

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

**8275 Glen Eagles Lane  
Fairfax Station, VA**

**August 9, 2017**

**I. ATTENDEES:**

Board Members Present: Alan Sullivan, Vice President; Brian Riley, Treasurer; Larry Rice, Secretary; John Cewe, Trustee; Pat Ciarlo, Trustee; Bob Klocek, Trustee; and Edward Mills, Trustee.

Board Members Absent: Howard Kaufer, President and Bruce Burton, Trustee.

Others Present: Heather McDevitt, Community Manager, FirstService Residential; and Andrea Argote, Recording Secretary, On the Record.

CALL TO ORDER: Mr. Sullivan called the meeting to order at 6:59 p.m., noting the presence of a quorum.

**II. RESIDENTS' TIME:**

8604 Oak Brook Ln: Ms. Klocek expressed her concerns regarding the removal of the common area fence by the pool. She stated that the fence provides a buffer for noise from people using the basketball court late at night. She requested that the fence stay up until it has to absolutely be removed. Ms. McDevitt stated that there was another resident who called and raised the same concerns.

**III. REVIEW/APPROVAL OF MEETING MINUTES:**

***MOTION:** By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the July 12, 2017 meeting minutes as amended.*

**IV. FINANCIAL STATEMENTS: June 30, 2017**

The Board reviewed and discussed the financial statements for the period ending June 30, 2017. Mr. Riley noted that there were no problems in the figures and that they were below budget for the pool expenses. Two CD's matured on August 14<sup>th</sup> and be reinvested. Delinquencies rose 2% which was noted to occur after every quarterly assessment is due.

***MOTION:** By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the June 30, 2017 Financial Statements as presented.*

**V. COMMITTEE REPORTS: The Board reviewed the following committee meeting minutes:**

1. Pool Committee: July 4, 2017
2. Tennis Committee: July 24, 2017
3. Budget & Finance Committee: March 29, 2017
4. Open Space Committee: August 2, 2017
5. National Night Out After Action Report: August 1, 2017
6. South County Federation: July 11, 2017

**VI. OLD BUSINESS**

**A. Biennial Review of the Pool Committee Guidelines**

The Board reviewed the Pool Committee Guidelines.

*MOTION was made by Mr. Klocek, and seconded by Mr. Riley, to accept the Pool Committee Guidelines as presented. The motion passed (7-0-0).*

**B. Biennial Review of Open Space Committee Guidelines**

The Board reviewed the Open Space Committee Guidelines with their suggested wording for Section II.

*MOTION was made by Mr. Rice, and seconded by Ms. Ciarlo to approve the Open Space Committee Guidelines as presented. The motion passed (7-0-0).*

**C. Review Revised Records Retention Policy**

The Board reviewed the Records Retention Policy. Mr. Sullivan deferred the discussion for the September 13, 2017 meeting.

**D. Review Proposals to Replace the Bayberry Ridge Rd. Tot Lot Fence**

Three proposals were presented for the tot lot fence replacement. Long Fence provided the lowest bid at \$2,313.00. Management suggested using Long Fence.

*MOTION was made by Mr. Klocek, and seconded by Mr. Cewe to accept the Long Fence proposal for the Bayberry Ridge Rd. Tot Lot Fence replacement not to exceed \$2,313.00. The motion passed (7-0-0).*

**VII. NEW BUSINESS**

**A. Owner Request to Post County SLOW DOWN Signs**

Ms. Kristen Shaffer of 9203 Silverline Drive requested that she be allowed to place Fairfax County SLOW DOWN signs in specific locations along Silverbrook Road for drivers approaching the intersection of Crosspointe Drive and Silverbrook Road. Ms. Shaffer stated that she has already received support from Fairfax County Board of Supervisors, Pat Herrity and John Cook.

After Ms. Shaffer's presentation, the Board reviewed and was in unanimous agreement to support her cause. Unfortunately, it was pointed out that specific locations in which Ms. Shaffer asked to place her signs are not owned by Crosspointe. They are in VDOT right of way on Silverbrook Road and Crosspointe Drive.

