

FAIRFAX CLUB ESTATES
BOARD OF DIRECTORS MEETING
Wednesday, August 25, 2010, 7:30 PM – 8:50 PM
FCE Pool

I. Call to Order

II. Verification of Quorum

Attendees:

Jim Thompson (President), Pat Ring (Vice President), Phil Beenhouwer (ACC Chair and Secretary), George Reilly (Common Grounds), Dave Hardin (Treasurer), Mark Eackloff, Steve Holskey, Len Lewan, Krista Beenhouwer, and James Nickel.

Not in attendance: *Mike Krzykowski (Tennis POC), Karen Bates, Jason Regnier, Lu Wright (Board member).*

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

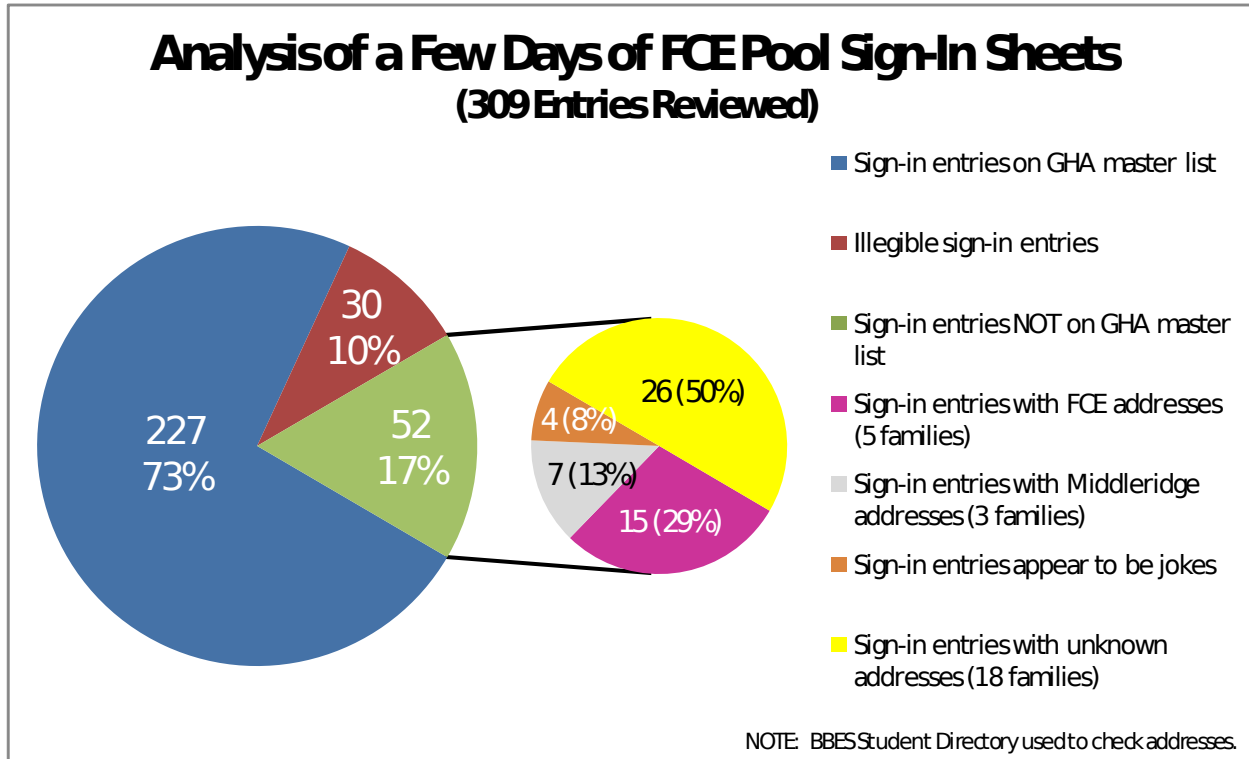
The Board approved the minutes from the July meeting.

The Board approved (and signed) the "Collection Resolution" and the 30-day "reminder notice" template, with the changes (below) to be made.

- **Add the 6%/year back in**
- **Change the \$25/month administrative fee to a one-time fee. What do the By-Laws say? The Secretary will check what the GHA administrative costs are.** (The Secretary reviewed the By-Laws and found no mention of a flat-fee that would be imposed on any late dues. Instead, the By-Laws reference a "10% late payment penalty" if an assessment is not paid "within 30 days after the due date".

POOL MEMBER ENFORCEMENT: SIGN-IN SHEET REVIEW

A review of a few days of pool sign-in sheets has been conducted. Names on the sign-in sheets were compared to an FCE “Member List” and a number of names did not appear on the “Member List”.



