard with landscape bordering, it should be considered a violation, especially if there is not an approval on file.

Communication: Communication Committee Chair, Donna Jarvis-Miller reported a meeting was held in which only three members were able to attend. The Newsletter and Advertising Policy Resolution was discussed. Ms. Jarvis-Miller provided the Board with a recommended price list for advertisements and stated she would revise the policy once more and provide it to the Board via email for consideration. She advised she has most of the necessary articles for the upcoming newsletter and reminded everyone that once one newsletter is completed the next will begin.

Covenants: Covenants Committee Chair, Bo Marlin, reported progress is being made on trash and yard lamp violations. He informed the Board he recently completed an inspection and provided the updated spreadsheet to Cardinal for processing of second and final notices. He will be placing an article in the newsletter discussing the administrative cost associated with second notices as he hopes this will encourage residents to correct their violations promptly without further involvement from Management.

Mr. Marlin requested guidance from the Board in tackling garage and yard lamp violations in the case where modifications have been made without approval from the Architectural Committee. Board President, Jim Preston stated enforcement had not been strict over the years and asked if the Architectural Committee felt the guidelines should be revised for additional options. Architectural Committee Member, Anne Short agreed the guidelines should be revised in several locations, but also reminded that regardless residents should have applied for lighting modifications. Architectural Committee Chair, Shawn Frost recommended the revisions to include multiple options for color, size and style but being cautious as to not be too strict and agreed to draft revisions for the Board's consideration by the May meeting. Management recommended those owners who have made modifications without approval should be subject to the due process just as any other violation.

Mr. Preston suggested revisions to the guidelines include approved exterior paint colors and if owners were to use one of these colors an Architectural Application would not be required eliminating some administrative expenses as Cardinal charges for each application processed. Mr. Frost stated this was a good idea, but clear guidelines would have to be stated to include owners could not paint their house the same color as their neighbor's.

Social: Social Committee Chair, Christina Pyles was not able to attend the meeting. Board President, Jim Preston requested the Board approve providing Ms. Pyles with a \$50 gift card to show their appreciation for her years of service to the community as she will be resigning and moving out of the community in early June. Mr. Short expressed concern over this practice and believed it set a precedent. He suggested a yearly event would be more appropriate and was concerned that the Association had raised dues in 2010 and was spending money on unnecessary gift cards. Mr. Preston explained he was not requesting that each resigning committee member receive such a gift or that it become a routine practice, but Ms. Pyles had planned multiple large events for the community by herself and had been an important member of the community for years. Communications Committee Chair, Donna Jarvis-Miller requested she interrupt and stated she had experience in management and volunteering and highly recommended such a practice as it helps reduce volunteer burn-out and encourages others to participate in the community, not because they will get a gift card, but because they will see it is appreciated. Management agreed with Ms. Jarvis-Miller and stated many communities choose to recognize their volunteers at the annual meeting and sponsorship was often available. Board Vice President, Dave Mikkelson agreed it set a precedent, but agreed he could see the benefits of recognizing the volunteers.

Motion: Upon a motion made by Dave Mikkelson and seconded by Jim Preston the Board unanimously approved the purchase of a \$50 gift card to be presented to Ms. Christina Pyles at the May Board of Directors Meeting or another time to be arranged.

MANAGEMENT REPORT

Management presented the Board with the March 31, 2010 period ending financial statements for review. Management stated an outline of variances was provided in the report and asked if there were any questions. Mr. Mikkelson noted a CD will come to maturity on 7/9/10.

Motion: Upon motion made by Dave Mikkleson and seconded by Jon Short, the Board unanimously authorized Management to direct Smith Barney to re-invest the CD Maturing on 7/09/10 CD for \$35,000 to the end of the portfolio ladder.

Management presented the Board with the draft 2009 audit as prepared by Goldklang Group and stated the "Representation letter" must be signed and returned no later than May 9, 2010 and asked if there were any questions or recommended changes to the audit. Board Treasurer, Jon Short stated the audit appeared well written and professional and he had no concerns.

Motion: Upon motion made by Jon Short and seconded by Jim Preston, the Board unanimously approved the draft 2009 as written. Mr. Short signed the "Representation letter."

Management recommended the Board approve an inter-equity transfer to remove the Contributed Capital (\$57K) on the balance sheet as recommended by Goldklang Group in the Management Letter. Management explained this line item was not necessary any longer as the Association is at build out and was a simple journal entry not a cash transfer.

Motion: Upon a motion made by Jon Short and seconded by Dave Mikkelson, the Board unanimously approved an inter-equity transfer from Contributed Capital to Reserve Equity as recommended by Management and the Association's auditor.

Management informed the Board a Spring Landscape Inspection was performed on April 9, 2010 in which Landscape Committee Chair, Maridol Garcia-Joy and Board Secretary, Shelle Mancl attended. Management presented the Board with a proposal from Palmer's Property Maintenance for tree maintenance due to winter storm damages as an outcome of the walk-through. Mr. Preston provided a copy of the proposal to Shawn Frost for review. Mr. Frost stated the trees even if staked may still die, but may last for another year or so and recommended approval along with Management after a short discussion regarding the possible outcomes and alternatives such as requesting Centex replace the trees prior to bond release.

Motion: Upon a motion made by Jon Short and seconded by Dave Mikkelson, the Board unanimously approved the proposal from Palmer's Property Maintenance with a revision to item 6 to include sod instead of plant installations for a total of \$1,230.00.

Management provided the Board with an approval from Palmer's Property Maintenance for the installation of summer palms in the landscape pots at the pool and stated an error was made on the proposal as summer annuals are included in the maintenance contract. Management recommended approval. Board President, Jim Preston requested that an attempt be made upon closing of the pool to find volunteers to take the palms for the winter.

Motion: Upon a motion made by Jon Short and seconded by Dave Mikkelson, the Board unanimously approved the proposal from Palmer's Property Maintenance with a revision to remove the cost for the summer annuals for a total of \$222.00.

Management presented the Board with a complaint received from 7632 Audubon Meadow Way in regards to suspected common property behind his unfenced rear yard. Management stated this matter was discussed via email and a small easement runs through the location and Palmer's Property Maintenance was willing to maintain this location in the future. Management advised the Board a precedent could be set by this, but the Board should review any future requests on a case-by-case basis and believed it was best to mow this few inches of turf to ensure it was properly maintained. The Board agreed.

Management expressed concern regarding the recently completed street sweeping service performed by Palmer's Property Maintenance and stated there would be a follow up with Neil Brady and a request for additional services prior to the release of payment. Management stated the curbs were still lined in less than ½ an inch of sand and some of the turn around locations had significant sand cover. The Board agreed.

Management presented the Board with two proposals from Continental Pools for recommended repairs and suggested parts for the 2010 operating season and informed the Board she met with Lyon Fisher, Regional Manager for Continental Pools prior to the meeting and discussed the proposal and recommendations in depth. Management explained due to the bad winter the pool had taken a hit and a good amount of work was necessary as a result. Management recommended approval of removal and replacement of perimeter caulking around both the main and wading pool, caulking of 5 skimmer pads, removal and replacement of 3 concrete deck pads, and in pool and pre/post inspection repairs as needed to not exceed \$200.00. Management further recommended not proceeding with the purchase of additional strainer gaskets, injectors or pump tube assemblies at this time.

Motion: Upon a motion made by Jon Short and seconded by Dave Mikkelson the Board unanimously approved the suggested parts proposal to exclude restocking of band aids, strainer gaskets, an injector, pump tube assemblies and no diving signs as recommended by Management; additionally, the approval of the recommended repairs proposal in its entirety as recommended by Management.