*ACTION: Ms. McDevitt was instructed by Mr. Klocek to draft a Traffic Study letter for Mr. Kaufner to sign, mentioning the option of stop sign placement along Silverline Drive.*

*MOTION was made by Ms. Ciarlo, and seconded by Mr. Riley, to allow one Fairfax County SLOW DOWN sign to be placed in the open space at the corner of Silverline Drive and Crosspointe Drive. The motion passed (7-0-0).*

**B. Annual Hope for Help 5K**

The Board discussed the Annual Hope for Help 5K Run hosted by Hope Church.

*ACTION: Email blasts will be sent out to residents and owners to remind them of time and dates. The Pastor of Hope Church will put up sandwich boards by the church announcing the race and possible traffic delays.*

**C. Community Center Rental Agreement**

The Board reviewed Management's minor changes to the Community Center Rental Agreement.

*MOTION was made by Mr. Mills, and seconded by Ms. Ciarlo, to accept Management's revisions to the Community Center Rental Agreement. The motion passed (7-0-0).*

**D. Sink Hole**

The Board discussed the bids to repair the sink hole in the common area behind 9614 and 9610 Gauge Drive. The bids varied in price and solutions.

*ACTION: The Board agreed that Management would contact an engineer to inspect the site, cost not to exceed \$1,500.00, before the Board awards a bid.*

**E. Reserve Study of Pipestem Driveways**

The Board discussed the proposals received to conduct a comprehensive pipestem reserve study. They agreed that the study was not necessary and cost prohibitive. It was suggested that Management develop a chart of needed funds for each pipestem based on current data available.

**F. Swim and Dive Team Financial Review**

The Board reviewed the 2016 Swim and Dive Team Audit. It was noted that the level of activity had not changed from the previous year.

**G. Asphalt Trail Work**

The Open Space Committee worked with Management to send out an RFP for asphalt trail work to be completed on Trail 7, 1, 3 and 24. The proposals were reviewed by the Board. It was Management's suggestion to use ProPave since they had good rapport with the community, having done previous paving jobs. Mr. Riley noted that the lowest bid was for overlaying the asphalt trails and not replacing the asphalt as was requested in the RFP.

*MOTION was made by Mr. Mills and seconded by Mr. Cewe, to accept the proposal from ProPave, not to exceed \$37,000.00 for the Asphalt Trail Work. The motion passed (7-0-0).*

**H. Church Youth Party At Glen Eagles Pool – Owner Request**

The Board discussed the request for the pool party reservation. Due to the number of youth and chaperones requested, 36, the Board voted to uphold the Pool Committee's rule of allowing a maximum of 30 people per party. The request was denied.

**I. Contracts, Maintenance and Operations**

Ms. McDevitt presented her CM report to the Board. She discussed management invoices, the authority and process to approve Swim and Dive Team annual pool closures and the Budget Committee's request for any input or insight by Board Members going in to the FY18 budget.

***ACTION: The Board requested that Management include all management services invoices when payment is processed, including staff salary invoices.***

**VIII. EXECUTIVE SESSION**

***MOTION was made by Mr. Klocek, and seconded by Mr. Mills for the Board to move into Executive session at 9:42 p.m. The motion passed (7-0-0).***

[Whereupon Regular Session reconvened at 9:51 p.m.]

***MOTION was made by Ms. Ciarlo, and seconded by Mr. Klocek, to charge Account #C5-8410-COPC-02 \$200.00 for Yard Clean-up conducted and paid for by the community. The motion passed (7-0-0)***

**IX. ADJOURNMENT**

***MOTION was made by Mr. Riley, and SECONDED by Mr. Klocek to adjourn the August 9, 2017 Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 9:55 p.m. The motion passed unanimously (7-0-0).***

Submitted by: Andrea Argote, Recording Secretary, On the Record

Attested to:

  
Larry Rice, Secretary