

FAIRFAX CLUB ESTATES
 BOARD OF DIRECTORS MEETING
 Monday, April 27, 2011, 7:30 PM – 9:15 PM
 Bonnie Brae Elementary School, Lower Theater

I. Call to Order

II. Verification of Quorum

Attendees:

Pat Ring (Vice President and Board member), Phil Beenhouwer (ACC, Secretary, and Board member), Dave Hardin (Treasurer and Board member), Mark Eackloff (Webmaster and Board member), Brian Hefner (ACC and Board member), Lu Wright (Board member).

Board Members not in attendance: *Jim Thompson (President and Board member), Lauren Hefner (Common Grounds Chair and Board member), Steve Holskey, Mike Krzykowski (Tennis POC and 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

Action Items:

<u>Topic</u>	<u>Person Assigned</u>	<u>Date Assigned</u>	<u>Comments/Status</u>
Collect questions and issues from the Board (e.g., accrual accounting) to be used to interview prospective property management companies.	Vice President	3/23/11	The Vice-President reminded the Board of the most-recent property management candidate who came to our attention had a price double that of GHA. The ACC Chair recommended we consider AAA, who, in addition to normal property management services, also provides ACC-like services.
Provide the Board with written concerns documenting any inconsistencies between the	Mark Eackloff	3/23/11	Mark agreed to enumerate the items in our governing documentation (e.g., Covenants,

By-Laws and Covenants and how they are currently enforced. Provide recommendations to resolve any issues (e.g., change provisions or enforce as written).			By-Laws) that we <u>are</u> adhering to.
Contact GHA or the attorney to identify the risk to the BOD for not following everything in our governing documentation.	Vice President	4/27/11	
Provide estimates and the approximate date of the common grounds light fixture vandalism to the Vice President, who will forward the information to Nationwide.	Common Grounds	2/1/11	The common grounds handoff from George to Lauren has occurred, so Lauren will review the paperwork handed-over to see if any estimates are in there. Lauren will assume this action item.
Forward George's estimates to Nationwide.	Vice President	2/1/11	Awaiting above action item.
Once the approximate date is determined, file a police report on the vandalism of the light fixtures around the common areas.	Secretary	2/1/11	Awaiting above action item.
Coordinate the repairs of the tear in the pool fence and the tennis fence. [At the March meeting, The President stated that he had received two proposals from his Service Magic request.]	President	3/23/11	The Secretary explained the hazard this poses now that the pool cover has been removed. The Secretary will contact The President to resolve this issue ASAP.
Contact Larsen-Allen to hire them for the quote they provided for two years of taxes and audits.	Treasurer	4/27/11	
Request that GHA create a line-item for "penalties".	Treasurer	4/27/11	
Speak with GHA to understand their process for receiving payments and addressing late payments.	Treasurer		The Treasurer stated that he provided this information to the BOAD via email.
Provide Lu's interest rate explanation and algorithm to GHA.	Treasurer		The Board voted 5-0 in favor of tabling any changes to the Collections Resolution process until FCE hires a new property management company in September. Therefore, no changes will be made to the collection resolution provided to the HOA last fall.
Verify the numbers in the YTD column (e.g., \$125,120). [The "YTD" column should be the <u>actual amount collected</u> , and should <u>not</u> include the \$15,000 that we are owed by delinquent owners.]	Treasurer		The Treasurer suggested that we <u>not</u> use accrual accounting with the next property management company. Mark explained that this is a commonly-accepted accounting method. The Vice-President will add this to the items we should ask candidate PMCs.
Request that the auditors review the interest and late fees associated with the Collections Resolution.	Vice President		
Add content to the website to recognize the effort of homeowners (recurring basis).	Webmaster	3/23/11	Mark will add content to the website as it is provided to him.

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

I am very pleased that, due to the Board's fiscal responsibility, we did not have to raise the homeowner fees from last year's rates. The new Board is busy with the tasks that the new fiscal year (that started 1 April 2011) brings, and we are looking forward to ensuring the real property that is owned by the 272 homeowners within Fairfax Club Estates is properly maintained and kept up to date. Several Board members have volunteered to do a bottom-up review of the Covenants and Architectural Review Guidelines, and that process will take several months.

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

The Treasurer stated that Mike Krzykowski requested payment for tennis improvements made last year and the Board approved the request.

The Secretary inquired whether the Board would be able to vote at next month's meeting on the dollar amount of delinquent balances to turn-over to the Attorney. The Treasurer felt that if we received the delinquent account report from GHA, we should be able to do that. The Secretary reviewed the Collections Resolution and reminded the Board that, as part of the process, GHA should be automatically mailing 30-day reminder notices to all homeowners with delinquent accounts on May 1st. He also indicated that as of that date, an administrative fee and half of the annual 6% interest would be applied to any overdue account. Lu, who arrived after this issue was addressed and voted on during a review of the action items, reiterated her concerns from previous meetings about the way that GHA applies interest to overdue accounts and raised a new concern that the Board knows that interest is being charged incorrectly, but isn't working with GHA to correct it. The Secretary disagreed with Lu that the Board "knows that interest is being charged incorrectly". Lu referred to the document she provided to the Board previously, citing her issues with how interest is calculated, but The Secretary

reminded her that the Board never approved or even voted on working with GHA to alter how interest is charged or whether to make changes to the Collections Resolution. Lu wanted her objections recorded in the minutes.

