

**DRAFT MINUTES  
GOVERNOR'S GROVE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 28, 2017**

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

**ATTENDEES** Mr. Harvey Johnson, President; Mr. William Powell, Vice President; Ms. Carrie Tilley, Member; Ms. Lisa Rohn, Treasurer and Mr. Christopher Engleright, CMCA, First Service Residential.

Absent: Mr. Barry Neulen

**CALL TO ORDER** Harvey Johnson called the February 28, 2017 Board of Directors Meeting to Order at 7:01 PM.

**QUORUM** There was a quorum present.

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

**APPROVAL OF MINUTES** (A) Mr. Powell moved and Ms. Rohn seconded approval of the minutes for the December 12, 2016 Board Meeting.

**OPEN FORUM** The Open Forum took the form of a formal Hearing for homeowners who had been notified of LARC violations. The discussion with five homeowners was collegial and constructive. The Board accepted evidence of completed repairs was provided extensions as appropriate to enable repairs to be completed. The homeowners offered comments and recommendation to improve the process in the future.

**OFFICER AND COMMITTEE REPORTS**

***President' 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. Rohn deferred comments to the list of agenda items

***Grounds Report***

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

## **OLD BUSINESS**

2017 Meeting Dates: The initial 2017 Meeting Dates were adjusted due to a number of conflicts. The new dates are April 17<sup>th</sup>, June 19<sup>th</sup>, August 21<sup>st</sup>, October 16<sup>th</sup> and December 18<sup>th</sup>.

(A) Painted Steps: The Board has studied the issue of painted steps for a length of time. In considering new information, the Board decided to take the following action:

1. Obtain a list of homes with currently painted steps
2. Select a paint color that best matches the desired look of the concrete
3. Inspect the homes with currently painted steps to determine how close the paint color matches the desired color
4. Send a letter to the homeowners indicating the need to attain the desired color
5. Send a letter to all homeowners offering recommended actions to address the deteriorating concrete and advising that painting of steps is not compliant with LARC guidelines.

Asphalt Engineering Proposals: The Board considered two proposals from engineering firms and selected that of Facility Engineering Associates, P.C. (FEA). At an estimated cost of \$13,900, FEA will provide professional engineering services to assess the condition of the streets and sidewalks; make a recommendation as to the repairs needed; prepare a request for proposal to include a recommendation of qualified contractors; assist in evaluating proposals and awarding a contract; oversight of the asphalt/concrete work as it is performed; and, a final inspection of the work performed. The Board's intent is to award and complete work during the summer of 2017.

(A) Finalization of Winter Tree Work: The Board reviewed the proposal submitted by Sav-A-Tree. After making a number of adjustments, the Board authorized a final scope of work at an approximate cost of \$1,000.

(A) 2017 Spring LASRV Inspections: The Board discusses a number of lessons learned from the 2016 Inspections. The Board will:

1. Hire the same inspector from 2016
2. Require greater written clarity describing the noted discrepancy
3. Review the draft letter addressed to homeowners to ensure is written in a format more informative and understandable to the homeowner
4. Ensure the letter has the proper contact information for First Service Residential

5. Establish a date to meet with the Inspector to review the Board's expectations
6. Initiate the inspection on April 24<sup>th</sup>
7. Send an e-mail to homeowners by mid-April to provide notification

**NEW BUSINESS:**

(A) Landscaping Projects: The Board identified two landscaping projects and authorized Mr. Powell and Mr. Engleright to communicate the projects to J&J Landscaping.

(A) Governors Hill: The Board authorized Mr. Engleright to invoice Governors Hill for their 2017 contribution to the Pond Maintenance.

**MANAGEMENT REPORT.**

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

Mr. Engleright indicated that he would develop an annual planning calendar for the Board's consideration.

**EXECUTIVE SESSON**

Mr. Powell moved to close the open meeting and move forward to executive session to discuss a legal matter and delinquencies at 9:13 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 9:22 PM.

(A) Action