

FAIRFAX CLUB ESTATES HOA
ANNUAL MEETING MINUTES
March 22, 2017, 7:30 – 9:30 p.m.
Bonnie Brae Elementary School Cafeteria

- I. Call to Order
- II. Verification of Quorum

Attendees: Chris Jewett (President), Paul Trkula (Vice President), Marshall Chapman (Common Grounds), Dave Hardin (Treasurer), John Korb (Webmaster), Angela Brown (Secretary), Bernard Lessard (ARB)

Board Members not in attendance:

Dave McGraw (Member at Large), Mike Krzykowski (Tennis),

Homeowners in attendance: Tim Stacy, Hannah Branning, Linda and Robert Thomas

Quorum present

- III. Old Business
 - Plans to publish financial statements
 - i. This has not been done in the past – the President will work with the association’s auditor to understand the requirements for a Management Discussion and Analysis explaining how the HOA’s money was spent. The budget includes line items, but an MD&A explains the variances between what was budgeted and what was spent. The president believes an MD&A will increase transparency in regard to financial execution and inform future board members of the circumstances surrounding each year’s financial results.
 - Capital improvements
 - i. The new entry sign on ox road has been completed, and for \$2,000 less than budgeted. There was a discussion regarding the update to the pool house floors using epoxy– explanation of materials and demonstration with sample. It was reiterated that this change will allow FCE to uniformly cover the pool house floor and enable lifeguards to clean the pool house daily and more comprehensively.
 - ii. There also was a discussion regarding the President working with volunteers to renovate the lifeguard station. Permits were approved by the health department for the pool fence; we just need to go to the fire marshal for final approval on this project.

- iii. The updates are planned to be completed by the start of the 2017 season, with the hope that the fire marshal moves things forward quickly with respect to the pool fence.
- iv. The HOA Board has also discussed cost-effective materials to create shade when needed – i.e., sail cloths. Options will continue to be evaluated as pool season approaches.
- v. The HOA has received a check from the swim team for \$500. The team continues to experience robust enrollment and will refund excess funds back to FCE HOA at the end of each year to the best of their ability. Driving higher swim team participation rates will lower the HOAs overall exposure to swim team operations. The refunded amount for the 2016 season will go into the reserve fund.
- vi. The President received notice from David Bulova that FCE is scheduled to have its roads repaved in the summer of 2017. Residents can monitor plans and progress [here](#). There will be some noise and construction but we will receive advance notice from VDOT and will keep neighbors apprised through the HOA's communications channels

IV. New Business

- New pool sign-in procedures
 - i. Beginning this summer, homeowners, associate and summer members will receive key tags with an ID number for entry to the pool. ID numbers will correspond with lot numbers for FCE homeowners. Associate and summer members will also receive key tags with unique identifiers. The key tags will not be required for sign in but visitors will need to know the appropriate lot numbers. We want to keep the lifeguards gainfully employed and ensure people are not using the pool when they are not authorized members or guests. The new procedure also ensures we have accurate information on file for members and visitors to the pool (emergency contacts, health info., etc.)

V. Homeowner forum

- Homeowner question: January minutes mentioned consolidation of trash removal – will be better for the environment, will reduce road traffic, etc. What is the status of this issue?
 - i. This Vice President will look into what would be involved in putting this into practice. There was a long discussion regarding potential obstacles, including: the fact that not all homeowners will want to comply, the need to change the covenants and bylaws (with a 66.6% homeowner vote). There was also discussion about engaging elected officials about potential state laws requiring HOAs to consolidate trash service with one carrier.

The conclusion was that the HOA Board will review the logistics involved in introducing a consolidated trash provider, however, homeowners must be prepared for the numerous obstacles that can prevent this from taking place.

The President will work with the HOAs lawyer as needed to identify the steps required to make changes to the covenants and bylaws with respect to trash collection.

- Homeowner question: Do we have a lot of homeowners who are not paying assessments? The answer is no. There was a discussion of management errors in which homeowners were not billed over an extended period of time. The association's legal counsel provided clear legal advice showing that these past due balances are collectible by the association. The President will reach out to the affected homeowners to discuss these unique situations.
- Homeowner question: How are we doing with reserve funding? We are due for a 5 year study. The President has walked the common grounds with contractor to review items that were listed for imminent repair during last study and all is well (i.e., pool pavilions – no wood rot or visible damage). There are some other items that will need to be addressed/reviewed – settlement crack on tennis court; section of drywall in pump room at pool needs to be repaired. Nothing significant has been reported about the pool and no imminent items have been observed. Currently, the HOA maintains a \$100k cushion for reserve funds.
- Homeowner question: Is what we are capturing in dues keeping pace with what will be needed in the future? The answer is yes. According to the Treasurer, there are items that come up periodically such as tree removal that are unpredictable and need to be done. However, at this time, what we are contributing to the reserve fund has more than covered expected expenditures. For the fiscal year ending March 31 2017, less than \$10,000 will be spent from the reserve fund. For fiscal year 2018, less than \$25,000 is expected to be spent from the reserve fund. Once all pending improvements have been made to the pool, the pool house will have been completely refurbished within the last five years.

VI. Additional Business

- There was an additional discussion regarding trees that were removed to construct Ox Road Estates, which could result in flooding in the creek. It was noted that while the developer went through all of the proper channels and is not liable for any issues, it would be prudent to approach the county

to express our concerns so there is a record of the complaint in should an incident occur.

- The President described the financial benefits to the community brought by associate and summer members. \$40,000 is collected annually, which is approximately 50% of the operating budget for the pool. Of those members, approximately half of the revenue comes from families with children who participate in the swim team. FCE makes a \$7,000 contribution to the team, which is repaid several times over.

VII. Announcements

- FCE and Middleridge are partnering for an Easter egg hunt at Middleridge park on April 8, at 2:00 p.m. – volunteers for setup would be greatly appreciated starting at 11:00 a.m.
- The spring yard sale with Middleridge has been scheduled for April 29
- Dates for a fall yard sale and dumpster day will be announced soon. The event will be coordinated and co-sponsored by Middleridge.
- Volunteers are needed! Email president@fairfaxclubestates.org if you are interested in getting involved.
- FCE is coordinating with Middleridge once again on summer movie night– date TBA
- FCE is partnering with Middleridge to host a first-ever Thanksgiving turkey trot featuring a 1-mile fun run/walk for kids and a 5k for adults – additional details TBA

VIII. Closing comments

- Homeowner question: Is it certain that we are to use paper bags for lawn refuse? (Homeowner received a letter announcing that the constraint would begin in March). The answer is unclear, however there has been no evidence to indicate that a new policy is being enforced.

IX. Next Board Meeting: Wednesday, April 11, 2017, at 7:30 p.m. at the FCE Secretary's residence.

- All homeowners and associate/summer members welcome
- Please email the secretary for HOA meeting address