Management will purchase band aids for the pool.

Vice President, Dave Mikkelson suggested the guards should allow anyone with a valid pool pass to enter the pool and recalled a situation last year where a committee member's babysitter had been given a pass but was not permitted to enter with the member's children because another resident confirmed it was not her. Management suggested this could present a problem with unauthorized people picking up lost or stolen permits and entering the pool but understood the Board's perspective.

Motion: Upon a motion made by Jon Short and seconded by Dave Mikkelson the Board unanimously directed Management to instruct the pool lifeguards to allow anyone with a valid pool pass to enter the pool.

Communications Committee Chair, Donna Jarvis-Miller requested the Board grant her approval to hang a dry erase board in the pool house to post announcements. Ms. Janice Allen offered to donate a dry erase board. The Board agreed to the request.

Vice President, Dave Mikkelson suggested litter and debris services be reduced to twice monthly from weekly services as the expense may be unnecessary. Management recommended

not doing away with the service in its entirety as the trash cans are included and believe it to make a difference in the community. Management expressed changes could be made to Carlos General Maintenance's contract as necessary.

Motion: Upon a motion by Dave Mikkelson and seconded by Jim Preston the Board unanimously approved reducing the litter and debris services to two times per month rather than four.

UNFINISHED BUSINESS

Homeowner, Andrey Terkarapetyants requested approval to plant trees in the common area behind his home and stated he had submitted an Architectural Application recently in which Jessica Misenko, Administrative Assistant at Cardinal Management informed him his request for trees would have to be brought to the Board's attention. Architectural Committee Chair, Shawn Frost informed Andrey that the Association was still under bond and planned to do landscape improvements upon release.

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Jon Short moved to enter Executive Session at 8:41 p.m. to discuss delinquent accounts and outstanding violations. Dave Mikkelson seconded. The motion carried unanimously.

Motion: Jon short moved to exit Executive Session at 8:55 p.m. Dave Mikkelson seconded. The motion carried unanimously.

Motion: Jon Short moved to assess monetary charges of \$10 per day to unit file #3568 for the outstanding violation. Dave Mikkelson seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Jon Short moved to adjourn the meeting at 9:00 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

Respectfully submitted,

Victoria Garner, Community Manager in the absence of Paola Fiess, Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Mt. Vernon Government Center-2511 Parkers Lane
May 18, 2010
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

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|--------------|-----------------|
| Vineet Gupta | Member at Large |
|--------------|-----------------|

MANAGEMENT PRESENT

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

HOMEOWNERS PRESENT

Bo and Anne Marlin
Anne Short
Cynthia Coy
Christina Pyles
Sylvia Karpf
Russell East
Clancy Preston
Janice Allen

CALL TO ORDER

Mr. Preston called the meeting to order at 7:00 pm, noting the presence of quorum. Mr. Preston explained to the membership a Covenants Hearing was scheduled for 7:00 p.m. and all parties not involved were required to step outside until adjournment of the hearing as it was required to be held in Executive Session.

SPECIAL ORDER-HEARING

Mr. Preston welcomed the owner for unit file #4541. Management explained the reason the hearing was called and provided the owner with history of the complaint presented. The owner presented her case and requested the Board treat her fairly as she felt this was a dispute between neighbors. Management explained the Board would discuss in Executive Session following the open session how to proceed with the case and a letter would be issued to the owner within 7 days to inform of the Board's decision.

Mr. Preston re-opened the meeting at 7:15 p.m. and welcomed those in attendance back into the room.

SPECIAL ACKNOWLEDGEMENT

Mr. Preston informed those in attendance that Christina Pyles, Social Committee Chair would be resigning from her position and making a move to Ohio and would like to acknowledge all of her hard work over the years. Mr. Preston explained often times Christina was the only member of the committee and still managed to plan and hold successful community events such as the Block Party which takes a lot of time and effort. Mr. Preston requested a round of applause from those in attendance and presented Christina with a greeting card and gift card as a small token of the Association's appreciation.

COMMUNITY FORUM

There were no comments from the owners in attendance.

DRAFT MEETING MINUTES

The draft April 20, 2010 meeting minutes were available for Board review. The Board stated edits were made via email.

Motion: Upon a motion made by Dave Mikkelson and seconded by Jim Preston the Board unanimously approved the draft April 20, 2010 meeting minutes without further changes.

BOARD OF DIRECTORS REPORTS

Vice President: Mr. Mikkelson reported he had visited the tot lots in search of loose bolts and tightened any found. He informed the Board the teeter totter on White Heron's tot lot has rusty bolts that he will replace in the near future. Management reminded to take caution while doing so.

Secretary: Ms. Mancl reported she had three email votes to read into the meeting minutes as follows:

-Upon a motion by Dave Mikkelson and seconded by Jim Preston the Board unanimously declined an Architectural Application from 7638 Audubon Meadow for an already installed partition on the deck. The motion carried on May 8, 2010.

-Upon a motion by Vineet Gupta and seconded Jim Preston the Board unanimously approved a payment plan as proposed for Rees Broome Case Number 07561-0004. The motion carried on May 8, 2010.

-Upon a motion by Shelle Mancl and seconded by Jim Preston the Board unanimously approved the settlement offer as proposed for Reese Broome Case Number 07561-00041. The motion carried on May 8, 2010.

President: Mr. Preston announced the Architectural Committee and Board met to discuss the Design and Maintenance Standards and possible revisions. The meeting was announced and residents were welcome to attend. It was determined at the meeting that for future applications a member of the committee would visit the applying homeowner to discuss the application briefly. This should help clarify any questions on applications and provide for a greater sense of community. Mr. Preston requested Management clarify when an application is considered complete and when the 45 day clock begins. Management explained most applications that are not completed are not sent to the committee, but that when the application is sent to the committee the chair should respond to Management acknowledging receipt and completion and at that point the clock would begin to tick. Management agreed to inform the applicant when the Committee has received the application and of the deadline for response.

COMMITTEE REPORTS

Architectural: Anne Short, in the absence of Shawn Frost, Acting Committee Chair, reported the committee is reviewing the current guidelines and hopes to present the Board with possible revisions by late summer. She thanked Management for the clarification regarding the 45 day clock for applications. Ms. Short confirmed Management was doing a good job in reviewing applications and only forwarding completed ones to the committee.

Communication: Management presented requests on behalf of Donna Jarvis-Miller, Committee Chair as she was unable to attend the meeting. Management informed the Board she met with Donna to discuss the storage of the community signage at the pool house. Donna requests Board approval to purchase a cabinet for approximately \$50 to place in the nook near the guard desk in the pool house. This would allow for storage of all the community signage and perhaps other miscellaneous items. Donna would also like permission from the Board to donate the old signs and to have funds allocated for the purchase of supplies for the bulletin board.

Mr. Preston inquired as to the size of the cabinet; Management explained was a little smaller than the vending machine and arrangements would be made at the end of the season to be sure Donna could access the supplies once the furniture is stored in the pool house.

The Board directed Management to inform Donna she could purchase supplies for the bulletin board and the cabinet, but they wish to keep the old signs as back up.

Covenants: Covenants Committee Chair, Bo Marlin, reported progress is being made on trash and yard lamp violations. He informed the Board he placed an orange parking violation sticker on what appears to be an abandoned vehicle on Great Swan and will solicit the Board for towing if not moved by May 23, 2010. He will begin inspections for power washing and lawn violations soon as the weather is getting warmer. Bo stated he would review the maintenance standards and possibly issue some recommended revisions to the Board in the upcoming months.

