

FAIRFAX CLUB ESTATES  
BOARD OF DIRECTORS MEETING  
Monday, February 23, 2011, 7:30 PM – 9:00 PM  
Bonnie Brae Elementary School, Lower Theater

I. Call to Order

II. Verification of Quorum

Agenda:

1. Propane tank request
2. Review draft budget for the next fiscal year (1 April 2011-31 March 2012)
3. Collections Resolution

III. Membership Forum (*The maximum time for any one individual is limited to 5 minutes*) ----- 10 Minutes

Pat Ring wanted to acknowledge homeowner David Farrell, who cleaned-up the cul-de-sac by the pool, and went through the garbage to identify the person responsible. He was able to identify the name of a Middleridge resident, and he took photos and provided this information to the Police Department.

Pat also recommended we add content to the website to recognize the effort of homeowners, on a recurring basis.

Lu recommended we remind the HOA of their responsibility to clear their sidewalks of snow and move their vehicles off the street during snowstorms.

IV. Review Minutes from previous Board Meeting ----- 15 Minutes

**Action Items:**

- **President:** Send letters to trash/recycling companies for five-month estimates for service at the pool.
- **Webmaster:** add content to the website to recognize the effort of homeowners (recurring)

basis).

- **Webmaster:** add content to the website reminding the HOA of their responsibility to clear their sidewalks of snow and move their vehicles off the street during snowstorms.
- **George:** provide estimates and the approximate date of the vandalism to the Vice President, who will forward the information to Nationwide.
- **Vice President:** forward George's estimates to Nationwide.
- **Secretary:** Once the approximate date is determined, file a police report on the vandalism of the light fixtures around the common areas.
- **Hefners:** provide the President with their fence company reference for fixing the pool fence tear and a different tear in the tennis fence.
- **President:** coordinate the repairs of the tear in the pool fence and the tennis fence.
- **Secretary:** review GHA's recent spreadsheet of "associate" members, comparing that to the previous correspondence from GHA that indicated there were several associate members who had not paid in about a year.
- **Treasurer:** will speak with GHA to understand their process for receiving payments and addressing late payments.
- **Lu:** provide her interest rate explanation and algorithm to the Treasurer.
- **Treasurer:** provide Lu's interest rate explanation and algorithm to GHA.
- **Brian:** research the yard debris issue and contact the County if needed.
- **Treasurer:** verify the numbers in the YTD column (e.g., \$125,120).
- **Vice President:** Request that the auditors review the interest and late fees associated with the Collections Resolution.
- **Lu:** Provide the Board with the legal reference for clearing sidewalks.
- ~~**Secretary:** Change Bennett's date to "12/29/10" and inquire to GHA about the status of Bennett. [Bennett paid in full on 2/14/11, leaving a zero balance.]~~
- ~~**ACC:** Draft questions for the Board to consider that will help with the ACC Guidelines update. [Questions have been drafted and will be presented to the Board at the April meeting.]~~
- ~~**Secretary:** email George and ask for his input on the "Common Grounds" line-item (\$825 YTD versus a budget of \$2,500) [George identified the anomaly in the previous amount that caused the \$2,500 line-item and agreed with the proposed \$2,000 line-item for next year.]~~
- ~~**Treasurer:** request an estimate of Larson-Allen (?) to complement the two estimates we have received from GHA.~~
- ~~**Treasurer:** Inquire to GHA as to why the "legal" line-item is only "\$88". [YTD legal is closer to \$500 now.]~~
- ~~**Treasurer:** inquire to GHA as to what their monthly cost will be next FY. [GHA monthly will remain the same through September.]~~

- ~~Secretary: reply to the propane homeowner to submit an AGC request, including the plat with the proposed location of the tank identified. [Requested on 3/12/11.]~~

V. Review President’s Report ----- 5 Minutes

VI. Review Treasurer’s Report ----- 30 Minutes

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

- Architectural Control Committee
- Common Grounds
- Neighborhood Watch
- Pool
- Social
- Tennis
- Playground
- Miscellaneous

VIII. Old Business ----- 10 Minutes

**George will provide his estimates and the approximate date of the vandalism to Pat, who will forward the information to Nationwide.**

**Hefners will email Jim with their fence company for fixing the pool fence tear. Mark identified a different tear in the tennis fence.**

IX. New Business ----- 10 Minutes

Board members stepping down: Jason Regnier and Steve Holskey.

## FY12 Budget

**Phil will review GHA's recent spreadsheet of "associate" members, comparing that to the correspondence Phil received from GHA a couple of months ago that indicated there were several associate members who had not paid in about a year.**

To maintain the budget with no dues increase, the major driver was to eliminate the Labor Day weekend from the pool contract, reducing the "pool mgmt" line by \$1,600.

The Board approved this budget to be sent to the HOA, to be approved at next month's meeting.

## Collections Resolution

When is a payment considered late? Phil raised the issue that we need to consult with GHA to understand what their accounting system and bank can do. **Dave will speak with GHA to understand their process for receiving payments and addressing late payments.** The Covenants define the late period and the interest if late, and would likely need to be changed to allow the "next business day" issue.

### **What is the interest rate for late payments? How is it calculated?**

Lu will provide her explanation and algorithm to Dave, who will provide this to GHA. The Board deferred a vote until after Dave speaks with GHA.

**Late Fees?** Recommendation to increase the administrative fee from \$10 to \$15. The Board deferred a vote until after Dave speaks with GHA.

**Checks, Credit Cards, cash, PayPal?** Presently, you can pay GHA by check, automatic payment (ACH), and credit card (includes a fee). Jim understands that GHA (and their third-party billing

company) does not accept PayPal.

Phil raised the issue that logistically, we would probably not be able to update the Collections Resolution in time for the April billing, but Lu urged the Board to approve it in time for the April assessment. The Board agreed to vote via email when Dave gathers the answers to the above issues from GHA.

**Phil will reply to the propane homeowner to submit an ACC request, including the plat with the proposed location of the tank identified.**

**Brian said that one of the three Adare piles of yard debris has been removed, and he will research the issue and contact the County if needed.**

X. Executive Session ----- 20 Minutes

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

XI. Date, Time, Place of Next Meeting (*4<sup>th</sup> Wednesday of each month*):

March 23, 2011, 7:30pm, Bonnie Brae Lower Music Room/Theater.

XII. Adjournment