

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

CROSSPOINTE SWIM AND RACQUET, INC.
MINUTES OF THE BOARD OF TRUSTEES MEETING

8275 Glen Eagles Lane
Fairfax Station, VA 22039

July 12, 2017 7:00 PM

I. **ATTENDEES:**

Board Members Present: Howard Kaufer, President; Alan Sullivan, Vice President; Larry Rice, Secretary; Bruce Burton, Trustee; John Cewe, Trustee; Pat Ciarlo, Trustee; Bob Klocek, Trustee; and, Edward Mills, Trustee

Board Members Absent: Brian Riley, Treasurer

Others in Attendance: Heather McDevitt, Community Manager (CM), FirstService Residential; and Whitney Douglas, Recording Secretary, On the Record, Inc.

II. **CALL TO ORDER:** President Kaufer called the meeting to order at 7:02 PM, noting the presence of a quorum.

III. **RESIDENT TIME:**

Calendar Update: Mr. Ray Narwood suggested the Board ensure the community calendar is updated frequently. This suggestion was made as a result of the lap lanes being unavailable at Oak Chase pool when Glen Eagles was closed for Swim/Dive Team practice/meet. . A schedule should be posted to inform residents of when the lap lanes will be occupied by the Swim and/or Dive teams.

Tree Removal: Mr. Moore acknowledged that the contractors who removed the trees and shrubbery from Knotty Pine Court did an amazing job. Mr. Moore suggested that homeowners affected by any projects should receive a notice in the mail. Additionally, Mr. Moore asked the Board of Trustees to replace some of the trees that were removed if feasible.

(A) ACTION: Ms. McDevitt will inform Mr. Moore if the Open Space Committee plans to plant any new trees or shrubbery in that area.

PRESENTATION-BEN GINETTI OF PM+ RESERVES - 2017 RESERVE STUDY

Mr. Ginetti presented the Board of Trustees with the information provided by Ms. McDevitt in order to prepare the Reserve Study for fiscal year 2018.

(A) ACTION: Ms. McDevitt will review the Open Space Trail Maintenance costs over the years to see how closely it aligns with the figures in the Reserve Study.

IV. **REVIEW/APPROVAL OF PRIOR MEETING MINUTES:**

(M) MOTION: By unanimous consent the Crosspointe Swim and Racquet, Inc. Board of Trustees accepted the June 14, 2017 meeting minutes as amended.

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92

V. **FINANCIAL STATEMENT:**

The Board reviewed and discussed the financial statements for the period ending May 31, 2017. Mr. Burton noted that the list of CDs had not been completely updated. Mr. Cewe suggested that the FirstService Residential management invoice be assessed to ensure that the payment codes are correct.

(M) MOTION: By unanimous consent the Crosspointe Swim and Racquet, Inc. Board of Trustees accepted the financial statements dated May 31, 2017.

(A) ACTION: Ms. McDevitt will review the FirstService Residential management invoice and inform the Board of Trustees of her findings at the next meeting.

VI. **COMMITTEE REPORTS:**

The Board of Trustees reviewed the following committee meeting minutes:

1. Architectural Review Board: June 5, 2017
2. Pool Committee: June 6, 2017
3. Open Space Committee: June 7, 2017
4. Social Committee: June 29, 2017
5. Tennis Committee: Mr. Klocek informed the Board of Trustees that the next Tennis Committee meeting is scheduled for July 13, 2017.
6. South County Federation: May 9, 2017

(A) ACTION: Ms. McDevitt will contact the Pool Committee and inform them of the homeowner's request to ensure that the lap lane schedule or any closings are posted at the pool and on the website.

VII. **OLD BUSINESS:**

Biennial Review of Pool Committee Guidelines

The Board of Trustees reviewed the amended the Pool Committee Guidelines and provided revisions. VP Sullivan noted that Page 5, Section F, should be revised to include "all community members will be notified in the event of a special meeting." VP Sullivan requested that the guidelines be returned to the Committee for revisions.

VIII. **NEW BUSINESS:**

A. Review Crosspointe Residential Unit Records Screening Project

Ms. Ciarlo and Mr. Rice volunteered to process Phase 1 of the Unit File Record project. Many of the files will be organized and purged prior to submitting them to FirstService Residential to be scanned. Ms. Ciarlo informed the Board that the scope of work may be a lot more than anticipated, and will assist with processing Phase 2 also. Mr. Klocek suggested reviewing the files beforehand in order to accurately assess the level of effort it may take to complete the project. Ms. McDevitt suggested having some of the files sent to the FirstService Residential headquarters for

93 processing to assess the time needed to scan all unit files by scanning one or two
94 boxes of files at the contracted rate.

95
96 **B. Review Crosspointe Draft Records Retention Policy**

97 Ms. McDevitt informed the Board that the policy has yet to be sent to legal counsel.
98 The Board of Trustees discussed which items could be discarded from the
99 Association's files. Mr. Cewe suggested that the annual financial audit and year-end
100 financial statements be included under the Financial and Accounting Records section.
101 Mr. Rice suggested that the Lot and Member files should include "forms and
102 documents" to include all possible forms that should be submitted.

103
104 **C. Review Proposals to Replace Bayberry Ridge Rd. Tot Lot Fence**

105 *(D) This topic was deferred to the August 9, 2017 meeting.*

106
107 *(A) ACTION: Ms. McDevitt will follow-up with Long Fence to update their
108 proposal to include concrete around each fence post.*

109
110 **D. Appoint ARB Members for Additional 3-Year Terms**

111 *(M) MOTION: Upon motion duly seconded and carried, the Board of Trustees
112 agreed to appoint Ms. Joana Garcia to the Architectural Review Board (ARB) for a
113 term of 3 years. Ms. Ciarlo MOVED and the motion was SECONDED by Mr.
114 Burton. All were in favor and the motion PASSED unanimously.*

115
116 **E. Charge Owner Account Cost to Cleanup Yard - Acct. #C5-8410-COPC-02**

117 President Kaufer informed the Board that the payment for this charge will not be
118 pursued as the homeowners of the property have moved.

119
120 **F. Review and Update Due Process Hearing Procedure-Policy Resolution #02-12-10
121 Regarding Violation Charges**

122 President Kaufer informed the Board of Trustees that the Due Process Hearing
123 Procedure Policy Resolution should remain unchanged.

124
125 **G. Contracts, Maintenance and Operations**

126 The Board reviewed Management's monthly update on the status of contract
127 performance and management tasks during the last month.

128
129 **IX. EXECUTIVE SESSION:**

130
131 *(M) MOTION: Upon motion duly seconded and carried, the Board of Trustees agreed to
132 adjourn Open Session and move into Executive Session at 9:01 PM. VP Sullivan
133 MOVED and the motion was SECONDED by Ms. Ciarlo. The motion PASSED
134 unanimously.*

135
136 *The Board agreed to move from Executive Session to Open Session at 9:06 PM.*
137