Social: Social Committee Chair, Christina Pyles presented Management with a request for reimbursement for the community yard sale expenses. Christina explained she has a folder she will provide to the new chair along with a short word document that provides all the information for the events held in the past and the point of contacts. Christina inquired to if any refreshments were needed for the June 15th meeting at the pool. The Board informed Christina that only water would be needed if anything. Donna will handle the notice. Mr. Preston announced that Sandra Maxey was scheduled to hold a Wine and Cheese Tasting on June 12, 2010 in which Donna will also announce to the community.

MANAGEMENT REPORT

Management presented the Board with the April 30, 2010 period ending financial statements for review. Management stated an outline of variances was provided in the report and asked if there were any questions. Mr. Mikkelson asked if the litter and debris services had been cut back to twice a month and when would the invoices reflect such. Management informed the May invoice would be for \$250 and the services were cut back as requested. Mr. Short explained he had no questions as the report outlined the details of the financials very well.

Management informed the Board the tax returns had been provided to Mr. Short at the beginning of the meeting for his signature. Mr. Short passed the signed taxes to Management for proper filing.

Management informed the Board the attorney's version of the newsletter resolution was a separate handout and thanked Mr. Preston for making copies of the document. Mr. Short expressed he was not satisfied with the attorney's mark-up, thought they were unnecessary and did not recommend approval. Mr. Preston explained he did see value in some of the changes and felt counsel was trying to provide the Association with protection and a more broad policy that would allow for some changes in the future if needed. Management informed the Board counsel had provided their reasoning for the changes via email and recommended approval of the attorney's version. There was further discussion regarding the possible changes that could be removed from the attorney's version.

Motion: Upon a motion made by Dave Mikkelson and seconded by Shelle Mancl the Board unanimously agreed to table newsletter resolution until the Board has reviewed both versions further and can reach a vote via email. The motion carried unanimously.

Mr. Preston requested the Board review and propose their changes and final edits no later than Friday as an ad and payment have already been received for the next newsletter.

Management presented the Board with a request from the neighboring condo community for the Association's approval to install two speed tables on Cyrene Boulevard. Management explained the speed table was selected as opposed to a speed hump or bump because the table would require more slowing and likely would be more effective. Ms. Mancl asked Management to request the table be painted yellow instead of the white tick marks to make it

more visible to oncoming traffic. Mr. Mikkelson expressed he was in favor of the installation. Mr. Short asked Management if a speed survey was performed; Management confirmed. Mr. Short followed with asking Management if the county was recommending the installation. Management explained the request for signature was from the county and therefore they were recommending the installation of a traffic calming device and this was the final step in the process. A formal recommendation letter was not received.

Motion: Upon a motion by Dave Mikkelson and seconded by Jim Preston the Board approved the installation of two speed tables to be installed by Fairfax County on Cyrene Boulevard, stating the preference of yellow paint. Mr. Short opposed. The motion carried 3-1.

Management reminded the Board Jessica Misenko was no longer the administrative assistant for The Grove and Kristin Briner had been assigned to the community. Kristin can be reached at k.briner@cmgmt.com or 703-565-5018.

Management informed the Board Palmer's Property Maintenance had completed the tree repairs as approved at the April meeting and had topped off the wood chips in all four tot lots as outlined in the grounds contract.

Management explained the pool had passed pre-opening inspection with the caveat the wading pool gate was made self-closing per code. Management explained this information was already emailed to the Board and Carlos General Maintenance would be making the repair. Management informed the Board the deck and pool house floors would need power washing next year and this should be budgeted for in 2011.

Management explained she continues to pursue Officer Catron with Fairfax County, the Mount Vernon District regarding the reimbursement from the vandals who damaged the entrance monument of August of 2009 and will continue to update the Board with any new information.

Mr. Mikkelson stated he was satisfied with the street sweeping services performed by Palmer's and thought the community looked much cleaner than the condos that did not have this service performed.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Dave Mikkelson moved to enter Executive Session at 8:25 p.m. to discuss delinquent accounts, outstanding violations and the covenants hearing. Jim Preston seconded. The motion carried unanimously.

Motion: Shelle Mancl moved to exit Executive Session at 9:12 p.m. Jim Preston seconded. The motion carried unanimously.

Motion: Dave Mikkelson moved to send a Results of Hearing letter to unit file #4541 informing the Board has chosen to take no further action at this time, but recommends trying to limit the reported activities in an effort to resolve the dispute and to maintain neighborly relations, further more reminding the owner of the Fairfax County Noise Ordinance and requesting to restrict said repairs to daylight hours, unless in the case of an emergency. Jim Preston seconded. Mr. Short abstained due to a conflict of interest. The motion carried 3-1.

ADJOURNMENT

Motion: Shelle Mancl moved to adjourn the meeting at 9:12 p.m. Jim Preston seconded. The motion carried unanimously.

Respectfully submitted,

Victoria Garner, Community Manager in the absence of Paola Fiess, Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Community
June 15, 2010
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

| | |
|--------------|-----------------|
| Vineet Gupta | Member at Large |
|--------------|-----------------|

MANAGEMENT PRESENT

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

CALL TO ORDER

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

GUEST SPEAKER

Officer Clift, with neighborhood watch was present at the meeting to discuss how a "neighborhood watch" program works and answer any questions the residents had. Officer Clift reported the biggest problem in neighborhoods is property damage; in most cases people have left their vehicle doors unlocked. Residents may log onto the fairfaxcounty.gov website for all calls placed for emergency service. Homeowner, Mrs. Rothschild, reported calling 911 to report a missing child and the police officers did not arrive quickly. Officer Clift advised, the dispatch department is its own agency, calls are placed on rotation. Residents present reported to Officer Clift, people crossing over the community fence and trespassing; Officer Clift advised residents to contact the police when witnessing such behavior as officers really don't patrol the wooded area behind the community. Officer Clift provided contact information for the membership.

COMMUNITY FORUM

Homeowner Donna Jarvis-Miller expressed concerns with the dead trees in the common areas. Community Manager, Victoria Garner advised all of the dead trees have been reported to the developer; however the developer has advised tree replacement will not be addressed until the end of summer. Ms. Jarvis Miller also reported seeing stray cats roaming the community. Ms. Jarvis-Miller was advised to contact the FFX Co Animal Department.

Homeowner Heidi Rothschild requested an update regarding the addition of a dog park in the community. Ms. Rothschild presented the idea of allowing one of the tot lots to be used exclusively as a dog park in the meantime. Community Manager, Victoria Garner advised, the Board would not be allowed to approve such request, as the proffers call for a specific amount of tot lots; Ms. Garner advised the community must come off bond before making changes of that nature.

DRAFT MEETING MINUTES

The draft May 18, 2010 meeting minutes were available for Board review. The Board stated no edits were required.

Motion: Upon a motion made by Dave Mikkelson and seconded by Shelle Mancl the Board unanimously approved the draft May 18, 2010 without further changes.

BOARD OF DIRECTORS REPORTS

President: None

COMMITTEE REPORTS

Architectural: None

Communication: Communication Committee Chair, Donna Jarvis-Miller reported the newsletter is out. Mrs. Jarvis-Miller reminded committee members, newsletter articles are due by the end of the week.

