

**Crosspointe Swim and Racquet, Inc.
Board of Trustees Meeting Notes**

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

April 7, 2020

I. CALL TO ORDER:

Noting the presence of a quorum, the meeting was called to order at approximately 7:00pm. Trustee members present included: Howard Kaufer, President, Larry Rice, Vice President, Pat Ciarlo, Secretary, Brian Riley, Treasurer, John Cewe, Andrew Haskins, Ed Mills, Hayden Shea and Alan Sullivan.

For the first time in its history, the Crosspointe Board of Trustees conducted its regular monthly (April) meeting session virtually in light of the current COVID-19 public health crisis. This action, similar to what the Board elected to do for the annual (2020) Homeowners Association (HOA) meeting in March, was taken to ensure compliance with the Virginia Governor's Executive Order (EO) Number 55 (2020), effective March 30th to June 10th, as well as Fairfax County actions to follow the State's EO. This change was posted on the Community web site and the "ZOOM" web application was used to conduct the meeting. The ZOOM meeting invite was made available to all Crosspointe residents who have registered on the community website:

<http://www.crosspointe.info/>. Since it is uncertain exactly how long Virginia EO Number-55 "stay at home" conditions will continue, whether they will be extended beyond June 10th, the Board strongly recommends all Crosspointe homeowner members register on the community web site in order to stay informed on Community governance. A registration link is on the Crosspoint website home page and at this link: <http://www.crosspointe.info/users.php?mode=new>

All Crosspointe committee meetings will also be conducted virtually at least for the duration of VA EO number 55. The Board's highest priority is the safety of our residents. The Board will do everything within its ability to ensure resident safety. In light of current events, the agenda for this Board of Trustee meeting was focused on immediate must do items to ensure the continued orderly governance of the community.

II. RESIDENT TIME:

Ed Mills raised some concerns he holds as a resident/Board member with how the Association is dealing with the current COVID-19 pandemic in light of State and County legal requirements.

MOTION was made by Mr. Mills, and seconded by Mr. Cewe to temporarily change the policy and not send May 15 demand letters or charge demand fees. The motion passed (8-1; Mr. Rice opposed).

BOARD MEETING MINUTES:

The March 2019 Board of Trustee (BoT) meeting minutes were not reviewed at this time and will be deferred to a later meeting.

FINANCIAL STATEMENTS:

The association's financial statements for March 2020 were not reviewed at this time and will be deferred to a later meeting.

COMMITTEE REPORTS/BUSINESS

Committee reports were not reviewed at this time and will be deferred to a later meeting.

III. Annual Election of Board Officers and appointment of Committee liaisons:

During the first BoT meeting after the annual HOA trustee election, the Board elects a slate of officers and appoints

liaison representatives for each Board sanctioned committee, and also for local community associations (i.e. South County Federation) that can affect Crosspointe.

The Board elected the following members as officers for the 2020-2021 session:

President: Howard Kaufer
Vice President: Larry Rice
Secretary: Pat Ciarlo
Treasurer: Brian Riley

Committee liaisons were appointed and an updated listing will be posted on Crosspointe's website and in a subsequent edition of the Chronicle.

IV. New Business:

Pool Opening Status:

Given the Virginia Governor's stay at home order, and related Fairfax County action, and barring any change to State and Local directives, Crosspointe Pools will "**NOT**" open as normally scheduled during the Memorial Day weekend. It is uncertain when the two community pools will be able to open and operate. The Board considered advice and recommendations from the community Pool contractor: Crystal Aquatics, the Pool Committee, and the Community Manager concerning contractual obligations related to the annual pool operating contract. The Board also considered actions needed to ensure the continuation of required annual maintenance, to ensure the future safe operation of the community's two pools. The Board also reviewed the current pool operating contract terms related to cost and staffing. Finally, the Board discussed and considered the related schedule and financial implications of a short-term truncation of the pool season, as well as the worst case scenario of a full season closure.

For the immediate future, and consistent with State and County guidelines, the Board is following the recommendations of its Pool contractor: Crystal Aquatics (CA). Given the uncertainty of the length of the COVID-19 public health crisis, CA is doing everything they can to ready the pools for a potential opening this Summer, while adhering to the State and Local directives, as well as the Center for Disease Control (CDC) social distancing guidelines. Fortunately, CA is very lucky to have a large returning life guard staff that is already mostly certified. Much of CA's Crosspointe pool staff is comprised of youngsters who reside in Crosspointe.

The current contractual terms of Crosspointe's pool contract allow for partial collection of fees in the event the pools are closed. In a worst-case scenario, the community would still be liable for a portion of the season's contract fees. At the same time, CA would be required to staff and man the pools to perform required maintenance and other related activities, in order to ensure the pools remain in a safe and good operating condition for the future.

While the Board took no specific action related to the scheduled opening of the pools, there was a consensus to work towards opening both pools on or about June 10th. The Board considered the potential schedule scenarios and the related potential financial implications. The Board directed the Community Manager consult with Crystal Aquatics as it moves forward with its "potential opening and operating" plan, but with the understanding that any plan will be fluid, and subject to significant change given the uncertainty related to the COVID-19 public health crisis. The Board resolved to closely monitor events and re-evaluate its options at the May Board meeting.

Closing of Facilities: - Tennis Courts, Playgrounds and Multi-Purpose Basketball Courts

The Board discussed actions related to its facilities in light of the Virginia Governor's stay at home order, and related Fairfax County action to close parks and recreational facilities outside of County trails.

Tennis Courts: The Board, acting on the advice of the Tennis Committee, and consistent with following the Fairfax County action to protect the public, directed the all of Crosspointe's 8 Tennis Courts be closed until further notice. Signs will be posted at each of the courts advising of this action, and the need to ensure public safety by preventing the further spread of COVID-19. This action is consistent with action taken by Fairfax County for its parks and recreational facilities and the recommendations from the USTA.

