

**DRAFT MINUTES
GOVERNOR'S GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 19, 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 September 19, 2016 Board of Directors Meeting to Order at 6:33 PM.

QUORUM

There was a quorum present.

ADOPT AGENDA

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

APPROVAL OF MINUTES

(A) Mr. Powell moved and Mr. Neulen seconded approval of the minutes for the June 21, 2016 Board Meeting.

OPEN FORUM

Mr. Igor Boras, Roy Hubbard and Mrs. Yvette Hubbard attended. Mr. Boras spoke of his desire for more effective communications regarding the notice of violations. He noted that the Board took three months from the time of inspection to send notices yet required homeowners to accomplish repairs within one month. Then, when homeowners indicate they have made repairs, there was no confirmation of receipt and administrative resolution of the violation. The Board acknowledged the reasonableness of his comments.

Mr. Hubbard raised to the Board concern with the height of a deck newly installed by his neighbor. The height was such that it resulted in diminished privacy. After extended discussion, the Board encouraged the neighbor to install a privacy addition to the top of the deck railing. The homeowner committed to consulting with their contractor and submitting a design for Board approval. The Board would provide an opportunity for the Hubbard's to review the design prior to the Board taking action. The Hubbard's were satisfied with the outcome.

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

(A) Update on Directory Mailing: Mr. Engleright reported that each of the 50 gift cards had been paid. In total, 62 of 157 homeowners responded. Mr. Engleright will validate the payments. With intent to increase the number of completed forms, Mr. Engleright will resend a request to homeowners and will make forms available at the annual homeowners meeting. Mr. Engleright will also check to see if the data is entered such that the Board and sort and search as needed.

Tennis Court Update: The contracted work was completed in a satisfactory manner by Bishop Tennis Courts.

Website Update: Ms. Tilley reported that she had found a website builder and host master. The new website would point to the existing website so that there would be no change in gaining access. All documents from the existing website will be replicated on the new site. The target was to get the new website up and running prior to the annual homeowner meeting.

(A) Landscaping Project Updates: The Board discussed the status of the projects approved during the June meeting. To bring clarity, Mr. Engleright was asked to develop a spreadsheet that would list the project and its status. Mr. Powell would review for accuracy and coordinate with Premium Landscaping to ensure project progress and completion.

(A) Asphalt Repairs and Sealing Update: Mr. Engleright reported that a contractor had proposed that the Board proceed directly to a milling project rather than continue with intent for resealing. After discussion, Mr. Engleright was directed to obtain a proposal from Brothers Paving and to coordinate a walk around to be attended by Board members. The intent of the Board is to obtain realistic proposal to reseal and to make the needed repairs in those locations where the paving was particularly distressed.

(A) LARC Inspection Update, Spring 2016: Mr. Neulen reviewed the number and type of violations remaining to be resolved. There are 450 open items, 391 due for reinspection and 59 where the homeowner requested an extension. There was agreement that the reinspection items would be shared among the Board members with reinspection to be conducted by October 1st. The Board also discussed the issue of painted steps. The Board requested Mr. Engleright to conduct research on the effort required to remove the paint, and to identify a color of paint that would most closely match the color of concrete. The Board will explore establishing a guideline to preclude any further painting of concrete and consider requiring paint to be removed

NEW BUSINESS:

(A) Landscaping Contract: The Board discussed the status of competition for the landscaping contract. The Board directed that the RFP be sent to five vendors, to include J&J and Premium. The intent is to complete the procurement process prior to the end of 2016.

MANAGEMENT REPORT.

Mr. Engleright reviewed the Financial Statement Analysis with no issues identified. GGHOA remains in a strong financial position. With a CD that expired in August, the Board authorized the transfer of funds to a Washington First Bank CD with a competitive interest rate.

EXECUTIVE SESSON

Mr. Powell moved to close the open meeting and move forward to executive session to discuss a legal matter and delinquencies at 9:05 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 9:28 PM.

(A) Action