Covenants: Covenants Committee Chair, Bo Marlin, reported property inspections are still in being conducted. Mr. Marlin reported progress is being made, however there are several rental properties that ignore the door hangtags and it's only until the owner receives the 2nd notice, that the violation is corrected. Mr. Marlin reported the townhomes have a lot of lawns which is not in compliance; he recommended Management issue a notice to the townhomes making them aware of the problem. Community Manager, Victoria Garner advised Mr. Marlin to draft the notice and Management will mail it out; this notice will serve as a 1st Notice.

Social: Social Committee Chair, Donna Jarvis-Miller recommended doing a 4th of July party; she advised she has an evite list. Ms. Heidi Rotchschild suggested doing a wine tasting event at the pool. Community Manager, Victoria Garner advised she would run it by counsel first.

MANAGEMENT REPORT

Management presented the Board with the May 31, 2010 period ending financial statements for review. Management stated an outline of variances was provided in the report and asked if there were any questions. No questions were presented.

Management presented the Board with the newsletter resolutions reflecting the edits submitted by Board Treasurer, Jon Short, the Association's attorney, Kim O'Halloran of Rees Broome and Communications Committee Chair, Donna Jarvis-Miller. Management recommends the Board adopt counsels' version. The board approved exhibit C-1.

Management presented the Board with a sample of a Complaint Procedure resolution. All Associations will be required to adopt such policy by the end of the year. The Board decided to continue review the document and conduct and email vote to adopt the document.

Management reported the tot lot repair work has been completed.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Jon Short moved to enter Executive Session at 8:38 p.m. to discuss delinquent accounts and outstanding violations. Dave Mikkelson seconded. The motion carried unanimously.

Motion: Jim Preston moved to exit executive session at 9:10 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. Jim Preston seconded. The motion carried unanimously.

5541-Assess \$90 for ARC violation.

5527-Assess \$90 for ARC violation.

5530-Write off \$85; waive \$551 legal fees

1620-Write off \$279 as uncollectible funds

5503-Settle on \$280; dish must be moved to the back.

5587-Issue 2nd notice for 6ft weed.

ADJOURNMENT

Motion: Shelle Mancl moved to adjourn the meeting at 9:11 p.m. Mr. Mikkelson seconded. The motion carried unanimously.

Respectfully submitted,

Paola Fiess, Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Community
August 17, 2010
Approved

BOARD MEMBERS PRESENT

| | | |
|-----------------|----------------|--------------|
| Jim Preston | President | |
| David Mikkelson | Vice President | |
| Jon Short | Treasurer | (left early) |
| Shelle Mancl | Secretary | |

BOARD MEMBERS ABSENT

| | |
|--------------|-----------------|
| Vineet Gupta | Member at Large |
|--------------|-----------------|

MANAGEMENT PRESENT

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

CALL TO ORDER

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

GUEST SPEAKER

Neil Brady with Palmer's Property Maintenance reviewed proposal number 1043910 for fall turf renovation with the Board and the membership present. Neil advised the internal temperature inside the composite will kill weed seeds. Soilmate sample provided to the board. The turf renovation services on the bare and thin turf areas throughout the common areas as identified in early July 2010. Shelle inquired about the safety for the small children and pets in the areas which will be renovated once Lesco Seed Starter is put down. Neil advised for those high traffic areas, caution tape may be placed. Neil will look into the health hazards it may impose. Neil advised the property must be mowed with the blades lowered approx ½ inch; weed application will also need to happen prior to renovation beginning. Neil advised an approval would need to be submitted sooner than later however at the latest the 2nd week of September. The Board discussed the possibility of extending the square footage which is being addressed. Management recommended along with Neil to wait until the proposed area takes to the treatments and address additional areas next year. Shelle advised the community is looking great this year.

COMMUNITY FORUM

Ann Short advised the lifeguard stand umbrella does not move and sun beams on them. David Mikkelson reported the guard chair was relocated which does not allow them to jump in pool rapidly in case of an emergency. Management will look into this report and provide the board an update.

DRAFT MEETING MINUTES

Motion: Upon a motion made by Jon Short and seconded by Shelle Mancl the Board unanimously approved the draft June 15, 2010 minutes as amended. Motion carried.

BOARD OF DIRECTORS REPORTS

President: None

Treasurer: None

COMMITTEE REPORTS

Architectural: Anne Short advised the project to re-write the Arc guidelines have not begun; however it will be addressed soon. Board President advised the committee previously discussed having a committee representative meet with an applicant once an application is submitted; this will allow any questions to be addressed properly and thoroughly. Anne Short advised it has been very slow this summer in regards to applications for modifications. Janice Alen will draft an article for the communications committee to publish in the community newsletter, advising residents of a trap for your condensate line, which will prevent leaks in the attic.

Communication: Communication Committee Chair, Donna Jarvis-Miller was not present. Ms. Rothschild inquired about sending the newsletter via email vs regular mail. Board President advised unfortunately it is not possible as some documents require official community correspondence be sent out regular mail, as not everyone have access to the internet.

Covenants: Covenants Committee Chair, Bo Marlin, reported progress is being made. Common violation includes overgrown lawns, improper trash storage, lighting and gardens in landscaped areas. Mr. Marlin inquired the citation process for habitual offenders. Board discussed a unit which has a yard light; however the owner is out of the country and will not receive any of the notices which are being issued. The Board discussed the possibility of just replacing the light as it will be more cost efficient than issuing certified notices. Management advised notice must be provided prior to entering private property and making any changes. Ms. Rothschild reported a unit with a lawn violation. The Board advised Ms. Rothschild as a Covenants Committee member she has the authority to issue a door hangtag. Mrs. Alan reported a vehicle which has been parked on jack stands and has not moved for several days; Management advised this is a valid violation and advised her Mr. Marlin has tow warning stickers and as she is on the committee she could leave a door hanger for the lawn violation.

Social: Board President reported, Social Committee Chair, Trish Turgeon has been doing really well. Ice Cream party went very well. Looking to do a block party, which is typically held around 2nd week in September, Board President would like to also do a volunteer appreciation party. Newsletter needs to get done soon. The Board noted newsletters should be at a maximum 4 pages as residents may be overwhelmed with too much information. Heidi Rothschild recommended also conducting a neighborhood watch walk. She will request email address from prior member so an email blast can be sent out. The Board made September 11 the official date for block and volunteer party.

MANAGEMENT REPORT

Management presented the Board with the July 31, 2010 period ending financial statements for review. Management stated an outline of variances was provided in the report and asked if there were any questions. No questions were presented. Management advised a Smith Barney CD in the amount of \$35K will mature in October.

Upon motion made by Jim Preston and seconded by Shelle Mancl, the Board approved Management rolling the Smith Barney CD in the amount of \$35k maturing in October to the bottom of the ladder. Motion carried.

Audit: Upon motion made by Shelle Mancl and seconded by David Mikkelson, the Board approved the engagement letter. Motion carried.

Management advised drafting of the 2011 budget will begin in the next few weeks; therefore Board input will need to be submitted soon. Board President noted both Covenants and Communications Chair holders have turned in their input for the budget.

Management reported the main pool chlorinator stopped working and required immediate replacement; total replacement cost was \$575.00; however Management pointed out, other than the chlorinator, only a vacuum hose was purchased back in July. Pool is in great condition per Continental Pools. As everyone seems to be pleased with the services being provided by Continental, Management has requested an agreement renewal for the 2011 season. A renewal will be presented to the Board at the September Board meeting.

Management has also requested an agreement renewal from CPI. CPI will be submitting a three year renewal agreement; approving it will not only serve as a great budgeting tool but it also works out to be a less than 3% increase for the following years. Board President reported the kids' pool fence latch is still not working properly; Management advised Carlos General Maintenance and PSG came both come out and attempted to fix the problem; at this point Management will contact Long Fence.

