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

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

**January 10, 2018**

**I. ATTENDEES:**

Board Members Present: Howard Kaufer, President; Alan Sullivan, Vice President; Brian Riley, Treasurer; Larry Rice, Secretary; John Cewe, Trustee; Pat Ciarlo, Trustee; Bob Klocek, Trustee; Bruce Burton, Trustee; and Edward Mills, 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 7:00 p.m., noting the presence of a quorum.

**III. RESIDENTS' TIME:** None

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

*By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the December 16, 2017 meeting minutes as amended.*

**V. FINANCIAL STATEMENTS:**

Mr. Riley reviewed and discussed with the Board of Trustees the financial statements for the period ending November 30, 2017, to include the income and expenses year to date balances. He stated that the delinquencies are currently at 3.2% of homeowners.

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

**VI. COMMITTEE REPORTS:**

Open Space Committee:

The Board of Trustees reviewed the December 6, 2017, Open Space Committee meeting minutes.

**ACTION:** The BOT requested management to verify that the Pond Maintenance Contract includes pond inspection for silt and to notify the Open Space Committee that the pond maintenance is not within their committee's scope of responsibility.

South County Federation:

The Board of Trustees reviewed the December 12, 2017, South County Federation meeting minutes.

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49 Mount Vernon Council of Citizen's Associations Record: The Board of Trustees reviewed the  
50 December 2017, publication that was included in tonight's BOT meeting package.  
51

52 **VII. NEW BUSINESS**

53  
54 Appoint 2018 Elections Committee Members: Mr. Mills discussed the volunteers for the 2018  
55 Elections Committee.

56  
57 ***MOTION was made by Mr. Mills, and seconded by Mr. Burton to appoint Jack Florio, Gary***  
58 ***Moore, Karolyn Moore, and Ginger Rice to the 2018 Elections Committee. The motion passed***  
59 ***unanimously (9-0-0).***  
60

61 2018 Annual Meeting Updates: The Board of Trustees and management discussed and confirmed the  
62 list of guest speakers/attendees for the 2018 Annual Meeting, the Homeowners 2018 Annual Meeting  
63 Notice, and the 2018 Annual Meeting Election Ballot and Proxy Form.  
64

65 Crosspointe Chronicle – 2018 Editorial Calendar and Template: The Board of Trustees and  
66 management reviewed and discussed the 2018 Editorial Calendar for the *Chronicle* publication and  
67 the template submitted by TSS Strategic Communications + Design.  
68

69 **ACTION**: The BOT agreed with the 2018 Editorial Calendar and the new *Chronicle* template as  
70 submitted by TSS Communications + Design with an exception for Board Notes. The BOT  
71 reiterated the contract deadline as the 15<sup>th</sup> of the previous month, but agreed that the community  
72 manager should attempt to have all articles except for the Board Notes submitted by the 10<sup>th</sup> of the  
73 preceding month. The Board Notes would remain due on the 15<sup>th</sup> of each preceding month. Space  
74 would be reserved in each issue for "Board Notes." A copy of this action will be saved as an  
75 attachment to the Chronicle Publication contract.  
76

77 Beaver Removal Contract: The Board of Trustees and management reviewed and discussed the  
78 contract proposal submitted by USDA for beaver removal from Heron Pond.  
79

80 ***MOTION was made by Mr. Sullivan, and seconded by Ms. Ciarlo to approve the USDA Agreement***  
81 ***for beaver removal from Heron Pond as submitted. The motion passed unanimously (9-0-0).***  
82

83 **VIII. MANAGEMENT**

84  
85 Contracts, Maintenance, and Operations Review – Ms. McDevitt discussed the January 2018,  
86 monthly report and updates with the Board of Trustees. She informed the BOT that she will be taking  
87 vacation time in February 2018.  
88

89 **IX. EXECUTIVE SESSION**

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91 ***MOTION was made by Ms. Ciarlo and seconded by Mr. Riley to convene into Executive Session at***  
92 ***8:05 p.m. to discuss legal and collection matters. The motion passed unanimously (9-0-0).***

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[Whereupon the Regular Session reconvened at 8:20 p.m.]

***MOTION was made by Mr. Rice, and seconded by Ms. Ciarlo to waive only a \$25.00 late fee for Account #C5-DACT-9109-01. The motion passed unanimously (9-0-0).***

**ACTION:** The BOT requested management to obtain the details of the request and account details from FSR for Account #C5-ARML-8306-01.

**X. ADJOURNMENT**

***MOTION was made by Mr. Sullivan, and seconded by Ms. Ciarlo to adjourn the January 10, 2018 Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 8:30 p.m. The motion passed unanimously (9-0-0).***

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

Attested to:   
Larry Rice, Secretary