

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

**Zoom Meeting**

**November 11, 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; Hayden Shea, 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 November 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. SECRETARY'S REPORT**

**Minutes of October 14, 2020**

Approval tabled to December 2020.

**V. COMMITTEE REPORTS:**

Social Committee:

The Board received the draft October 13, 2020, Social Committee meeting minutes.

Pool Committee:

The Board received the draft October 6, 2020, Pool Committee meeting minutes.

Open Space Committee:

The Board received the draft October 21, 2020, Open Space Committee meeting minutes.

**VI. OLD BUSINESS:**

Pool Management Contract 2021-2023 – The Board reviewed and discussed the revised Crystal Aquatics Pool Management Contract proposal for renewal to include a reduction in costs for a 3-year term.

***MOTION was made by Mr. Sullivan and seconded by Mr. Mills to accept a 3-year fixed term contract as proposed by Crystal Aquatics in the correspondence dated October 26, 2020. The motion passed (8-1-0) Mr. Shea opposed.***

On the Record

**VII. NEW BUSINESS:**

FY2021 Budget Review – The Board and management reviewed and discussed the Draft FY2021 Budget as presented by the B&F Committee, to include the adjustment for the Pool Management Contract amount as approved at this meeting.

***MOTION was made by Mr. Sullivan and seconded by Mr. Cewe to approve the FY2021 Budget as presented by the Finance Committee to include the adjustment to the pool contract costs. The motion passed unanimously (9-0-0).***

Notice of Annual Assessment & Budget for FY2021 - The Board and management reviewed and discussed the notice to be mailed to homeowners in regards to the Annual Assessments and the FY2021 Budget to include “Appendix A – Replacement Reserves Disclosure”.

***MOTION was made by Mr. Cewe and seconded by Mr. Riley to approve the FY2021 Notice of Annual Assessments & Budget to be mailed to homeowners. The motion passed unanimously (9-0-0).***

Volunteers Recognition – The Board reviewed and discussed the Social Committee’s request to recognize two volunteers for their work in the community. Mr. Shea volunteered to draft a notice for the Chronicle. Chris Parratt discussed a gift for the volunteers recognized.

***MOTION was made by Mr. Shea and seconded by Mr. Cewe to place an article in the Chronicle to formally recognize volunteers for their service. The motion passed (8-0-1) with Mr. Haskins abstaining.***

***MOTION was made by Mr. Shea and seconded by Mr. Cewe to provide each volunteer nominee that is recognized for their service a \$100 gift card. The motion failed (2-6-1) with Ms. Ciarlo, Mr. Kaufer, Mr. Riley, Mr. Sullivan, Mr. Rice, and Mr. Mills opposing and Mr. Haskins abstaining.***

FY2021 Maximum Annual General Assessment – The Board and management reviewed and discussed the FY2021 Maximum Annual General Assessment, Administrative Resolution #2020-01.

***MOTION was made by Mr. Mills and seconded by Mr. Cewe to approve the FY2021 Maximum Annual General Assessment, Administrative Resolution #2020-01, to include deleting the first line in the second paragraph. The motion passed (8-1-0) with Mr. Shea opposing.***

FY2021 Common Driveway Maximum Annual Charge - The Board and management reviewed and discussed the FY2021 Common Driveway Maximum Annual Charge, Administrative Resolution #2020-02.

***MOTION was made by Mr. Cewe and seconded by Mr. Sullivan to approve the FY2021 Common Driveway Maximum Annual Charge, Administrative Resolution #2020-02. The motion passed unanimously (9-0-0).***

FY2021 Common Driveway Assessment Increase - The Board and management reviewed and discussed the FY2021 Common Driveway Assessment Increase, Administrative Resolution #2021-03.

***MOTION was made by Mr. Mills and seconded by Mr. Cewe to approve the common driveway assessment increase at .31 per square feet, effective January 1, 2021. The motion passed unanimously (9-0-0).***

Pond Maintenance Contract 2021-2022 – The Board and management reviewed and discussed the Solitude Lake Management contract renewal proposal for pond maintenance.

***MOTION was made by Mr. Cewe and seconded by Mr. Rice to approve the Solitude Lake Management contract renewal proposal for January 1, 2021-December 31, 2022 with the 2-year costs not to exceed \$29,000. The motion passed unanimously (9-0-0).***

Shoppes at Lorton Valley Proposals – Ms. McDevitt informed the Board that Ms. Elizabeth Banks requests to meet with the Board to discuss new signs and a drive-thru restaurant.

**ACTION:** The Board requested management to invite Ms. Banks and the effected residents to the December 2020 meeting.

Set the Date for the 2021 Annual Meeting – Ms. McDevitt discussed with the Board setting the date for the 2021 Annual Meeting.

**ACTION:** The Board agreed to 1<sup>st</sup> choice) March 24, 2021 or 2<sup>nd</sup> choice) March 30, 2021.

**ACTION:** Ms. McDevitt will verify dates with Silverbrook Elementary School.

Appoint Elections Committee Chairperson – The Board discussed the 2021 Elections Committee Chairperson position. Mr. Kaufer recommended Mr. Sullivan.

***MOTION was made by Mr. Kaufer and seconded by Ms. Ciarlo to appoint Alan Sullivan as the 2021 Elections Committee Chairman. The motion passed (8-0-1) with Mr. Sullivan abstaining.***

**ACTION:** The Board requested management to send Mr. Sullivan the list of names for potential Election Committee members.

**ACTION:** The Board agreed:

Nominations deadline: Tuesday, January 5, 2021, 4:30 p.m.

Place article in Chronicle recruiting nominees.

Send out email blast reminder in December 2020.

Review the Board Liaison Guidelines – The Board reviewed and discussed the Draft Board Liaisons Guidelines updated on June 7, 2020.

*MOTION was made by Mr. Rice and seconded by Mr. Kaufer to approve the revised Board Liaisons Guidelines dated June 7, 2020. The motion passed (5-4-0) with Ms. Ciarlo, Mr. Haskins, Mr. Mills, and Mr. Shea opposing.*

**VIII. MANAGEMENT:**

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

**IX. EXECUTIVE SESSION:**

*MOTION was made by Mr. Sullivan and seconded by Mr. Mills to convene into Executive Session at 9:00 p.m. to discuss assessments and legal matters. The motion passed unanimously (9-0-0).*

[Whereupon the Regular Session reconvened at 9:16p.m.]


**X. FINANCIAL STATEMENTS:**

September 2020 Financial Statements review was tabled to December 2020.

**XI. ADJOURNMENT:**

*MOTION was made by Mr. Cewe, and seconded by Ms. Ciarlo to adjourn the November 11, 2020 Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 9:18 p.m. The motion passed unanimously (9-0-0).*

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

Attested to:   
Patricia Ciarlo, Secretary