Management reviewed and discussed with the Board proposal no. 1043910 provided by Palmer's Property Maintenance, LLC, and the areas which will not been addressed in the current proposal and when they should be addressed. The Board unanimously agreed to move forward with the current bid and table addressing the areas between townhomes pending bid from Palmers.

Upon motion made by David Mikkelson and seconded by Jim Preston, the Board approved proposal no.1043910 as provided by Palmer's Property Maintenance, LLC., in the amount of \$6291 for the fall turf renovation. Motion carried.

Management was directed to request a bid from Palmers for the areas between the townhomes.

UNFINISHED BUSINESS

None

NEW BUSINESS

Board Secretary reported the trespassing sign on the Great Swan fence is now being blocked by bushes. Management was directed to have Carlos General Maintenance remove the sign from the fence and place the sign on a post.

EXECUTIVE SESSION

Motion: Jim Preston moved and David Mikkelson seconded to enter Executive Session at 8:16 p.m. and Bo Marlin was requested to stay and discuss an arc violation for unit file #5587. Management will research if a 2nd notice of violation was issued.

Unit File #5595 was unapproved fence include detail and garden is too large; management to issue notice.

Motion: Jim Preston moved to exit executive session at 9:10 p.m. Dave Mikkelson seconded. The motion carried unanimously.

Motion: Shelle Mancl moved to accept the decisions made in regards to outstanding violations and delinquent accounts and removal of Board Member Vineet Gupta. Jim Preston seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Jim Preston moved and Shelle Mancl seconded to adjourn the meeting at 9:25. The motion carried unanimously.

Respectfully submitted,

Paola Fiess, Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
SEPTEMBER 21, 2010
APPROVED

BOARD MEMBERS PRESENT

Jim Preston President
Jon Short Treasurer
Shelle Mancl Secretary

BOARD MEMBERS ABSENT

David Mikkelson Vice President

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

HOMEOWNERS PRESENT

ANN & BO MARLIN
TRISH TURGEON
ROSANNE THOMPSON
JIM & LOUISE FINKLE

CALL TO ORDER

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

COMMUNITY FORUM

Homeowner, Rosanne Thompson mentioned she had a tree in her front yard that was removed on an emergency basis, but she came home to find a new tree had been planted without her permission or knowledge. Management stated that Centex had been onsite the past few days replacing dead trees in the community in anticipation of coming off bond and they may have installed the tree in her yard as well.

Homeowner, Trish Turgeon stated there are medical vans parking on Cyrene. The Board requested Management contact the county.

DRAFT MEETING MINUTES

Motion: Upon a motion made by Jim Preston and seconded by Shelle Mancl the Board unanimously approved the draft August 17, 2010 minutes as amended. Motion carried.

BOARD OF DIRECTORS REPORTS

Secretary: Shelle Mancl requested the following electronic votes be read into the meeting minutes:

8/28/10 Dave Mikkelson moved to approve a 3 year renewal contract with Continental Pools. Jon Short seconded. The motion carried.

9/9/10 Dave Mikkelson moved to accept a payment plan as proposed for Rees Broome File Number 0756142.001. Jim Preston seconded. The motion carried.

9/10/10 Shelle Mancl moved to waive all but \$325.00 of violation charges for Unit File #1623 as requested by the homeowner. Jim Preston seconded. The motion carried.

COMMITTEE REPORTS

Architectural: Not present.

Communication: Not present.

Covenants: Covenants Committee Chair, Bo Marlin, reported progress is being made. It stated there were less than a handful of open yard light violations and yard mowing was improving. Since the cooler months are nearing there will be much less lawn violations. He believes that all satellite dish violations have been captured. Mr. Marlin stated he really appreciated the membership being involved and helping to report and monitor violations. He stated these really benefit the community and assist the committee in their efforts.

Social: Social Committee Chair, Trish Turgeon stated the yard sale would be re-scheduled as it was not a success due to the late notice. She offered to do all the advertising and put the proper signage out. She explained there was some confusion with the signage for the first event. Jim Preston, Board President stated this signage was the responsibility of the Communications Committee, not Social. Ms. Turgeon expressed concerns regarding getting information dispersed through the proper channels and requested assistance in getting items posted to the website in a timely manner. Management offered to supply Ms. Turgeon with an email list. Trish requested assistance in setting up for the fall festival. Jim Preston volunteered as did Shelle Mancl.

MANAGEMENT REPORT

Management presented the Board with the August 31, 2010 period ending financial statements for review. Management stated an outline of variances was provided in the handout and asked if there were any questions. Treasurer, Jon Short asked why there was a variance in the Management Contract line item on the Statement of Income and Operations. Management explained this was addressed a few months prior and that the increase was more than budgeted. There was a brief discussion on how the Management increase is determined and predicted. Mr. Short also asked Management why the Assessment Income was accrued on the Statement of Income and Operations and not actual. Management explained this was always done this way and is the accounting method used at CMG. Management stated the actual assessments received could be located in the General Ledger. Management explained to Mr. Short where to find this information. Mr. Short requested to see a cumulative general ledger illustrating the Assessment Receivables year to date. Management will forward.

Management explained the pool had been winterized and would be inspected once more. Management stated the vending machine was still full and plugged in and arrangements would be made to clean it out and get it shut down for the season.

Management presented the Board with three proposals for snow plowing services explaining Centex suspects the bond to be released before the winter months and advises the Association to contract services. A proposal from Palmer's Property Maintenance, Shenandoah Landscape Services and TSS Services was presented for the Board's review. Management explained the different cost variances and the services each contractor was offering. Management recommended Shenandoah Landscape Services to be awarded the contract as they were best priced and have provided excellent snow services for other CMG clients.

Upon motion made by Jon Short and seconded by Shelle Mancl, the Board approved the Shenandoah Landscape Services Snow Plowing Proposal for the 2010-2011 winter season.

Management presented the Board with a proposal from Palmer's Property Maintenance for additional turf renovation services to be conducted between some of the townhomes.

Management mentioned this proposal was requested by the Board at the August meeting and was presented to the Board via email.

Upon motion made by Jim Preston and seconded by Shelle Mancl, the Board approved proposal number 1043911 from Palmer's Property Maintenance for a total of \$1,258.00.

UNFINISHED BUSINESS

Board President, Jim Preston stated he will be contacting the ARC Committee to schedule a meeting to go through the current guidelines to propose changes. Trish Turgeon stated her husband may be interested in serving on the ARC Committee.

Secretary, Shelle Mancl inquired if Carlos General Maintenance had moved the "No Trespassing" sign on Great Swan. Management stated she would follow up with the contractor to confirm completion.

NEW BUSINESS

Mr. Preston introduced Homeowner Jim Finkle to the rest of the Board and announced he was interested in serving on the Board. Mr. Finkle provided information regarding his life work and experiences and why he would be qualified to serve on the Board. Mr. Preston explained the Board would take a vote on the matter and follow up with Mr. Finkle through Management.

EXECUTIVE SESSION

Motion: Jim Preston moved and Jon Short seconded to enter Executive Session at 8:15 p.m. to discuss delinquent accounts, a homeowner's request, violations and a pending ARC Application.

Motion: Jim Preston moved to exit executive session at 8:28 p.m. Jon Short seconded. The motion carried unanimously.