Playground Equipment: The Board, again consistent with following the Fairfax County action to protect the

public directed that all of Crosspointe's 6 Playgrounds be closed until further notice. Signs will be posted at each area advising of this action and the need to ensure public safety by preventing the further spread of COVID-19. This action is consistent with action taken by Fairfax County for its parks and recreational facilities.

Multi-Purpose Basketball Courts: The Board discussed options related to closing its Multi-Purpose Basketball courts. After considerable discussion the Board directed, again consistent with following the Fairfax County action to protect the public, that all 5 courts be closed. In addition, the Board directed that for the basketball goals/hoops; specifically, the rim and netting components, be taken down. Signs will be posted at each of the courts advising of this action and the need to ensure public safety by preventing the further spread of COVID-19. This action is consistent with action taken by Fairfax County for its parks and recreational facilities.

Crosspointe's twelve miles of trails will continue to remain open, consistent with Fairfax County's action on continued opening of County trails. However, all persons using Crosspointe's trails, or any other area trail are strongly urged to follow the Center for Disease Control (CDC) social distancing guidelines.

The Board also directed its decision to close its community facilities be posted on the community website.

MOTION was made by Mrs. Ciarlo, and seconded by Mr. Haskins to close tennis courts and put up chains and signs. The Board President has the authority to lift the closure as the pandemic plays out at the leadership of the state and county. The motion passed (8-1-0) with Mr. Mills opposing.

MOTION was made by Mr. Sullivan, and seconded by Mr. Riley to close the basketball courts by removing the hoops/nets. Post notices on courts, send by email blast and post on website. The motion passed (8-1-0) with Mr. Rice opposing.

Consider Bids for the Removal of Large Tree in Open Space:

The Board took action to approve the removal of a large tree in Crosspointe open space near Wood Pointe Way/Bayberry Ridge Road for best price. The motion was unanimously approved.

Consider Bids to make Repairs to Irrigation Systems at all Entrances:

The Board took action to approve a contract for the repair of the irrigation systems at various Crosspointe entrances. The motion was unanimously approved.

MOTION was made by Mr. Mills, and seconded by Mr. Cewe to use ProGrounds proposal #44387 for \$3,285.00 to complete irrigation repairs at Crosspointe entrances. The motion passed unanimously (9-0-0).

Associate Pool Membership Reimbursement if Pools remain closed beyond June 10th:

Crosspointe sells Pool and Tennis Court Associate Memberships (AMs). The membership fee for an AM in 2020 is \$565, and approximately 180-200 memberships can be sold in a normal year based on recent past experience. The AM fees provide a substantial portion of Crosspointe's annual operating income planned for 2020, approximately \$113,000, or about ~8% of the total projected operating income level of \$1.4 million. At this point in time there is no way to be certain the two community pools can open on or around June 10th, the expiration of the current Virginia stay at home order. The worst case potential is the pool season will be cancelled. The Board consensus was to ensure a fair and equitable outcome for individuals who purchase AMs, once the pool season schedule can be determined. This would involve a reduced prorated fee or a refund depending on what finally transpires. No other specific action was taken, and the Board will re-evaluate the situation at its planned May meeting.

Other Discussion/Business items:

CP Spring Yard Sale:

While not on the agenda, the Board recognized the Spring CP Yard sale will need to be cancelled. The Board will reschedule the Community-Wide Bulk Item Pickup to occur after the Fall Yard Sale. Updates to be provided in the Crosspointe Chronicle and on the website at www.crosspointe.info.

Cross Chase Circle Gate at Halley Elementary School's parking lot:

Crosspointe has an agreement with the FCPS/Halley Elementary leadership to have the gate left open when school

is not in session. Due to the Governor's directive the FCPS leadership locked down all their facilities (Schools/Ball Fields/Tennis Courts/Basketball Courts/Parking lots... all parking lots) in an attempt to comply with the directive. When the lock-down is lifted, school staff indicated they will revert back to the original agreement, and leave the gate open, after school hours.

Yard Debris Collection:

County guidance has been fluid. Presently we understand Yard waste and bulk waste programs have been suspended by Republic Services, CP's Trash Collection company. During the pandemic, trash companies are working hard to continue to provide household trash and recycling removal services to their customers. Updates, as we get them, will be provided on the CP website at www.crosspointe.info. We ask for resident's patience and understanding and that the web site be monitored for the latest information available to us from the County, as well as the County's own website.

Fairfax County:

<https://www.fairfaxcounty.gov/publicworks/recycling-trash/trash-collection-e-updates>

<https://www.fairfaxcounty.gov/publicworks/recycling-trash/county-collection-customers/notices>

Crosspointe Onsite Management Office:

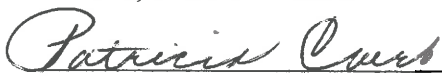
Crosspointe's onsite management office front doors are closed due to the Governor's Executive "Stay at Home" order. However, our community management staff continues to work from the office, in the community, and from home. We ask that owners/residents call or email with questions or concerns. **The onsite office phone number is (703) 690-2321.**

Contracts, Maintenance and Operations Review:

The Board reviewed monthly information on selected major contracts, maintenance and administrative tasks undertaken by on site First Service Residential management staff.

Following a call for any other new business the Trustees voted to adjourn. The meeting adjourned at approximately 8:30PM. The next meeting is scheduled for Wednesday, May 13th, 2020 at 7:00PM.

Submitted by: John Cewe, Board of Trustees

Attested to: 
Patricia Ciarlo, Secretary