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

- Architectural Control Committee
- Common Grounds
- Neighborhood Watch
- Pool

Crystal Aquatics has started the pool opening procedures, and they will be prepping the water and the facility for the season starting Memorial Day weekend! Unlike previous years, this year we will be holding two pool registration days (please see website for more information), in order to help ensure that only authorized pool members and their guests use the pool.

- Pool Enforcement Sub-Committee

New Pool Identification Procedures for the Upcoming Season

The FCE Board has decided to re-institute a pool membership enforcement process due to recent concerns raised by homeowners and summer members that better enforcement of pool membership rules is needed. Each FCE homeowner, Associate Member, FCE renter, and Summer Member that plans on using the pool will be required to provide a 4x6 family photograph, including their last name, phone number, and email address.

The photo and information will be maintained at the pool front desk and checked by a lifeguard each time you enter the pool. The most convenient time to submit the photograph will be during the two swim team sign-up events, scheduled for May 7th and 27th. If you cannot attend in person to provide your family photos and information, please contact the Pool Enforcement Subcommittee at poolenforcement@fairfaxclubestates.org.

On a related note, pool membership **is required** if your children want to become a member of the Flippers swim team. If you want to register your children for the swim team, please send an email to fceflippers@gmail.com.

- Social
- Tennis
- Playground
- Miscellaneous

VIII. Old Business ----- 10 Minutes

Taxes and Audits: The Treasurer reminded the Board that Larsen-Allen has done our taxes and audits for 2007-2008. He stated that we still need to hire a company to do our taxes and audits for 2009 and 2010. He has received quotes from Goldklang (\$2,900), Larsen-Allen (\$2,250, albeit a bit out-of-date), and Turner-Jones (\$2,750). **The Treasurer stated that he will contact Larsen-Allen to hire them for the quote they provided.** The Board voted 6-0 in favor of this.

IX. New Business ----- 10 Minutes

Agenda:

1. Review of Covenants and By-Laws to identify whether the Board changes provisions or enforces as written.

2. Policy questions for Board to consider before updating the ACC Guidelines
 - a. How proactive does the Board want the ACC to be?
 - b. Does the Board want the ACC to identify existing architectural issues that have never been requested by a homeowner or approved by the ACC?
 - c. The Board did not agree that this should be done. However, there was consensus that the HOA be informed on a recurring basis about the requirements of the ACC Guidelines.
 - d. Does the Board want the ACC to identify architectural issues as soon as modifications have begun and become apparent to the ACC (that were not requested by a homeowner or approved by the ACC)?
 - e. Does the Board want the ACC to 'walk-the-streets' to identify architectural issues?
 - f. How does the Board want the ACC to address items that require a County permit that the ACC has no authority over (e.g., interior improvements)?
 - g. How does the Board want the ACC to address items that do not require a County permit but the ACC does have authority over (e.g., satellite dishes, chain-link fences)?
 - h. How does the Board want the ACC to address items that the ACC has authority over while the County simply oversees, but does not require permits for (e.g., Portable On-Demand storage units)?
 - i. How does the Board want the ACC to address items that the County oversees, but does not require permits for, that the ACC does not really have authority over (e.g., grass height, shed height, setback, overcrowding/boarding houses, inoperable vehicles)?
 - j. Based on the answers to the above questions, who on the Board is willing to assist the ACC with these activities?
 - k. Does the Board want to change the Guidelines to include items not considered five years ago (e.g., driveways, walkways, commercial vehicles)?

3. Mark's concern with the recent tax penalty assessed to FCE. Mark would like to see a separate line-item in the budget for "penalties". **The Treasurer will request that GHA create a line-item for "penalties".**

4. Ed Steffan's ACC issue with the neighbor behind him. In the course of inspecting the two properties, The ACC Chair visited Mr. Steffan at his home, where Mr. Steffan invited The ACC Chair into his home to view the backyard neighbor's property. The ACC Chair explained to the Board that it turns out that Mr. Steffan's main concern was seasonal brush (not grass) that is along the neighbor's fence line. Apparently, Mr. Steffan has spoken with the neighbor and asked him to better-maintain this area. Mr. Steffan noticed a shed on the neighbor's property and wondered if it was approved by the ACC. The shed is a Rubbermaid unit that is on the side lot of the neighbor's property. The ACC Chair informed Mr. Steffan of the possibility that the shed would exceed County size thresholds and, if so, could be subject to setback restrictions that could require the shed be moved from the side lot towards the rear, putting it closer to Mr. Steffan's property.

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*):

May 25, 2011, 7:30pm, Bonnie Brae Lower Music Room/Theater.

Proposed agenda items:

- Review of Covenants and By-Laws to identify whether the Board changes provisions or enforces as written.
- Board vote to move Reserve amount.
- Board vote to transfer delinquent accounts to the Attorney.

XII. Adjournment