Motion: Jon Short moved to accept the decisions made in regards to outstanding violations, homeowner request and the outstanding ARC application while in Executive Session. Jim Preston seconded. The motion carried unanimously. The following actions were taken:

- **Unit File #1623- Front Yard Lamp Violation- 30 day extension as the unit owner is working to make the repairs.**
- **Unit File #3549- No Deck Application on File- \$10 per day for up to 90 days**
- **Unit File #5541-BB Hoop in Driveway-close violation as hoop is in use per the homeowner.**
- **Unit File #5571-No Satellite Notification Form on File/Wrong Location-\$10.00 per day up to 90 days.**
- **Unit File #3584-Mow and Weed- \$10 per day up to 90 days.**
- **Unit File #3572- Dish in wrong location-\$10 per day up to 90 days**
- **Unit File #1630- Mow back yard- \$10 per day up to 90 days.**
- **Unit File #3585- Approval to reimburse \$149.00 for vehicle repairs caused by parking bumper.**
- **Unit File #5505- Approval of ARC Application for trellis and flower boxes on rear deck as requested.**

Motion: Jim Preston moved to appoint Jim Finkle to the Board of Directors for the remainder of the year. Jon Short seconded. The motion carried unanimously.

ADJOURNMENT

Motion: Jim Preston moved to adjourn the meeting at 8:30 p.m. Jon Short seconded. The motion carried unanimously.

Respectfully submitted by Victoria Garner in the absence of a recording secretary.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
October 20, 2010
APPROVED

BOARD MEMBERS PRESENT

| | |
|----------------|-----------------|
| Jim Preston | President |
| Dave Mikkelson | 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
BRAD & TRISH TURGEON
CYNTHIA COY
KAREN COSGROVE
BARNETT ALPERT
JESSE LENTZ
JANICE ALLEN

CALL TO ORDER

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

COMMUNITY FORUM

Homeowner, Barnett Alpert expressed concern regarding the tree canopy behind his home in what he believed to be park property. He explained the trees are close to the home and branches are beginning to hang over his property and behind the entire row of homes. He expressed concern that these trees could possibly cause damage to personal property if not maintained. The Board discussed whose property the trees were on. Vice President, Dave Mikkelson had a site plan with him and explained that the Association's property goes back 50 feet, but that it is a park easement. Mr. Mikkelson explained the county must be contacted to seek approval for any type of maintenance on the trees. Management will contact the county and determine how to proceed with remedying the situation.

Homeowner, Janice Allen asked how snow plowing would be handled on Lindberg with respect to the bond being released. President, Jim Preston stated that Lindberg is VDOT owned and maintained and does not belong to the Association. Janice inquired as to if the Association could plow it if VDOT failed to. Management explained that if VDOT found out about a private contractor plowing the street they could turn over the street to the Association, causing the Association to be responsible for all street maintenance in the future. Janice expressed satisfaction with the answer and stated she understood.

DRAFT MEETING MINUTES

Motion: Upon a motion made by Shelle Mancl and seconded by Jon Short the Board unanimously approved the draft September 21, 2010 minutes as edited. Motion carried unanimously.

BOARD OF DIRECTORS REPORTS

Secretary: Shelle Mancl requested the following electronic vote be read into the meeting minutes:

10/12/10 Jim Preston moved to dispose of the annual palms at the pool rather than storing them for the season. Jim Finkle seconded. The motion carried unanimously.

COMMITTEE REPORTS

Architectural: Committee Member, Cynthia Coy explained the Committee is still working on the revisions to the ARC Guidelines. She stated each member has received a copy of the documents, but a meeting has not be held to discuss or propose changes. Vice President, Dave Mikkelson will email the current guidelines in a word document for the Committee to work from.

Committee Member, Janice Allen added that she recently visited a property that had placed an ARC application. She felt the proposed changes warranted a visit and felt that each application should include a visit to the property in the future. President, Jim Preston expressed agreement and thought that perhaps it should be a policy to do so and recommended this be part of the revisions to the guidelines.

Communication: Committee Member, Jesse Lentz was in attendance to explain his efforts on reviewing the Association's website and possible changes that could be made. Jesse explained Association Voice was costly and making any substantial changes could not be done by himself and had to be done by Association Voice at an additional expense of approximately \$80 an hour for design time. He asked Management when their website service information would be made available to him. Management explained there had been some delays in retrieving this information, but that it would be emailed to him shortly. Jesse believes moving the contact management system will save the Association time and allow for better use of the site. Jesse stated once he has a recommendation it will be provided to the Board President via email.

Covenants: Covenants Committee Chair, Bo Marlin, reported progress is being made, but there has been an increase in trash, yard and lamp violations recently. He stated he has decided to note them and wait one week before leaving the door hanger. Vice President, Dave Mikkelson informed Management if anyone has trouble getting their front lamp to work that he is willing to assist them.

Social: Social Committee Chair, Trish Turgeon stated she believed she came in within budget for the Fall Festival and believed it went well. She explained there were some problems with receiving R.S.V.Ps and she is working with Jesse Lentz to create an easier way to respond through the website. Overall she felt the festival was a success and people seemed to enjoy themselves.

She explained she has hired a face painter for the Halloween Parade and will serve pizza as done in previous years.

MANAGEMENT REPORT

Management presented the Board with the September 30, 2010 period ending financial statements for review. Management asked if there were any questions. Vice President, Dave Mikkelson inquired to what action was being taken with the October maturing CD. Management stated the Board had approved re-investing the CD at a previous meeting and believed the minutes would reflect such. The Board agreed.

Management stated the 2011 Draft Budget for the Association was provided to the Board on October 1, 2010 and Management requested the Board bring a copy of the budget package to

this meeting for discussion. Management explained a 1.5% increase was recommended and requested further discussion from the Board. Management requested confirmation the Board wished to decrease the line item for Landscape Improvements from \$30,000 to \$20,000. The Board agreed. Treasurer, Jon Short, stated he felt the \$5,000 budget for bad debt was a bit low and recommended budgeting for 5% of the total assessment income which was approximately \$17,000. He stated the 2009 audit disclosed an assessments receivable balance equal to 5%. Management explained this was for assessments receivable, not bad debt and based on the audited actuals in previous years and projected year end figures \$17,000 was too high. Management stated increasing the line item by one or two thousand dollars would provide for a bit more of a cushion and was more reasonable. The Board agreed. The Board agreed to not increase assessments and put excess monies in the line item for Operating Reserves. The Board requested Management make the changes and send the budget via email to the Board for final review and/or approval.

Management asked the Board if door prizes would be offered at the Annual Meeting scheduled for December 15, 2010 at South County Center. The Board declined. Management asked the Board if any special accommodations such as a projector or microphone were needed and the Board agreed they were not.

Management requested confirmation that the Board would not hold a regular meeting on December 21, 2010 and stated historically the Board had not met in December. The Board confirmed only the Annual would be held in December.

Management informed the Board a walk-through was held with Mark Evans, Fairfax County Inspector in anticipation of the bond release with the developer. Management informed the Board the 2005 Transition Study and 2009 Reserve Study were compared in preparation for the meeting and all items noted as outstanding in 2009 were addressed with Mr. Evans. Management read the list of punch items that were provided to Centex to complete before bond release; Concrete sidewalk and curb repairs, drainage around the Audubon tot lot, retaining wall erosion, loose railing on the retaining wall behind Great Swan Ct., backfill edge of sidewalks throughout the community where applicable, clean out and improve storm water run off at the SW end of Great Swan Court near the tot lot, remove the conduit behind 7607 Grey Goose Way, replace missing fence post caps where applicable, repaint box culvert railing on Cyrene and restripe all parking lot lines. Vice President, Dave Mikkelson requested the wading pool fence gate be included as two contractors had attempted to repair it and it was still not working properly. Management explained this was more of a maintenance item, but would try to get this included in the list.

