

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

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

March 13, 2019

I. ATTENDEES:

Board Members Present: Howard Kaufer, President ; Alan Sullivan, Vice President; Brian Riley, Treasurer; Larry Rice, Secretary; Pat Ciarlo, Trustee; Justin Banford, Trustee; John Cewe, Trustee; Andrew Haskins, Trustee; and Edward Mills, Trustee.

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

II. CALL TO ORDER: Mr. Kaufer called the meeting to order at 7:02 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 February 13, 2019, meeting minutes as amended.

V. FINANCIAL STATEMENTS:

Mr. Riley reviewed and discussed with the Board of Trustees the financial statements for the period ending January 31, 2019, to include the income, expenses, and delinquencies. Mr. Cewe questioned management in regards to items on the "Operating Current Year Summary".

VI. COMMITTEE REPORTS:

Budget & Finance Committee (B&F):

The Board of Trustees received and the February 21, 2019, B & F meeting draft minutes. The BOT discussed the "Joint Meeting Date" and agreed to Tuesday, October 2, 2019.

Architectural Review Board (ARB):

The Board of Trustees received the February 4, 2019, ARB meeting minutes.

ACTION: The Board of Trustees requested management to question the ARB "why the referrals to the BOT are not included in their meeting minutes?"

VII. OLD BUSINESS:

2018 Annual Meeting Memorandum of Record Draft – The Board of Trustees reviewed the Draft 2018 Crosspointe Annual Meeting Memorandum of Record.

Balance Threshold for Reminder Letters – Collection Policy – The Board of Trustees and management discussed the current collection policy and the balance threshold and process for mailing reminder letters for late or unpaid assessments.

ACTIONS: The Board of Trustees requested management to:

- 1) speak to FSR Accounting to research the process
- 2) speak to legal counsel in regards to changing the Collection Policy
- 3) add this item to the April 2019 meeting agenda
- 4) research inviting Jennifer Harp, FSR Accounting to the May 2019 meeting.

Review Crosspointe Cruisers Swim Team Memo of Agreement (MOA) – The Board of Trustees reviewed and discussed the revised Draft 2019 Crosspointe Cruisers Swim & Dive Team MOA.

ACTION: The Board of Trustees requested management to send the final copy of the 2019 Crosspointe Cruisers Swim & Dive Team MOA to the BOT and Swim & Dive Team.

VIII. NEW BUSINESS:

Appoint New Architectural Review Board (ARB) Member – The Board of Trustees discussed the ARB's request for the BOT to appoint a new member to the committee.

MOTION was made by Ms. Ciarlo, and seconded by Mr. Haskins to appoint Scott Bishop as a member of the Architectural Review Board for a 3-year term, April 2019 to March 2022. The motion passed unanimously (9-0-0).

Appoint New Budget & Finance Committee Member – The Board of Trustees discussed the B&F's request for the BOT to appoint a new member to the committee.

MOTION was made by Ms. Ciarlo, and seconded by Mr. Haskins to appoint Sally Garrahan as a member on the Budget & Finance Committee. The motion passed unanimously (9-0-0).

White-coating Glen Eagles Main and Wading Pools – The Board of Trustees and management discussed the Crystal Aquatics contract proposal for white-coating both of the pools at Glen Eagles.

ACTIONS: The Board of Trustees requested Mr. Haskins to:

- 1) Contact Casey Ford at Crystal Aquatics to inquire why the cost increase in this proposal
- 2) Generate an email vote to BOT members

Oak Chase Wading Pool Skimmer – The Board of Trustees and management discussed the Crystal Aquatics contract proposal for replacing the skimmer at the Oak Chase wading pool.

MOTION was made by Mr. Sullivan, and seconded by Mr. Haskins to accept the Crystal Aquatics contract proposal dated October 11, 2019, to replace the skimmer at the Oak Chase wading pool with the costs not to exceed \$1,500, and to be paid form the Replacement Reserves . The motion passed unanimously (9-0-0).

Fence Repair/ PSI Contract Proposal –The Board of Trustees and management reviewed and discussed the PSI Property Services contract proposal to repair the association’s fence on Silverbrook Road and behind the property at 8855 Silverline Drive.

MOTION was made by Mr. Sullivan, and seconded by Mr. Haskins to accept the PSI Property Services contract proposal dated February 21, 2019, to replace five sections of 6x6 encased line posts, for the costs of \$2,929, and to be paid form the Open Space Replacement Reserves . The motion passed unanimously (9-0-0).

2019 South County Secondary All Night Graduation Party Request – The Board of Trustees discussed this request for a donation to the 2019 South County Secondary All Night Graduation Party.

MOTION was made by Mr. Mills, and seconded by Mr. Haskins to approve a \$100 donation to the 2019 South County Secondary All Night Graduation Party from an anonymous donor. The motion passed unanimously (9-0-0).

Heron Pond Underwater Structures – Mr. Rice stated this item is for information purposes only.

Catch & Release Policy – Mr. Rice discussed recommendations to initiate a “Catch & Release Policy” for the Crosspointe ponds.

ACTION: The BOT endorsed the Catch & Release Policy.

2019 Annual Meeting Updates – The Board of Trustees and management discussed the guests who have confirmed they will speak at the 2019 Crosspointe Annual Meeting and the BOT also reviewed the meeting agenda.

Neighborhood Scheduled Bulk Items Pickup Date – The Board of Trustees and management discussed and agreed to schedule Friday, May 24, 2019, for the bulk items pickup.

IX. MANAGEMENT:

Contracts, Maintenance, and Operations Review – Ms. McDevitt discussed the February 2019, monthly report and updates with the Board of Trustees. She stated that forty-one Associate Memberships have been sold this year.

X. EXECUTIVE SESSION:

MOTION was made by Mr. Sullivan and seconded by Mr. Haskins to convene into Executive Session at 9:07 p.m. to discuss legal and financial matters as appropriate. The motion passed unanimously (9-0-0).

[Whereupon the Regular Session reconvened at 9:25 p.m.]

MOTION was made by Mr. Sullivan, and seconded by Mr. Haskins to deny the homeowner's request to waive fees for ACCT# C5-ARML-8327-01. The motion passed unanimously (9-0-0).

MOTION was made by Mr. Sullivan, and seconded by Mr. Haskins to deny the homeowner's request to waive a \$50 NSF fee for ACCT# C5-ARML-8290-01. The motion passed unanimously (8-0-1) with Mr. Mills recusing himself from this vote.

MOTION was made by Ms. Ciarlo, and seconded by Mr. Haskins to suspend the recreation facility privileges for ACCT# C5-CROC-8803-01 homeowner for non-compliance, with the suspension to be for the first sixty day of the 2019 pool season. The motion passed unanimously (9-0-0).

MOTION was made by Ms. Ciarlo, and seconded by Mr. Haskins to suspend the recreation facility privileges for ACCT# C5-IVYR-8312-01 homeowner for non-compliance, with the suspension to be for the first sixty day of the 2019 pool season. The motion passed unanimously (9-0-0).

MOTION was made by Mr. Mills, and seconded by Mr. Haskins to accept the proposed payment plan for ACCT# C5-COPC-8410-02 (a previous homeowner), which will result in full payment on the account, with \$1,000 to be paid immediately and \$50 per month to be paid until today's balance amount is paid in full. The motion passed unanimously (9-0-0).

XI. ADJOURNMENT:

MOTION was made by Mr. Haskins, and seconded by Ms. Ciarlo to adjourn the March 13, 2019 Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 9:35 p.m. The motion passed unanimously (9-0-0).

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

Attested to: 
Larry Rice, Secretary