

**DRAFT MINUTES  
GOVERNOR'S GROVE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 12, 2016**

**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 12, 2016 Board of Directors Meeting to Order at 7:01 PM.

**QUORUM** There was a quorum present.

**ADOPT AGENDA** (A) Ms. Rohn moved, Mr. Neulen seconded, to adopt the draft agenda. This motion passed unanimously.

**APPROVAL OF MINUTES** (A) Mr. Neulen moved and Ms. Rohn seconded approval of the minutes for the September 19, 2016 Board Meeting.

**OPEN FORUM** Mr. Chris Chin. Mr. Jon XXXX and Mrs. Carrie XXXX attended. Mr. Chin recommended that a light pole be installed at the east entrance near the gazebo as that area is particularly dark. He also indicated no progress at encouraging his neighbor to improve the maintenance of their unit. Mr. Chin understands the Board as little influence over homeowners other than to note non-compliance with external maintenance. Mr. and Mrs. XXX did not offer any comment. They indicated that they were attending out of interest in GGHOA affairs.

**OFFICER AND COMMITTEE REPORTS**

***President's Report***  
Mr. Johnson deferred comment pending agenda items.

***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

### **Grounds Report**

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

### **OLD BUSINESS**

Appointment of Officers: The officer positions for 2017 are:

- a. President: Harvey Johnson
- b. Vice President: Bill Powell
- c. Treasurer: Lisa Rohn1
- d. Chairman, LARC: Barry Neulen
- e. At Large: Carrie Tilley

Website Update: Ms. Tilley reported that the newly designed GGHOA web site was up and running and that all useful information from the prior site had been transferred. Other members noted that the new site was fresh and significantly more appealing than the prior site.

Update on Directory: The Board discussed the situation where 64 of 157 homeowners had updated their information consistent with the new form provided via e-mail and made available at the Annual Meeting. There was concern for the quality and accessibility of the data as made available on through First Service. Mr. Engleright was asked to verify that all of the new data had in fact been entered into the data site.

(A) Asphalt Repairs and Sealing Update: The Board had a lengthy discussion regarding the scope of work. The Reserve Study calls for resealing and crack repair. However, the asphalt seems to be in a more advanced state of deterioration that would be resolved without a more aggressive scope of work. Mr. Engleright was asked to resend the RFP to the Board members by January 15th. The Board agreed to set a date that each could participate in a walk along the entirety of the asphalt roadway to assess its condition, as well as that of the sidewalks and curbs.

(A) Project Status Update: The Board reviewed the GGHOA Task List with the following comments:

- a. Arborist Assessment: The annual arborist assessment was needed from Sav-A-Tree
- b. RipRap at Tennis Court: The solution as provided by Premium Landscaping was inadequate. A request for a better solution was needed from Premium.
- c. Concrete paint alternatives: Mr. Powell would make an inquiry to identify a contractor who would be able to provide concrete stair repair services.
- d. Parking in the fire lanes: Mr. Engleright would send a blast e-mail to note danger and describe reporting procedures.

(A) LARC Inspection Update, Spring 2016: To resolve issues from the 2016 inspection, 2<sup>nd</sup> Notices would be sent. If there was no response by the first week in January, a Hearing Notice would be sent. The Hearings will be held during the February meeting.

#### **NEW BUSINESS:**

(A) Landscaping Contract: The Board narrowed the vendors under consideration from six to two. Mr. Engleright was directed to send a final set of issues to both vendors asking for a rapid response. The Board's intent is to evaluate the responses and seek a unanimous decision such that the contract could be finalized at the beginning of 2017.

#### **MANAGEMENT REPORT.**

Mr. Engleright reviewed the Financial Statement Analysis with no issues identified. GGHOA remains in a strong financial position. The Board noted that the existing Certificate of Deposit at Bank United (\$101,026.99) would mature on December 22, 2016. The authorized Ms. Rohn to assess the most current rate sheet and to make an appropriate transfer.

#### **EXECUTIVE SESSION**

Mr. Powell moved to close the open meeting and move forward to executive session to discuss a legal matter and delinquencies at 9:05 pm. Ms. Rohn seconded and the motion passed unanimously.

#### **ADJOURNMENT**

There being no further business before the Board of Directors, the meeting was adjourned at 8:47p PM.

(A) Action