Management stated the White Heron tot lot fence had been repaired along with the leaning "No Parking" signs on White Heron. The vending machine company emptied the machine in the pool house; however the Association's portion of the proceeds has not been received. Management will follow up.

Management stated Clean Advantage provided a renewal contract earlier in the day and it would be emailed to the Board for review.

UNFINISHED BUSINESS

Board President, Jim Preston stated Trish Turgeon had informed the Board her husband Brad was interested in serving on the ARC Committee and asked Brad if this was still true. Brad explained he was interested and wanted to be sure he did not have any outstanding violations before doing so. Management confirmed he was not on the violation log. Brad agreed to take the position as the ARC Committee Chair, as Shawn Frost can no longer maintain the

responsibility due to his work schedule. Shawn will continue to serve on the committee. Management will email Brad the committee member's email addresses.

NEW BUSINESS

Board Treasurer, Jon Short expressed concern over recent case law in Virginia. He explained due to the case law and the VA Non-Stock Act he did not believe the Board had authority to remove a Board Member who recently had missed three consecutive meetings, despite the Bylaws providing for this. He explained the Non-Stock Act states the right must be provided from the Articles of Incorporation and if not, then a Board Member may only be removed by a majority vote of the membership. Management explained she was not familiar with the case law and believed the Bylaws prevailed, but would have to check with Senior Management and the Association's attorney. Jon explained that he voiced the concern because if the Board did not have the authority to remove a member then the recently appointed, Jim Finkle's votes would not be valid in a court of law. The Board requested Management contact prior Board Member, Vineet Gupta to determine if he would provide a letter of resignation as it appeared he had no intention of continuing to serve.

EXECUTIVE SESSION

Motion: Shelle Mancl moved and Jon Short seconded to enter Executive Session at 8:10 p.m. to discuss open violations.

Motion: Jim Finkle moved to exit executive session at 8:35 p.m. Dave Mikkelson seconded. The motion carried unanimously.

Motion: Dave Mikkelson moved to accept the decisions made in regards to outstanding violations. Jon Short seconded. The motion carried unanimously. The following actions were taken:

- **Unit File #1688- Dog of leash, not picking up after pet- \$50 one time charge.**
- **Unit File #6442- Satellite Dish installed in wrong location- table any further action until the resale disclosure statement as the unit has been foreclosed on.**
- **Unit File #5544- Trash Can stored on side of house-Completed**
- **Unit File #5517- Satellite Dish installed in wrong location- Completed.**
- **Unit File #4570- Satellite Dish installed in wrong location- \$10 per day up to 90 days**
- **Unit File #4565- Satellite Dish installed in wrong location- \$10 per day up to 90 days**
- **Unit File #5508- BOD directed to close violation.**
- **Unit File #3574- If request for hearing not received by 10/22/10 \$10 per day up to 90 days**
- **Unit File #3566- If request for hearing not received by 10/22/10 \$10 per day up to 90 days**
- **Unit File #3568- If request for hearing not received by 10/22/10 \$10 per day up to 90 days**

Board President, Jim Preston requested Management's procedure for handling violations. Management explained the Due Process Procedure is being followed and that the Covenants Committee leaves a door hanger, re-inspects and informs Management if a 2nd and final notice is required. In the second notice the owner has a right to request a hearing, if they do not then the Board then can decide how to proceed in an effort to gain compliance. Management explained that sometimes there is 1-3 weeks before a meeting when the 2nd and final letter goes out and that owners only have 48 hours to respond to trash and yard violations. The Board asked

Management if the decision to assess could be made by Cardinal rather than having to be a Board vote. Management explained it could not be done this way as the governing documents and the Virginia Property Owners Association Act requires the Board to make this decision. Board Treasurer, Jon Short stated the Board has the power to delegate authority. Management stated not in this case. Board President, Jim Preston asked if the authority could be delegated to him as the President. Management requested the Board hold off on making such a motion until this could be addressed with Senior Management and possibly the Association's attorney. Board Treasurer, Jon Short stated until otherwise told he did not see a problem delegating the authority to the President.

Motion: Jon Short moved to authorize the Board President, Jim Preston to make decisions regarding assessment of violation charges for outstanding violations periodically throughout the months between meetings. Dave Mikkelson seconded. The motion carried unanimously.

ADJOURNMENT

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

Respectfully submitted by Victoria Garner in the absence of a recording secretary.

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Community
November 16, 2010
APPROVED

BOARD MEMBERS PRESENT

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

MANAGEMENT PRESENT

Victoria Garner Community Manager, Cardinal Management Group, Inc.

OTHERS PRESENT

Paola Fiess Recording Secretary

CALL TO ORDER

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

COMMUNITY FORUM

N/A

DRAFT MEETING MINUTES

The draft October 19, 2010 meeting minutes were available for Board review.

Motion: Upon a motion made by Dave Mikkelson and seconded by Jon Short the Board unanimously approved the draft October 19th minutes as amended.

BOARD OF DIRECTORS REPORTS

President: Mr. Jim Preston reported there is a very good chance of getting a new community website with better quality and more options. The new site will hopefully allow the ARC Committee to view current violations. Ms. Jarvis-Miller advised hopefully it will also allow the Board to review the newsletter. Management was directed to verify contractual agreement with current provider.

Vice President: Mr. Dave Mikkelson advised that the Board looked into the three (3) medical vans parked in the community and confirmed that by County code they are considered commercial vehicles. Management recommended homeowners contact the non-emergency police department and report the vehicles.

Treasurer: Mr. Jon Short reported the Budget was approved and mailed out to the membership.

COMMITTEE REPORTS

Architectural: Architectural Review Committee Chair Brad Turgeon reported the committee met and are working on the ARC guidelines and will forward the draft to the Board for review.

Communications: Communications Committee Chair, Donna Jarvis-Miller, reported the newsletter is out. Ms. Jarvis-Miller reminded everyone the Wine tasting will be held at her house on December 18th. Ms. Jarvis-Miller advised reminder dates are included in this short newsletter.

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 receptacles. Mr. Marlin requested Board direction on free standing basketball hoops; Management will send Mr. Marlin sample basketball regulations.

MANAGEMENT REPORT

Management presented the Board with the October 31, 2010 period ending financial statements for review. Prior questions from Mr. Mikkelson were answered via email.

Management presented a recommendation letter from Goldklang Group, to approve a deferred assessment resolution in regards to excess assessment income.

Motion: Dave Mikkelson moved to approve the deferred assessment resolution. Jon Short seconded. Motion carried.

Management reported both the approved budget and the Annual notice were mailed out to the membership.

Management reported the county has filed the bond release packet. The developer has a deficiency list to include concrete work reported by Management.

Management presented the pool winterization form from Continental Pools, which requires a signature. The Board advised they will verify the work was completed and return the signed document.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Motion: Jon Short moved to enter Executive Session at 7:38 p.m. to discuss delinquent accounts and outstanding violations. Dave Mikkelson seconded. The motion carried unanimously. Bo Marlin was asked to stay and discuss open violations.

Motion: Jim Preston moved to exit executive session at 8:09 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. Dave Mikkelson seconded. The motion carried unanimously.

