

FAIRFAX CLUB ESTATES  
BOARD OF DIRECTORS MEETING  
Wednesday, April 28, 2010, 7:30 PM – 9:10 PM  
Bonnie Brae Lower Theater

I. Call to Order

II. Verification of Quorum

Attendees: Jim Thompson (*President*), Phil Beenhouwer (*Secretary*), Mike Krzykowski (*Board member and Tennis POC*), Pat Ring (*Treasurer*), Steve Holskey (*Board member*), Mark Eackloff, Dave Hardin, Karen Bates, and Lu Wright.

III. Membership Forum ----- 20 Minutes

NOTE: The maximum time for any one individual is limited to 5 minutes

IV. Review Minutes from previous Board Meeting ----- 5 Minutes

Action Items:

- **Treasurer:** Change the top of the “Assets” section to reflect a “*Checking Account – Reserve*” line and a “*Checking Account – Operating*” line, which subtracts the “*Reserve*” line from it.
- **Treasurer:** The BOD recommended creating an FY11 budget line-item for the reserve study. (The 2006 Reserve Study cost ~\$2,800.)
- **Treasurer:** Pursue creating a separate banking account for the reserve funds.
- **Treasurer:** Request that GHA investigate the accounting solution for the incorrectly credited \$11K pool charge from operating expenses to reserve.
- **Treasurer:** Ask GHA to research the accounting of the reserve fund and to attend a future HOA meeting to help us understand the issues with accounting.

- **ACC Chair**: Contact GHA about the disclosure packet process and why it does not hold-up the sale/transfer of homes.
- **Secretary**: Email Karen Bates, requesting the names and email addresses for all playground equipment replacement committee members. Request that she forward a committee update to me for the minutes.
- **Webmaster**: Request from GHA the homeowner listing so that it can be used in a future publication to FCE.
- **Secretary**: ~~Contact AAA and American to determine what a community rate would be for trash/recycling.~~

V. Review President's Report ----- 10 Minutes

We started our new fiscal year on 1 April 2010 with some new faces added to the Board:

- Jason Regnier
- Dave Hardin
- Lu Wright

Welcome to our newest Board members!

One of our long time Board members, Gene Moran, left the Board at the end of his term. Gene was both our Vice President and Architecture Control Committee Chair, and he and his wife Julie also ran one of the previous Adult Socials. Gene was always proactive and a strong voice on the Board for fiscal constraint. Thank you, Gene, for your years of service to our community!

VI. Review Treasurer's Report ----- 15 Minutes

The action item about splitting out the Reserve funds from the checking account resulted in consensus that

the reserve funds should not be co-mingled with the checking account, and should therefore have its own account. **Pat will pursue creating a separate banking account for the reserve funds.** Pat indicated that \$10K was incorrectly charged to operating and not reserve, so the reserve account should really be \$78K, not \$88K. **Pat will request GHA to investigate the accounting solution for the incorrectly credited \$11K pool charge from operating expenses to reserve.** The checking account is correct, but the reserve account should be \$11K less. **Also, Jim requested that Pat ask GHA to research the accounting of the reserve fund and attend our next meeting to help us understand the issues with accounting.**

Some issues that may be causing this are the \$8K in dues that are still owed to us. Also, the BOD agreed to carryover \$14K of \$17K retained earnings from FY09 into FY10 and these retained earnings apparently did not materialize.

**FCE HOA Treasurer Report  
March 31, 2010**

Assets	2/28/2010	Change	3/31/2010	Reserve Account FY 10	
Checking Acct	77,406	(77)	77,329	Balance 04/01/2009	88,570
Accts Receivable	9,346	(1,323)	8,023	Expenses	41,191
Cert of Deposits	-	-	-	Contribution	41,300
Prepaid Expenses (Ins Prem)	2,461	(352)	2,109	Bal @ 3/31/2010	88,679
Other Receivable	422	-	422		
<b>Total</b>	<b>89,635</b>	<b>(1,752)</b>	<b>87,883</b>		
<b>Liabilities/Equities</b>					
Prepaid Assessments	588	-	588		
Accrued Liab	70	336	406		
Development Cash	70	-	70		
Reserve	85,241	3,438	88,679		
Retained Earnings	4,923	(1,167)	3,756		
Net Income	(1,257)	(4,358)	(5,615)		
<b>Total</b>	<b>89,635</b>	<b>(1,751)</b>	<b>87,884</b>		

Income to Date					
	2/28/2010	Change	3/31/2010	Budget	Variance
Homeowner Dues	115,872	-	115,872	115,872	-
Associate Dues	7,040	-	7,040	6,400	640
Summer Members	22,415	-	22,415	21,700	715
Interest	1,071	-	1,071	1,875	(804)
Misc Income	87	-	87	-	87
Legal Reimbursement	1,590	-	1,590	-	1,590
Late Fee	590	-	590	-	590
Retained Earnings Allocation	12,837	1,167	14,004	14,000	4
<b>Total Income</b>	<b>161,502</b>	<b>1,167</b>	<b>162,669</b>	<b>159,847</b>	<b>2,822</b>