- Half the entries on the sign-in sheets (26, representing 18 unique names) are not on GHA’s master list and have unknown addresses
 - o Could be FCE renters, legitimately using the pool based on the owner paying FCE dues
 - o Could be Middleridge residents (or elsewhere) illegitimately using the pool
- A third of the entries on the sign-in sheets (15, representing 5 unique names) are not on GHA’s master list but have FCE addresses
 - o Could be FCE renters, legitimately using the pool based on the owner paying FCE dues
- Five names that were **not** on the GHA master list are on a GHA “2009 _ 2010 _ Summer _ Registration” list as **not** having paid summer dues in 2010. Two of these five are also listed as

not having paid in 2009.

- o These could be past members who are now coming to the pool as guests of active members.
- o There could be clerical/administrative errors at GHA.
- o This could be over \$2,000 that FCE should have collected.

The consensus of the Board was that we should not try to recover any dues from this year, but attempt to resolve the issues of people using the pool illegitimately by enacting policies and procedures in advance of next summer. Jim believes that we should enact some way to identify legitimate pool members. Jim wanted to balance the benefit with the cost and was concerned that too much of a system would raise concerns with members, particularly summer members who pay a premium to use our pool. However, George felt that summer members would probably be more concerned if they saw someone at the pool who they knew was not a member.

POOL MEMBER ENFORCEMENT: SUB-COMMITTEE FORMATION

Proposal: to form a sub-committee to research alternative solutions to pool enforcement issues. This sub-committee, with input from the Board of Directors (BOD), would develop a list of issues that they would address and then report back to the BOD at a future HOA meeting with the policies and procedures that Crystal Aquatics would implement at our pool.

Jim recommended creating an e:mail address for this sub-committee so that the BOD can begin sending comments and questions that the sub-committee would begin to address. Members who volunteered for the sub-committee are Krista Beenhouwer (chair), James Nickel, and Beth Meade (Middleridge).

In order to ensure that the work of the sub-committee can be incorporated into next year's contract with Crystal Aquatics, Jim said that he would need to sub-committee's report by January 15th at the latest.

Action Items:

- **Vice President**: Get Nationwide's \$2,100 D&O policy and review it. (Dave mentioned that he had just learned that Nationwide has contacted GHA with a \$2,100 bill for D&O insurance.)
- **Mark**: Draft a letter to Supervisor Cook requesting a change to zoning laws that allow a pickup truck, for example, to be hidden from view, which is the current County requirement.
- **Treasurer**: Contact GHA to ascertain how low our current checking accounts really are.
- **Secretary**: Coordinate with Webmaster to ensure that upcoming HOA meeting announcements on the website include agenda items.
- **Treasurer**: Bring copies of the Aging reports to subsequent HOA meetings.
- **President**: Contact Nationwide about a vandalism claim for the light fixtures around the pool and in the common areas. Also discuss the member use of grills and adding D&O insurance. (Jim contacted Nationwide, but did not have the policy number at that time. He will follow up with Nationwide by the August Board meeting.)
- **Common Grounds Chair**: Contact electricians for estimates for the light fixtures around the pool and in the common areas.
- **Board**: Create an FY11 budget line-item for the reserve study. (The 2006 Reserve Study cost ~\$2,800.)
- **Board**: Review aging reports at November and May HOA meetings to determine which aging accounts to have GHA turn-over to Association Attorney.
- **Webmaster**: ~~Change "FCE Architectural Review Request" (see #11) on website from "allow 21-~~

~~days to receive approval” to “allow 30 days to receive approval”.~~

- ~~• **Treasurer:** Ask GHA to research the accounting of the reserve fund and attend a future HOA meeting to help us understand the issues with accounting.~~
- ~~• **Board:** With each invoice from GHA, identify whether the payment is operating or reserve.~~
- ~~• **Secretary:** Contact AAA and American to determine what a community rate would be for trash/recycling.~~
- ~~• **ACC Chair:** Contact GHA about the disclosure packet process and why it does not hold-up the sale/transfer of homes.~~

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

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

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

Architectural Control Committee

ACC re-sale inspections:

1.

ACC reviews:

1.

Common Grounds

Neighborhood Watch

Pool

Social

Tennis

Playground

Miscellaneous

VIII. Old Business ----- 10 Minutes

1.

IX. New Business ----- 10 Minutes

1.

X. Executive Session ----- 20 Minutes

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

XI. Date, Time, Place of Next Meeting (*4th Wednesday of each month*): October 27, 2010, 7:30pm, Bonnie Brae Lower Music Room/Theater.

XII. Adjournment