

**DRAFT MINUTES
GOVERNOR'S GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 21, 2015**

**FIRSTSERVICE RESIDENTIAL
6074 FRANCONIA RD
ALEXANDRIA, VA**

ATTENDEES Mr. Harvey Johnson, President; Mr. William Powell, Vice President; Mr. Barry Neulen, Director; Ms. Carrie Tilley, Treasurer; Ms. Lisa Rohn, Member and Mr. Christopher Engleright, CMCA, FirstService Residential.

Absent: None

CALL TO ORDER Harvey Johnson called the December 21, 2015 Board of Directors Meeting to Order at 7:08pm.

QUORUM There was a quorum present.

ADOPT AGENDA

(A) Mr. Johnson moved, Mr. Neulen seconded, to adopt the draft agenda. This motion passed unanimously.

APPROVAL OF MINUTES

(A) Mr. Powell moved, Mr. Neulen seconded the approval of the draft minutes from the August 17, 2015 Board Meeting.

OPEN FORUM

There were no other homeowner attendees.

OFFICER AND COMMITTEE REPORTS

President's Report

Mr. Johnson commented on the positive atmosphere of the annual meeting though disappointing that there was insufficient attendance to achieve a quorum. Discussion ensued on the actions that would be taken next year to improve attendance. Some of these actions will include an earlier e-mail announcement, greater level of publicizing the meeting and a more active collection of proxies.

Vice President's Report

Mr. Powell deferred comments to the list of agenda items. .

Treasurer's Report

Ms. Tilley deferred comments to the list of agenda items

OLD BUSINESS

(A) Ratify Board 2016 Budget: Sine there was no quorum at the Annual Meeting, the Board unanimously ratified the 2016 budget.

Review of Snow and Pond Contracts: The Board is generally satisfied with Emery as the contractor for snow removal. Through discussion of the volume of sand, the Board preferred more of a 50/50 mix of sand/salt. After discussion, the Board elected not to task the contractor to clear sidewalks. Mr. Powell will remain as the primary contact for snow removal. The Board was quite satisfied with Solitude Lake Management as the pond service contractor. The pond is in much better condition than it was at the beginning of pond service. The Board noted a small increase in price from 2015 to 2016. A note of the contract renewal will be sent to Governors Hill to inform them of the 2016 cost.

(A) Review of Directory Form: The Board discussed a number of avenues to provide notice and encouragement to homeowners to be comply with the Directory Form. The actions would include: preparation of a cover letter that would be mailed, then followed by an e-mail. Homeowners who complete the form would receive a \$100 gift card. The information received would be entered into the First Residential system.

NEW BUSINESS

(A) 2016 Reserve Projects: The following comprise the 2016 Reserve projects:

- Asphalt pavement crack repair, patch and seal: The Board intends to seek three bids, to include the contractor who last performed satisfactory work (Tibbs Asphalt)
- Concrete sidewalk repair: The Board will survey the sidewalks to identify specific locations for repair.
- Tree Installation: The Board will identify candidate areas for new tree installation
- Tennis court Color Coat: The Board will contact Bishop Tennis Courts, the same company that did very nice in 2014.

Sav-A-Tree Report and Proposal: The Board discussed the arborist proposal of \$2,291 to conduct tree work during January. Mr. Johnson offered to walk through to site and validate the work. Once validated, the work will be approved by Board members via e-mail.

(A) LARC Review: Mr. Neulen and the LARC will coordinate to ensure all follow-up inspections are conducted and notices sent to homeowners such that hearings can occur at the next scheduled Board meeting in February.

(A) Select 2016 Meeting Dates: The Board determined the 2016 meeting dates: Feb 8th; Apr 11th; Jun 13th; Aug 8th; Oct 17th; Dec 12th; with the Annual Meeting to be held on an evening during the week of Oct 24th.

Website Update: Ms Tilley continues to evaluate options to improve the web site. She has contact Mr. Deloney and now has the necessary password. Her intent is to assume the role of the Administrator and to make improvements during January.

Leaf Removal: Premium Lawn will be collecting leaves in December. The Board will evaluate their performance and provide feedback to Premium as appropriate.

(A) Speed Bumps: The Board conducted extensive discussions of safety issues at the west entrance as they exist now and may be increased with the County completion of the proposed sidewalk. The discussion included reference to the Annual Meeting where the issue was presented, discussed and all homeowners in attendance voted unanimously NOT to have speed bumps installed. Despite this vote, some Board members remained strongly concerned over the safety issues. The sense of the Board was to ask Mr. Engleright to contact Fairfax County to discern whether the County might install a speed bump as part of the sidewalk project. It was also determined that notice of the safety concerns could be sent to the homeowners – as part of the Directory Form notification – with intent to reach a broader segment of homeowners. The Board will discuss this issue again at the February meeting.

MANAGEMENT REPORT.

Mr. Engleright reviewed the Financial Statement Analysis with no issues identified. GGHOA remains in a strong financial position.

EXECUTIVE SESSION

Mr. Johnson moved to close the open meeting and move forward to executive session to discuss a legal matter and delinquencies at 8:52 pm. This motion passed unanimously.

ADJOURNMENT

There being no further business before the Board of Directors, the meeting was adjourned at 9:10 pm.

(A) Action