Expenses To Date					
	2/28/2010	Change	3/31/2010	Budget	Variance
Admin	1,939	521	2,460	1,645	815
Social	3,591	-	3,591	2,400	1,191
Grounds Maintenance Contract	7,110	-	7,110	6,500	610
Trash	3,482	340	3,822	3,000	822
Community (Electric)	-	-	-	300	(300)
Common Grounds	3,178	-	3,178	2,000	1,178
Tennis	547	-	547	1,200	(653)
Electric (Pool and Community)	4,658	68	4,726	4,000	726
Pool	21,281	-	21,281	9,437	11,844
Pool Water	2,220	-	2,220	4,200	(1,980)
Pool Management (Inc Add'l Guard)	55,856	-	55,856	56,550	(694)
Health Certificate	548	-	548	500	48
Guards	1,700	-	1,700	2,000	(300)
Swim Team	5,000	-	5,000	5,000	-
Cub Scout	1,000	-	1,000	1,000	-
Telephone	561	52	613	500	113
Audit/Tax Preparation	1,850	-	1,850	3,700	(1,850)
Legal	3,310	35	3,345	500	2,845
HOA Management Contract	7,800	720	8,520	8,400	120
Reserve Contribution	37,862	3,438	41,300	41,300	-
Insurance	2,894	352	3,246	5,500	(2,254)
Insurance Claim	(3,823)	-	(3,823)	-	(3,823)
Licensee Fee	195	-	195	215	(20)
<b>Total Expense</b>	<b>162,759</b>	<b>5,526</b>	<b>168,285</b>	<b>159,847</b>	<b>8,438</b>
<b>Net Income to Date</b>	<b>(1,257)</b>	<b>(4,359)</b>	<b>(5,616)</b>	<b>-</b>	<b>(5,616)</b>

VII. Review Committee Reports ----- 15 Minutes

Architectural Control Committee

The acting ACC Chair will speak with the previous ACC Chair to understand his recollection of any *non-foreclosed* homes that avoided any FCE liens and, if needed, will speak with GHA about the process. Jim recalled that any liens that were not paid were all foreclosed homes.

**ACC re-sale inspections:**

1. 5575 Ann Peake: ACC identified a backyard deck that was not in the file. This was sent to GHA, which precipitated one of the ACC reviews below.

**ACC reviews:**

1. 5575 Ann Peake: backyard deck - ACC **approved** on April 12, 2010.
2. 10901 Adare: 1-2 replacement windows - ACC **approved** on April 12, 2010.
3. 10935 Adare Dr.: New Patio – ACC **received** on 4/28/10.

**I asked Jim to provide me with the report codes of the two property issues that he filed with the County: 5506 Great Tree Ct (shed) and 10965 Adare Dr (pickup truck in backyard).**

**Process modifications:**

1. The ACC noticed that several links on the "Architectural Review Request Form" (on the "Architectural Control" page) still reference the old FCE dot-com and not the new "dot-org". The web-master was notified and the links were corrected.
2. At the bottom of the ACC request form, requested the following change: "*Please deliver completed form and documentation to Gene Moran at 10676 John Ayres Dr.*" to "*Please scan and email completed form and documentation to 'ArchReview@FairfaxClubEstates.org' or fax it to (703) 249-1113.*"
3. The ACC would like to make the ACC request form a real, online form. Since the application process starts with the request form on our website, every homeowner must go there to begin. It would be more efficient to have a homeowner enter the information on the website (including uploading supporting designs, pictures, etc.) than it is for them to print, scan, then email/fax/mail/hand-deliver. This would move us to a better electronic position.

Hopefully, online applications could be automatically stored in the "FCE Board Only" section of the website and that emails could be automatically sent to the relevant Board members when an application is entered online. Certain technical challenges exist (e.g., user authentication, passwords, associating attached files with applications, web site security, cost), which will be the focus of this agenda item.

The security concerns raised by Mark prompted the BOD to agree that the current process should remain, but that **the bottom of the ACC request form should be changed to "Please scan and email completed form and documentation to 'ArchReview@FairfaxClubEstates.org' or mail to GHA at..."** Also, *the ACC Chair will contact GHA to request them to scan any mailed ACC request and email the scanned images to ArchReview@FairfaxClubEstates.org.*

Common Grounds

Neighborhood Watch

Pool

The pool renovation is complete! As many of you probably saw, the pool tiles and coping stones were removed and replaced with brand new (and much better looking versions!). Fresh gunnite was spread on the pool walls and surfaces, and then a fresh whitecoat was put on top of that for a sparkling look! Five of the skimmer boxes were also replaced, and some electrical work was done in the pump room to ensure smooth operation this summer.

