

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

**Zoom Meeting**

**October 13, 2021**

**I. ATTENDEES**

Board of Trustees Members Present: Howard Kaufer, President; Larry Rice, Vice President; John Cewe, Treasurer; Patricia Ciarlo, Secretary; Randy Cotten, Trustee; Andrew Haskins, Trustee; Brian Riley, Trustee; Hayden Shea, Trustee; and Alan Sullivan, Trustee.

Others present: Mark Bailey, VP, FirstService Residential (FSR); Heather McDevitt, FirstService Residential (FSR); and Billie Kay Denbo, Recording Secretary, On the Record.

**II. CALL TO ORDER**

Mr. Kaufer called the October 13, 2021, Crosspointe Swim & Racquet, Inc. Board of Trustees (Board) meeting to order at 7:00 p.m., noting the presence of a quorum.

**III. FIRST SERVICE RESIDENTIAL INTRODUCTION:**

Mr. Mark Bailey, VP, FirstService Residential, introduced himself to the Board and discussed the management supervision changes that are taking place within the company.

The Board requested that Mr. Bailey provide a FirstService Residential organization chart for contacts and to include his contact information.

**IV. RESIDENT TIME**

Larry Rice – Mr. Rice discussed with the Board that a CERT Emergency Action Plan training exercise will take place at the Heron Pond Dam and he will notify the community when it has been scheduled.

**V. NEW BUSINESS**

Boy Scout Troop and Pack #688 Charter Request – Brad Harrison, Scout Master, Troop #688; Gareth Pyle, Boy Scouts of America (BSA) Old Dominion District Executive; and Mike Gilmore, Troop #688 Leader; addressed the Board and requested the Association consider chartering Troop and Pack #688 who are losing their current sponsor. Mr. Harrison stated that they currently have approximately eighty-five children participating in their Boy Scout Troop and Cub Scout Pack. Mr. Pyle informed the Board that the BSA does carry a \$10M insurance policy with the BSA National Organization.

**VI. SECRETARY'S REPORT**

BOT Minutes of September 8, 2021

***By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees approved the September 8, 2021, BOT Meeting minutes as amended.***

On the Record

## **VII. FINANCIAL STATEMENTS:**

The Board and management reviewed and discussed the financial statements for the period ending August 31, 2021, to include the income, expenses, and delinquencies. Mr. Cewe discussed his recommendations with the Board to purchase various investment CDs using \$100,000 from the Operating Reserves and \$100,000 from the Capital Reserves. Mr. Kaufer discussed the B&FC Joint Budget Meeting.

**ACTION:** The Board requested management provide the committee's financial/budget requests prior to the B&FC Joint Budget meeting.

*By unanimous consent, the Crosspointe Swim & Racquet, Inc. Board of Trustees accepted the August 31, 2021, financial statements as presented.*

## **VIII. COMMITTEE REPORTS**

### Pool Committee

The Board received the September 7, 2021, Pool Committee meeting minutes.

### Open Space Committee (OSC)

The Board received the September 15, 2021, OSC draft meeting minutes.

## **IX. OLD BUSINESS**

Budget & Finance Committee's Investment Policy Resolution – The Board reviewed and discussed the CPHOA Investment Policy Resolution: Budget/Prudent Investor.

*MOTION was made by Mr. Rice and seconded by Mr. Riley to accept the updated CPHOA Budget & Finance Committee's Investment Policy Resolution dated August 25, 2021. The motion passed (7-2-0) with Mr. Haskins and Mr. Shea opposing.*

## **X. NEW BUSINESS (continued)**

Replace Skimmers at Pools – The Board and management reviewed and discussed the Crystal Aquatics contract proposal to replace the skimmers and pads at both pools.

*MOTION was made by Mr. Shea and seconded by Ms. Ciarlo to approve the Crystal Aquatics contract proposal dated August 27, 2021, to replace the skimmers and skimmer pad at both pools with the cost not to exceed \$17,000. The motion passed unanimously (9-0-0).*

Replace Broken Sprinkler – The Board and management reviewed and discussed the Castle Sprinkler & Alarm contract proposal to replace a broken sprinkler main control valve at the Glen Eagles poolhouse.

***MOTION was made by Mr. Haskins and seconded by Mr. Riley to approve the Castle Sprinkler & Alarm contract proposal #1919327, dated September 21, 2021, to replace a broken sprinkler main control valve at the Glen Eagles poolhouse, with the cost not to exceed \$2,100. The motion passed unanimously (9-0-0).***

Fence Replacements – The Board and management reviewed and discussed the fence replacement contract proposals to remove and/or replace fencing at the Oak Chase Pool perimeter, 8616 Woodwren Lane, and 8726-8738 Foxhall Terrace.

***MOTION was made by Mr. Rice and seconded by Ms. Ciarlo to approve the Alaska Fence Company contract proposal dated October 4, 2021, to install commercial grade aluminum fence at the locations outlined in the proposal, contingent with the code compliance EFS-10, with options, and with the cost not to exceed \$24,000.***

**ACTION:** Mr. Rice and Ms. Ciarlo withdrew the motion.

**ACTION:** The Board requested management to research if Fairfax County permits are required for the fence at the Oak Chase Pool perimeter.

