

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

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

**March 11, 2020**

**I. ATTENDEES:**

Board Members Present: Howard Kaufer, President; Larry Rice, Vice President; Brian Riley, Treasurer; Patricia Ciarlo, Secretary; Justin Banford, Trustee; John Cewe, Trustee; Andrew Haskins, Trustee; Edward Mills, Trustee; and Alan Sullivan, 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 March 11, 2020, Crosspointe Swim & Racquet, Inc. Board of Trustees (Board) 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 February 12, 2020, Board of Trustees meeting minutes as amended.*

**V. FINANCIAL STATEMENTS:**

Mr. Riley reviewed and discussed with the Board and management the financial statements for the period ending January 31, 2020, to include the income, expenses, and delinquencies.

*By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the January 31, 2020, Financial Statements as presented.*

**VI. COMMITTEE REPORTS:**

Open Space Committee:

The Board received the approved January 15, 2020 and the draft February 27, 2020, Open Space Committee meeting minutes.

Pool Committee:

The Board received the draft March 3, 2020, Pool Committee meeting minutes.

Budget & Finance Committee:

The Board received the draft February 27, 2020, Budget & Finance Committee meeting minutes.

On the Record

**ACTION:** The Board agreed to schedule the joint meeting with B&F on Thursday, October 29, 2020

**VII. OLD BUSINESS:**

Tree Removal from Open Space behind 8641 Chase Glen Circle – The Board and management reviewed and discussed the contract proposals for removing trees from the open space behind 8641 Glen Chase Circle.

***MOTION was made by Mr. Rice, and seconded by Mr. Haskins to accept the Twin Oak Tree Care contract proposal #1908 for the removal of four trees as described in the contract, with the costs not to exceed \$4,300, and to authorize management to negotiate the removal of the wood from work site. The motion passed unanimously (9-0-0).***

Community Entrance/Brick Column at Crosspointe Drive & Ox Road – The Board and management discussed the repairs needed for the brick columns at Crosspointe Drive and Ox Road.

**ACTION:** The Board directed management to:

- 1) inspect the columns at all community's entrances
- 2) compose a Statement of Work (SOW)
- 3) obtain contract proposals for the repair work.

**VIII. NEW BUSINESS:**

Pool Management Contract – The Board and management reviewed and discussed the Crystal Aquatics Pool Management Contract.

**ACTION:** The Board directed management to request the Pool Committee compare the new contract with the existing contract and to clarify the salary increases addressed on Page 4 Item #24 in the contract.

Special Event Insurance for March 15, 2020, 5K Run and 1K Run – Mr. Haskins discussed the 1-Day Special Events insurance options to include the costs with the Board.

***MOTION was made by Mr. Haskins, and seconded by Mr. Mills to increase the Social Committee's Budget to \$800 in support of the 5K Run and 1K Run. The motion passed unanimously (9-0-0).***

2020 Crosspointe Annual Meeting Updates – The Board and management discussed the 2020 Annual Meeting date, agenda, location, invitees/speakers, and should the meeting be delayed.

***MOTION was made by Mr. Mills, and seconded by Mr. Banford to delay the 2020 Annual Meeting to the last week of April 2020. The motion failed (1-8-0) with Mr. Kaufer, Mr. Rice, Mr. Riley, Ms. Ciarlo, Mr. Sullivan, Mr. Haskins, Mr. Cewe, and Mr. Banford opposing.***

Ratify the Email vote to Host the Swim & Dive Team Event on July 8, 2020 – The Board discussed this event to include parking issues, changing the Board meeting date, and closing the management office early on that date.

***MOTION was made by Mr. Rice, and seconded by Mr. Sullivan to ratify the February 27, 2020, email vote to approve the Crosspointe Swim & Dive Team to hold the 2020 Divisional Relay Carnival at the Glen Eagles Pool/Community Center on Wednesday, July 8, 2020. The motion passed unanimously (9-0-0).***

**ACTION:** The Board requested the Swim & Dive Team submit a parking plan prior to the event date.

South County Football Program Request – The Board reviewed and discussed the South County Football Program’s request to use the community center and parking lot for a car wash and food truck fundraising event at no charge and a waiver of the deposit.

***MOTION was made by Mr. Mills, and seconded by Ms. Ciarlo to not accept the request to permit the South County Football Program to use the community center and parking lot for a fundraiser event because this violates the Association’s Policy on the use of the community center. The motion passed unanimously (9-0-0).***

Oak Chase Pool Pump Replacement – The Board reviewed and discussed the Crystal Aquatics contract proposal to replace the Oak Chase pool pump.

***MOTION was made by Mr. Sullivan, and seconded by Mr. Mills to accept the Crystal Aquatics contract proposal to replace the Oak Chase pool pump with the costs not to exceed \$6,900. The motion passed unanimously (9-0-0).***

By-Laws Revisions – Mr. Rice informed the Board that he will distribute to the Board the revised Crosspointe By-Law to include a track changes document and explanations for the proposed revisions.

## **IX. MANAGEMENT:**

Contracts, Maintenance, and Operations Review – Ms. McDevitt reviewed and discussed the February 2020, monthly report and updates with the Board.

## **X. EXECUTIVE SESSION:**

***MOTION was made by Mr. Haskins and seconded by Ms. Ciarlo to convene into Executive Session at 8:52 p.m. to discuss legal matters. The motion passed unanimously (9-0-0).***

[Whereupon the Regular Session reconvened at 9:08 p.m.]

***MOTION was made by Ms. Ciarlo, and seconded by Mr. Rice to deny the waiver request submitted by CS-COPW-8820-01 homeowner. The motion passed unanimously (9-0-0).***

*MOTION was made by Ms. Ciarlo, and seconded by Mr. Rice to deny the waiver request submitted by CS-BROC-8793-01 homeowner. The motion passed unanimously (9-0-0).*

**XI. ADJOURNMENT:**

*MOTION was made by Mr. Banford, and seconded by Mr. Haskins to adjourn the March 11, 2020 Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 9:13 p.m. The motion passed unanimously (9-0-0).*

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

Attested to: Patricia Ciarlo  
Patricia Ciarlo, Secretary