

FAIRFAX CLUB ESTATES
BOARD OF DIRECTORS MEETING
Monday, December 13, 2010, 7:30 PM – 9:00 PM
Bonnie Brae Elementary School, Lower Theater

I. Call to Order

II. Verification of Quorum

Attendees:

Jim Thompson (President), George Reilly (Common Grounds), Pat Ring (Vice President), Phil Beenhouwer (ACC Chair and Secretary), Lu Wright (Board member), Dave Hardin (Treasurer), Steve Holskey, Krista Beenhouwer.

Board Members not in attendance: Mark Eackloff, *Jason Regnier*, *Mike Krzykowski (Tennis POC)*

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

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

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

Dave Hardin presented the current three-page delinquent report. The Board discussed an approach for deciding which overdue accounts should be turned over to the HOA attorney.

- The BOD voted 7-0 -- for the September billing only -- to have GHA send all accounts that are overdue by more than \$460 (i.e., 2 semi-annual payments behind) to the attorney. **Over \$16,000 in dues are still owed by FCE Homeowners!!!**
- **Dave will ask GHA how owners are informed of their overdue balances. Phil asked Dave to inquire if GHA's upgraded software system published outstanding**

balances on the October billing. (Over the summer, GHA informed Phil that a software upgrade to their financial system would finally provide outstanding balances starting with the September billing.)

- **Dave will inquire to GHA of their full options for paying semi-annual assessments.**
- **Phil must confirm that whatever legal fees are associated with the 30-day demand notice (that results in the attorney filing a lien on the property) are, in fact, passed along to the Homeowner.** This must be done prior to Dave informing GHA that accounts to send to the attorney.
- **Phil should also confirm what the one legal fee was that could not legally be passed along to the Homeowner.**

Dave discussed the HOA's current financial status. He noted that the HOA currently has \$44,000 in checking with a budgeted \$15K outgoing between now and March 31, 2011. However, this represents what has been budgeted to be spent, not necessarily what will actually be expended. In the near-term, Dave proposed that we make contributions from checking into the reserve account. In future years, he recommended waiting until after the October revenues to move money into reserves.

- The BOD voted 7-0 to move \$20,000 into the reserve account.

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

Architectural Control Committee

Common Grounds

- Neighborhood Watch
- Pool
- Social
- Tennis
- Playground
- Miscellaneous

VIII. Old Business ----- 10 Minutes

1.

IX. New Business ----- 10 Minutes

1. Proposed Process for Pool Membership Identification Enforcement, Krista Beenhouwer

- The Pool Enforcement Subcommittee did not look at guest fees or a timeframe for updating photos. Their goal was to create a process that is cheap and easy for lifeguards to manage.
- She recommended that the Board add language to the March semi-annual mailing to both homeowners and summer members identifying the swim team sign-up weekend. The Board also suggested using the pool sign marquee as well.
- She explained that during the swim team sign-up weekend, she could use a list of paid summer members from GHA to identify those members who have not paid, requiring them to pay before being allowed to sign-up their children for the swim team.
- The issue of the traditional sign-in sheet was raised, and someone stated that one reason for continuing it would be to track the number of guests.

- The Board did not want to consider using the sign-up time to review not just summer member's paid status, but homeowner's outstanding balances.
- Jim suggested that we would get the best coverage by placing a flyer in every homeowner's door instead of relying on mailing the information. However, the Board will likely also include some note in the March mailing that this new process is coming.
- Jim indicated that May is the month to get the process to Crystal Aquatics when they start training lifeguards. He wanted to ensure that the subcommittee consider detailed operational questions like: Who do lifeguards call if there's a problem? The subcommittee made it clear that lifeguards will not be enforcing anything; their only responsibilities will be to ask for the patron's name, and if they are not in the filing system, then they will request their name, address, phone number, etc. then allow them in. The information collected will be provided to the subcommittee, who will contact the person to arrange for a family photo to be provided.
- Jim asked the subcommittee to hammer out the procedures for how the lifeguards will have to deal with the process. For example, what happens when there's 30 people waiting in line? Does a lifeguard always need to be in the pool house?
- Finally, Jim mentioned an existing pool registration form (8 ½" X 11") that he says that everyone is supposed to fill-out. He recommended that the subcommittee consider how to incorporate that into our process.

2. Role of the Architectural Control Committee

- The Board tabled this discussion until such time that Mark Eackloff was present.

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*): January 26, 2011, 7:30pm, Bonnie Brae Lower Music Room/Theater.

Proposed agenda items:

- Role of the Architectural Control Committee
- Nationwide representative (covers D&O and overall HOA insurance)
- Prospective HOA management companies who have requested to brief the Board on their services
- Collections Resolution (e.g., John Korb's challenging the legality of a 6% fee charged 3% per six-month period).
- Initial draft budget for the next fiscal year (1 April 2011-31 March 2012)

XII. Adjournment