***MOTION was made by Ms. Ciarlo and seconded by Mr. Haskins to remove/replace the fence behind 8616 – 8618 Woodwren Lane.***

**ACTION:** The Board requested management to send a notice to the residents on Woodwren Lane informing them of the removal date.

**ACTION:** Ms. Ciarlo and Mr. Haskins withdrew the motion.

**ACTION:** The Board requested management to obtain contract proposals to remove the fence at 8616 Woodwren Lane.

**ACTION:** The Board requested management to survey the homeowners at 8726-8738 Foxhall Terrace for input on replacing or removing the fence.

**ACTION:** All fence decisions are tabled to November 2021.

Boy Scouts of America (BSA) Charter Request – Boy Scout Troop and Cub Scout Pack #688  
– The Board discussed the request submitted.

**ACTION:** The Board requested management to contact legal counsel in regards to the scouts. Does the Association provide an EIN# and does the audit address the risks for BSA?

**ACTION:** Mr. Haskins will contact the Troop #688 leader in regards to an EIN# and audit actions.

Resolution to Apply 2021 Excess Income to the Following Year's Assessments – The Board reviewed and discussed the administrative resolution.

***MOTION was made by Mr. Cewe and seconded by Ms. Ciarlo to approve the Crosspointe Swim & Racquet, Inc. Administrative Resolution No. 2021-02, Excess Income Applied to the Following Year's Assessment for year ending December 31, 2021. The motion passed unanimously (9-0-0).***

Maximum FY22 Annual General Assessment – The Board reviewed and discussed the administrative resolution.

***MOTION was made by Mr. Cewe and seconded by Mr. Cotten to approve the Crosspointe Swim & Racquet, Inc. Administrative Resolution No. 2021-03, Maximum Annual General Assessment – FY2022. The motion passed unanimously (9-0-0).***

Oak Chase Bridge Repair – The Board reviewed and discussed the PSI Property Services contract proposal to repair the bridge steps at Trail #24 below the Oak Chase Pool facility as recommended by the Open Space Committee.

***MOTION was made by Mr. Sullivan and seconded by Mr. Haskins to approve as recommended by the Open Space Committee, the PSI Property Services contract proposal #203932 to repair the bridge steps at the Oak Chase Pool, with the cost not to exceed \$4,200, and to be paid from Replacement Reserves. The motion passed unanimously (9-0-0).***

Ratify Email Vote to Replace the Hot Water Heat at the Glen Eagles Community Center

***MOTION was made by Mr. Sullivan and seconded by Mr. Haskins to ratify the email vote to approve the Star Plumbing contract proposal dated October 1, 2021, in the amount of \$1,600 for the replacement of the water heater at the Glen Eagles Community Center, to be paid from the Replacement Reserves. The motion passed unanimously (9-0-0).***

Ratify Email Vote to Glen Eagles Tennis Court Crack Repair

***MOTION was made by Mr. Cewe and seconded by Mr. Haskins to ratify the email vote to approve the Bishop's Tennis contract proposal dated July 20, 2021, for crack repairs at the Glen Eagles tennis courts, with the cost not to exceed \$2,000, with work to be conducted after the 2022 Spring warm up. The motion passed unanimously (9-0-0).***

Address Change for Quarterly Assessment Payments – The Board and management reviewed and discussed the correspondence from FirstService Residential in regards to the assessment payment lock box address change.

**ACTION:** The Board requested Ms. McDevitt to discuss with Mr. Bailey the notification to homeowners in regards to the lock box address change.

**ACTION:** The Board requested Ms. McDevitt to invite Jennifer Hamp, FirstService Residential Accounting, to the November 2021 meeting.

Tree Removal Contract Proposals – The Board and management reviewed and discussed the contract proposals submitted for tree removal at Lake Crest Terrace and Chestnut Ridge Road.

***MOTION was made by Mr. Shea and seconded by Mr. Haskins to approve the J&L Tree Service, Ltd. to remove a tree at 8414 Lake Crest Terrace with the cost not to exceed \$2,050. The motion passed unanimously (9-0-0).***

***MOTION was made by Mr. Shea and seconded by Mr. Haskins to approve the tree be removed at 9023 Chestnut Ridge Road, with the cost not to exceed \$3,800, and authorizing management to select the vendor to renegotiate the cost to include hauling the cut tree away. The motion passed unanimously (9-0-0).***

#### **XI. MANAGEMENT**

Contracts, Maintenance, and Operations Review – Ms. McDevitt reviewed and discussed the October 2021, monthly report, and updates with the Board.

#### **XII. EXECUTIVE SESSION**

***MOTION was made by Ms. Ciarlo and seconded by Mr. Cewe to convene into Executive Session at 9:57 p.m. to discuss legal and homeowner matters. The motion passed unanimously (9-0-0).***

[Regular Session reconvened at 10:09 p.m.]

**ACTION:** The Board agreed to proceed with the foreclosure on the case as discussed in Executive Session.

#### **XIII. AJOURNMENT**

***MOTION was made by Mr. Cewe and seconded by Ms. Ciarlo to adjourn the October 13, 2021, Crosspointe Swim & Racquet, Inc. Board of Trustees Meeting at 10:11 p.m. The motion passed unanimously (9-0-0).***

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

Attested to: \_\_\_\_\_  
Patricia Ciarlo, Secretary