Social

Tennis

Backboard needs to be replaced, which will require the purchase of plywood.

Playground Committee

There are 4-5 representatives on the committee. **Phil will email Karen Bates requesting the**

**names and email addresses for those reps. Request Jim forward their committee update to me for the minutes.**

Miscellaneous

VIII. Old Business ----- 10 Minutes

IX. New Business ----- 10 Minutes

1. BOARD POSITIONS

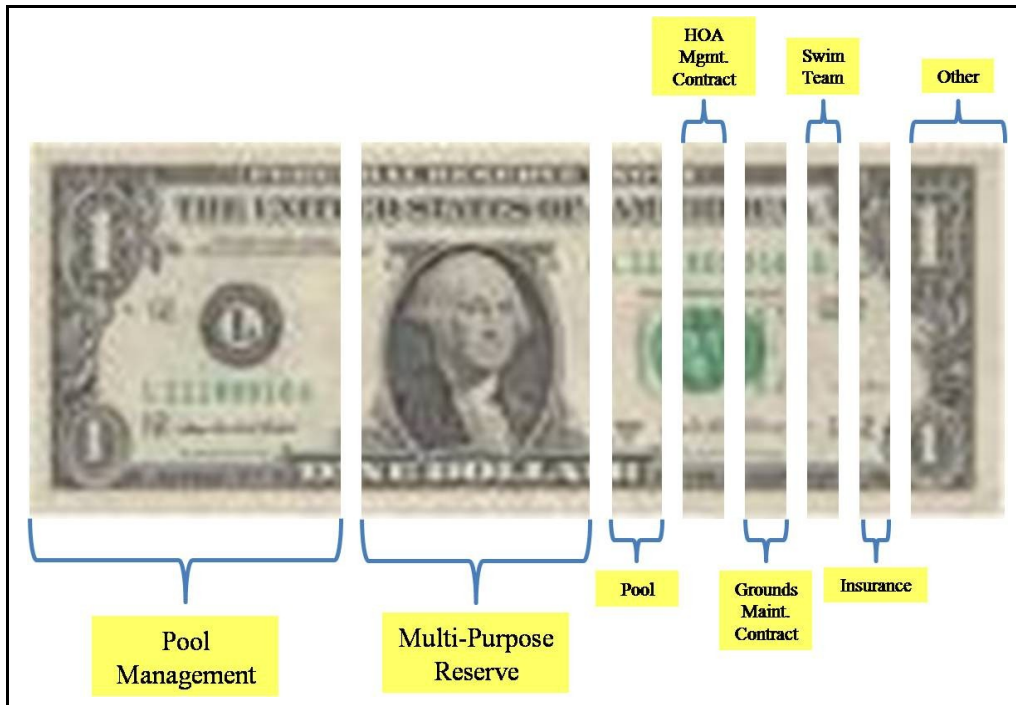
Board vacancies: vice president (one of three members of the ACC)

Jim Thompson was unanimously approved as President

Vice President remains open although Dave Harden expressed interest.

2. FCE MEMBER HANDBOOK (aka a “one pager” on what FCE dues pay for)

**Mark will request from GHA the homeowner listing so that it can be used in a future publication of the homeowner listing.**



**Other includes Admin, Social, Trash, Tennis, Electric (Pool and Front Entrance), Pool Water, Health Certificate, Cub Scout, Telephone, Audit/Tax Preparation, Legal, & Licensee Fee.**

### 3. POOL MEMBER INSPECTION

A homeowner has raised concerns about the current summer/associate member rates.

Apparently, there is at least one nearby pool with a lower membership. The homeowner also asked if there were procedures in place to ensure that only homeowners, summer members, and associate members in good standing are allowed access to the pool. This homeowner has offered to review the pool sign-in sheets against GHA lists of members in good standing.

Another procedure might be for lifeguards to make random checks of pool-goers.

Jim mentioned that other area pools laminate photos of homeowners. He did not want to spend the time or effort to undertake this. The BOD did not believe that this was a problem despite my claim that the homeowner knew of 1-2 instances where someone was utilizing the



pool despite not paying their dues. **Jim mentioned that Crystal Aquatics could conduct spot checks against a complete list (but not a good standing list) but a concept of operations would need to be provided to Crystal.**

4. THE 4-6 LIGHT COMMON AREA FIXTURE REPLACEMENT

Tabled until next month's meeting.

X. Executive Session ----- 20 Minutes

Discuss Association accounts, pending negotiations/contracts, budget and violations outstanding.

XI. Date, Time, Place of Next Meeting: May 26, 2010, 7:30pm, FCE Pool (weather permitting) or Bonnie

Brae Lower Music Room/Theater.

XII. Adjournment