5528 - \$10/DAY

5526 - 21 DAYS TO SUBMIT NOTIFICATION OR \$10/DAY

4570 – CONTINUE AS IS \$10/DAY

ADJOURNMENT

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

Respectfully submitted,

Paola Fiess, Recording Secretary

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION
Annual Meeting Minutes
December 15, 2010
APPROVED

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

| | |
|-------------|-----------|
| Jim Preston | President |
|-------------|-----------|

MANAGEMENT PRESENT

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

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

HOMEOWNERS PRESENT

SEE SIGN IN SHEET

CALL TO ORDER/QUORUM VERIFICATION

Board Vice President, Dave Mikkelson called the meeting to order at 7:05 p.m., noting a presence of quorum. Community Manager, Victoria Garner presented two Annual Meeting Proof of Notice dated November 15, 2010 and November 29, 2010 noting the later notice was a corrected version; and confirmed the requirement called for in the bylaws. Mr. Mikkelson provided an overview of the night's agenda and stated Supervisor McKay was running a little late and the meeting would continue on until he arrived.

APPROVAL OF MINUTES

Board Vice President, Mr. Mikkelson informed the membership present that a draft copy of the 2009 Annual Meeting minutes were enclosed in the packages handed out at sign in and part of the purpose of the meeting is to approve these minutes. Mr. Mikkelson asked if there were any edits to the minutes; stating he recommended striking lines 40 and 41 from page 3 pertaining to length of terms and explained all terms are 3 years if elected. Mr. Mikkelson explained there was some confusion in previous years vs. the terms of an elected Board member and an appointed one. If elected a members always serves a 3 year term and if appointed by the Board serves the remainder of the term vacated. With no further edits recommended, Mr. Mikkelson called for a motion from the floor to approve the meeting minutes as edited.

Upon a motion by Donna Jarvis-Miller and seconded by Heidi Rothschild the Membership unanimously approved the meeting minutes as edited.

GUEST SPEAKER

Mr. Mikkelson announced Supervisor McKay had arrived and provided a brief introduction. Mr. McKay thanked everyone for allowing him to attend the meeting and stated that he thought the Board and Management were doing a terrific job in the community. Mr. McKay explained you can always tell which communities are taken care of and managed properly.

Mr. McKay gave a brief history of the Community Parking District law and how it came about; noting that this affects Lindberg and Cyrene at The Grove. He went on to talk about a new all accessible spray park that will open next spring and that it was donated to the county and there will be no charge for admittance.

Mr. McKay explained that all roads in the state of Virginia are either private or VDOT owned and maintained. He stated the county is urging VDOT to widen Route 1.

Mr. McKay informed the Membership that 2 years ago the county had a \$620 million budget shortfall, last year a \$250 million shortfall and this year managed to reduce that to a \$50 million shortfall; homeowners should see a large improvement in property values.

He explained the abandoned Multiplex building will likely be turned into a Costco and that this will be good for the county as they are a high paying retail employer that provide good benefits and are top rated in the country. He explained they would have to go through a public hearing and therefore would likely have to make improvements to the area to be able to open their store.

Mr. McKay had the police pull the crime reports for the past couple of months in the community and very little activity took place; a home was egged on Halloween, a rock was tossed into a back door and a license plate was stolen.

There were further questions and discussion between the membership and Mr. McKay.

ELECTION OF DIRECTORS

Mr. Mikkelson announced there was one seat available for the Board of Directors as Mr. Jim Preston's term was expired. He explained Mr. Preston could not attend the meeting but did request to be included on the ballot and wished to serve another term on the Board. Mr. Mikkelson explained Mr. Preston was the current Board President. Mr. Mikkelson asked if there were any further nominations from the floor. With no further nominations, Mr. Mikkelson requested a motion from the floor to close nomination.

Upon a motion by Susan Lentz to close nominations and seconded by Anne Short the Membership unanimously approved closing the nominations.

Upon a motion by Anne Short and seconded by Gary Kosciusko the Membership unanimously elected Jim Preston by acclamation.

PRESIDENT'S REPORT

Mr. Mikkelson provided an overview of the accomplishments of the year. Explaining the Board had approved policy resolutions pertaining to yard maintenance, front yard lamps and the newsletter and advertising procedures. He acknowledged the great job that Communications Committee Chair, Donna Jarvis-Miller does along with the rest of the committee. He explained the committee was also looking into making a change with the website to help save money and that this would be rolling out in the near future.

Mr. Mikkelson explained the Association was able to cut some of its administrative expenses by forming a Covenants Committee, Chaired by Bo Marlin, to perform inspections on the homes. The committee uses door hangers which reduces management expenses.

Management coordinated with American Disposal Services to offer residents recycle totes at a one time cost of \$75.00. This is a larger covered recycle bin. Mr. Mikkelson explained the normal recycle bins are available for \$10.00 if folks wish to have more than one and replacements bins are free of charge. If residents are told by American they must pay for a replacement bin, contact Management.

Mr. Mikkelson explained the streets were cleaned in the spring following all the winter weather and build up of sand and other debris. While expensive, the service is well worth it and the community streets looked much better than neighboring communities afterwards.

Mr. Mikkelson explained the Board had contracted with Palmer's Property Maintenance to perform turf renovation throughout the property to help improve the quality of grass and coverage. Neil Brady with Palmer's attended a regular monthly meeting to discuss the project with the Board and so far improvements have been seen.

The Board approved a renewal contract with Palmer's Property Maintenance as they have been doing a terrific job. Neil Brady with Palmer's even attended the spring clean up and provided tips to residents on how they could improve their yards. The Board is currently awaiting a proposal from Palmer's for a group rate for yard maintenance to include weed treatments, bed mulching etc.

The Association is nearing bond release in the next 30 days and therefore the Association signed a snow contract with Shenandoah Landscape.

Mr. Mikkelson went on to explain the Association signed a renewal contract with Clean Advantage and Continental Pools for the 2011 pool season. He explained that this year a vending machine was installed at the pool house last season and the Association received a percentage of the proceeds.

Mr. Mikkelson mentioned to the Association the master insurance policy is currently out to bid.

COMMUNITY FORUM

Mr. Mikkelson opened the floor to community forum.

A homeowner asked about the reserve balance. Management supplied this information and informed the owner that he could attend regular monthly meetings to view the Association's financials, or he could email a request to have them sent to him on a regular basis.

Anne Short asked if it was possible to have a speed bump installed on Cyrene where the pool house is. The Board agreed this could be evaluated.

Heidie Rothschild asked if the gates on Cyrene and Grey Goose were going to be closed. Mr. Mikkelson explained the Board surveyed the community last year and more wanted the gates to remain open than close them. At this point there are no plans to close the gates and nothing can be done until after bond release.

Heidie Rothschild asked the status of installing a dog park in the community. Management explained both considered locations were declined by the county inspector as both areas (behind Audubon Meadow and on the corner of Grey Goose and Lindberg) are storm water easements. Donna Jarvis-Miller asked if it was possible to turn one of the tot lots into a dog park. Management explained the tot lots and all amenities are part of the Association's proffers with the county and an amendment process would have to be done and it would be costly and could be denied by the county. Ms. Rothschild asked if one of the tot lots could be made dog friendly. Mr. Mikkelson explained this was a health concern. The Board agreed the dog park was a closed issue at this point.

Mr. Mikkelson asked if there were any further questions or comments for the Board. There were none.

NEW BUSINESS

Mr. Mikkelson asked if there was any new business for the Board. None.

ADJOURNMENT

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

Upon a motion by Anne Short and seconded by Emery Brezner the 2010 Annual Meeting was adjourned. The motion carried unanimously.

Respectfully submitted,

Victoria Garner, Community Manager in absence of Recording Secretary