

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

Zoom Meeting

May 13, 2020

I. ATTENDEES:

Board Members Present: Howard Kaufer, President; Larry Rice, Vice President; Brian Riley, Treasurer; Patricia Ciarlo, Secretary; John Cewe, Trustee; Andrew Haskins, Trustee; Edward Mills, Trustee; and Hayden Shea, Trustee.

Board Members Absent: 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 May 13, 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:

Tom Stripling 9614 Larkview Court – Mr. Stripling addressed the Board and discussed the maintenance of the Open Space area next to house.

Eugene Zczenski 8320 Armetale Lane – Mr. Zczenskik addressed the Board and discussed the problems he has experienced with his neighbor having an outdoor fireplace/fire pit.

Brandon Ragan 8609 Mallard View – Mr. Ragan addressed the Board and discussed the drainage issues that affect his back yard.

ACTION – The Board advised Mr. Ragan that this is an Open Space issue that will be referred to the committee.

Ryan Adler 8514 Oak Chase Circle – Mr. Adler addressed the Board and discussed his ARB appeal, issues related to the patio, and the neighbors.

Sean Brady 8324 Armetale Lane – Mr. Brady addressed the Board and discussed his ARB appeal related to the outdoor portable fire pit he uses in his backyard.

V. FINANCIAL STATEMENTS:

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

On the Record

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

VI. COMMITTEE REPORTS:

ARB: The Board received the draft March 2, 2020, Pool Committee meeting minutes.

Tennis Committee:

The Board received the draft March 23, 2020, and April 27, 2020, Tennis Committee meeting minutes.

Pool Committee:

The Board received the draft April 14, 2020, Pool Committee meeting minutes.

Open Space Committee:

The Board received the approved April 17, 2020, Open Space Committee meeting minutes.

Budget & Finance Committee:

The Board received the draft April 23, 2020, Budget & Finance Committee meeting minutes.

VII. NEW BUSINESS:

Appoint Committee Chairs – The Board reviewed and discussed the list of chairs for each committee.

By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees approved the appointments for the committee chairs for one-year as presented.

Architectural Review Board (ARB) – Nick Rumberger

Budget & Finance – Phil Ciarlo

Tennis Committee – Kevin Garrahan

Open Space Committee – Stuart Copan

Pool Committee – Scott Lemay

Social Committee – Andy Haskins

Communications Committee – Andy Haskins & Chris Parrett

Traffic Calming Committee – Chris Parrett

Community Tennis Courts Reopen – The Board discussed reopening the tennis courts for the residents use. Mr. Garrahan stated his reasons to reopen the tennis courts.

MOTION was made by Mr. Rice, and seconded by Ms. Ciarlo to reopen the community tennis courts for the residents use. The motion failed (3-5-0) with Mr. Kaufer, Mr. Cewe, Mr. Shea, Mr. Haskins, and Mr. Riley opposing.

ACTION: The Board agreed to revisit on May 29, 2020.

Common Area Recreational Facilities Reopen – The Board discussed reopening all common area recreational facilities for the residents use.

By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees agreed for the common area recreational facilities to remain closed for residents use.

Asphalt Trail Work Contract Proposals – The Board and Mr. Copan, OSC Chair, reviewed and discussed the Pro-Pave contract proposals for trail work as recommended by the Open Space Committee. Mr. Copan discussed the OSC's present and future plans in regards to the trails.

MOTION was made by Mr. Cewe, and seconded by Mr. Rice approve the Pro-Paves contract proposal dated May 6, 2020, for trail work as recommended by the Open Space Committee with the costs not to exceed \$5,000. The motion passed unanimously (8-0-0).

Landscape Contract Renewal & Review – The Board and Mr. Copan discussed the Open Space Committee's recommendations for changes to the landscape contract.

ACTION: The Board directed the Open Space Committee to pursue homeowner input for the proposed changes the landscape contract.

Pool Opening for 2020 Season – Mr. Lemay, Pool Committee Chair and Mr. Helms, Pool Committee Member discussed with the Board the 2020 season pool opening and issues that will need to be addressed in regards to COVID-19 rules.

Crosspointe 2021 Budget Development Schedule – The Board reviewed and discussed the 2021 Budget Development Schedule presented by the Budget & Finance Committee.

By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees agreed to approve the Crosspointe 2021 Budget Development Schedule as presented.

Draft 2019 Audit Report – The Board reviewed and discussed the audit reports completed by Goldklang Group for the years ending December 31, 2018 and 2019, to include the revisions requested at the April 13, 2020, BOT meeting.

MOTION was made by Mr. Cewe and seconded by Mr. Riley to approve the 2018 and 2019 Audit Reports as presented to include the revisions as requested by the Board of Trustees. The motion passed unanimously (8-0-0).

ARB Standards for Outdoor Fireplaces/Fire Pits – The Board reviewed and discussed the current outdoor fireplace and fire pit ARB Standards.

ACTION: Ms. Ciarlo will work with the ARB to update the outdoor fireplace and fire pit standards. She will provide the revised standard to the Board members prior to the June BOT meeting.

2020 Pool Rules – Deferred

Vacant Home 8950 Hooes Road – Ms. McDevitt informed the Board that she contacted Fairfax County on April 28, 2020, in regards to the property and she will follow up.

Basketball Hoops on Residents Property – The Board discussed the rules and that ARB is not enforcing the rules due to the pandemic.

2020 and 2021 Audit and Tax Returns Service – The Board reviewed and discussed the Goldklang Group proposal for audit and tax services for 2020 and 2021.

MOTION was made by Mr. Cewe and seconded by Mr. Riley to approve the Goldklang Group proposal for audit and tax services for years 2020, for the costs of \$7,000, and 2021, for the costs of \$7,100. The motion passed unanimously (8-0-0).

Sub-Committees for Contract Reviews, Composing the Statement of Work (SOW), and Composing and Distributing the Request for Proposal (RFP) – The Board discussed.

ACTION: The Board agreed:

Pool Management Contract – Alan Sullivan, Brian Riley, Scott Lemay, John Helms

Trash Removal Services Contract – Mr. Kaufer, Mr. Rice

Landscape/Grounds Services Contract – Mr. Rice, Mr. Mills, Mr. Shea, Mr. Copan

2020 Fall Yard Sale Date – The Board discussed the date requested for the Fall Yard Sale.

By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees agreed to September 26, 2020, as the date for the Fall Yard Sale.

Paint Light Poles on Bayberry Ridge Road – The Board and management discussed painting nine light poles on Bayberry Ridge Road so that all poles are the same color.

MOTION was made by Mr. Rice and seconded by Mr. Cewe to approve the April 24, 2020, TYL contract proposal for painting nine light poles on Bayberry Ridge Road black, with the costs not to exceed \$2,000. The motion passed unanimously (8-0-0).

VIII. MANAGEMENT:

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

Mr. Rice discussed the Security Patrols, no patrols in May and the June schedule is covered.

IX. EXECUTIVE SESSION:

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

[Whereupon the Regular Session reconvened at 10:30p.m.]

ACTION: The Board directed management to contact the parents of the minors in regards to the trespass incident.

MOTION was made by Ms. Ciarlo, and seconded by Mr. Cewe to uphold the ARB's decision and deny the ARB Appeal submitted by _____ homeowner. The motion passed unanimously (8-0-0).

X. ADJOURNMENT:

MOTION was made by Mr. Mills, and seconded by Mr. Cewe to adjourn the May 13, 2020 Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 10:45 p.m. The motion passed unanimously (8-0-0).

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

Attested to: Patricia Ciarlo
Patricia Ciarlo, Secretary