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

8275 Glen Eagles Lane
Fairfax Station, VA

September 13, 2017

I. ATTENDEES:

Board Members Present: Howard Kaufer, President; Alan Sullivan, Vice President; Brian Riley, Treasurer; Larry Rice, Secretary; John Cewe, Trustee; Bruce Burton, Trustee; and Edward Mills, Trustee.

Board Members Absent: Pat Ciarlo, Trustee; and Bob Klocek, Trustee.

Others Present: Heather McDevitt, Community Manager, FirstService Residential; and Billie Kay Denbo, Recording Secretary, On the Record.

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

III. RESIDENTS' TIME: None

IV. PRESENTATION:

Jan Dobbs, Steering Committee for South County Police Station & Animal Shelter, discussed the status of the proposed project with the Board of Trustees. She provided updates on the information made available at the August 31, 2017 meeting in regards to the project's location options, timelines, and community inputs.

MOTION was made by Mr. Rice, and seconded by Mr. Riley to support the Steering Committee with the location selection process for the South County Police Station and Animal Shelter for Site B and alternate for Site D. The motion passed unanimously (7-0-0).

[Whereupon, Mr. Sullivan arrived at 7:20 p.m.]

V. REVIEW/APPROVAL OF MEETING MINUTES:

By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the August 9, 2017 meeting minutes as amended.

VI. FINANCIAL STATEMENTS:

Mr. Riley reviewed and discussed with the Board of Trustees the financial statements for the period ending July 31, 2017. He discussed the balances for the cash, investments, and operating accounts and the amount due on delinquencies.

By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the July 31, 2017, Financial Statements as presented.

VII. COMMITTEE REPORTS:

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Architectural Review Board (ARB):

ACTION: The Board of Trustees reviewed the August 21, 2017, ARB meeting minutes.

Open Space Committee:

ACTION: The Board of Trustees reviewed the August 2, 2017, Open Space Committee meeting minutes.

Pool Committee:

ACTION: The Board of Trustees reviewed the July 6, 2017, and the August 1, 2017, Pool Committee meeting minutes.

Budget & Finance Committee:

ACTION: The Board of Trustees reviewed the July 20, 2017, B&F Committee meeting minutes.

Tennis Committee:

ACTION: The Board of Trustees reviewed the August 28, 2017, Tennis Committee meeting minutes.

VIII. OLD BUSINESS

Records Retention Policy Review – The Board of Trustees and management reviewed the Records Retention Policy revised by Mr. Rice and discussed how best to proceed with saving/maintaining the past, current and future records.

ACTION: The BOT directed management to research the available options for records retention to include scanning, paper files, and off-site storage.

MOTION was made by Mr. Rice, and seconded by Mr. Riley to accept the Records Retention Policy as edited this date with the file to be formatted as a policy resolution. The motion passed unanimously (7-0-0).

IX. NEW BUSINESS

New ARB Member – The Board of Trustees and management discussed the new volunteer Mr. Dave Augliera who has been attending the ARB meetings and now wishes to join the ARB.

MOTION was made by Mr. Rice, and seconded by Mr. Sullivan to appoint Dave Augliera to the ARB for a three-year term, October 2017 – September 2020. The motion passed unanimously (7-0-0).

Pool Cover Purchase – The Board of Trustees discussed the Pool Committee’s recommendation to purchase a pool cover for the Glen Eagles Wading Pool.

MOTION was made by Mr. Mills, and seconded by Mr. Sullivan to approve the Crystal Aquatics contract proposal to purchase a pool cover for the Eagles Glen wading pool, with the costs not to exceed \$2,000. The motion passed unanimously (7-0-0).

Engineering Services Contract for Potential Sink Hole – The Board of Trustees and management reviewed and discussed the GJB Engineering, Inc. contract proposal for an inspection and assessment of the sink hole at the area behind 9614 Gauge Drive.

101 ***MOTION was made by Mr. Sullivan, and seconded by Mr. Cewe to accept the GJB Engineering, Inc.***
102 ***contract proposal for an inspection and assessment of the sink hole at the common area behind 9614***
103 ***Gauge Drive. The motion passed (6-1-0) with Mr. Mills opposing.***

104
105 Grounds Contract Renewal – The BOT agreed to allow auto-renewal on the current contract.

106
107 Trash Collection Contract Renewal – The BOT agreed to allow auto-renewal on the current contract.

108
109 Pool Management Services Contract –

110
111 ***MOTION was made by Mr. Sullivan, and seconded by Mr. Cewe to renew the Pool Management***
112 ***Services Contract with Crystal Aquatics for one year, January 1, 2018, to December 31, 2018. The***
113 ***motion passed unanimously (7-0-0).***

114
115 Determine Public View/Trash Can Storage Standards – The Board and Management discussed the
116 applicability of architectural standards and guidelines regarding a case where a resident is storing a trash
117 receptacle outside on a pipestem property. The Board remanded the question to the ARB to review the
118 issue and make a recommendation to the BOT.

119
120 Homeowners' Request to Discontinue a Pipestem Escrow Account – The Board of Trustees reviewed and
121 acknowledged the notification to discontinue a Pipestem Escrow Account submitted by the homeowners
122 at 8626 & 8628 Cross Oaks Lane.

123
124 **ACTION:** The BOT directed management to confirm that this escrow account has been closed.

125
126 Contract Proposals for Trail Work - T24 and T31 – The Board of Trustees and management reviewed and
127 discussed the contract proposals for trail work at T24 and T31.

128
129 ***MOTION was made by Mr. Rice, and seconded by Mr. Cewe to approve the TDS contract proposal for***
130 ***repair and erosion work at T24 and T31, with the costs not to exceed \$20,000. The motion passed***
131 ***unanimously (7-0-0).***

132
133 Addition to Paving Contract – The Board of Trustees and management discussed adding one item to the
134 paving contract approved on August 9, 2017.

135
136 ***MOTION was made by Mr. Mills, and seconded by Mr. Cewe to approve adding Item #7 on the Pro-***
137 ***Pave contract proposal dated September 5, 2017, to the asphalt work contract approved on August 9,***
138 ***2017, with the additional cost for this one item not to exceed \$1,000. The motion passed unanimously***
139 ***(7-0-0).***

140
141 **X. MANAGEMENT:**

142 Contracts, Maintenance, and Operations Review – Ms. McDevitt discussed the September 2017, monthly
143 report and updates with the Board of Trustees.

144 Chronicle Production – Ms. McDevitt informed the Board of Trustees that she will present three contract
145 proposals in regards to the Request for Proposal (RFP) for the *Chronicle* production at the next meeting.

146

147 Pool Furniture – The Board of Trustees and management discussed the condition of the pool furniture and
148 the Crescent Crafts proposal for repair and replacement.

149
150 *MOTION was made by Mr. Sullivan, and seconded by Mr. Riley to approve the Crescent Crafts*
151 *contract proposal to repair and replace pool furniture as described in proposal, for the costs of \$8,345.*
152 *The motion passed unanimously (7-0-0).*

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154 **XI. ADJOURNMENT**

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156 *MOTION was made by Mr. Riley, and seconded by Mr. Mills to adjourn the September 13, 2017*
157 *Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 9:25 p.m. The motion passed*
158 *unanimously (7-0-0).*

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162 Submitted by: Billie Kay Denbo, Recording Secretary, On the Record

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164 Attested to: Larry Rice
165 Larry Rice, Secretary