

FAIRFAX CLUB ESTATES  
BOARD OF DIRECTORS MEETING  
Monday, March 23, 2011, 7:30 PM – 8:30 PM  
Bonnie Brae Elementary School, Lower Theater

I. Call to Order

II. Verification of Quorum

Attendees:

Jim Thompson (President and Board member), 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), Lauren Hefner (Common Grounds Chair and Board member), Steve Holskey, Carolyn Holskey, Chris Borer, Eric Little, Maria Little, and Lu Wright (Board member).

Board Members not in attendance: *Mike Krzykowski (Tennis POC).*

III. Membership Forum ----- 20 Minutes

*NOTE: The maximum time for any one individual is limited to 5 minutes*

Chris Borer stated that his wife responded to a survey from David Bulova and she requested that VDOT review our neighborhood's roads. Chris also inquired about the landscaping at the front of the neighborhood and Jim explained that our outgoing Common Grounds person has recently left the Board. Chris said that he and his wife would be willing to take this over.

Mark recommended that before we do any work to improve the FCE sign at the front of the neighborhood, we reconcile any provisions (e.g., sign restrictions) with the By-Laws or Covenants.

**Jim asked Mark to provide the Board with his written concerns and provide recommendations to resolve any issues.**

Dave inquired about the final decision on the pool guest policy with the new enforcement procedures.

Jim explained that the guest policy was not considered and will remain as-is (i.e., no fees for guest, but guests must come with a pool member, who must remain at the pool with the guest).

IV. Review Minutes from previous Board Meeting ----- 5 Minutes

Action Items:

- **Vice President:** Collect questions and issues from the Board to be used to interview prospective property management companies.
- **Webmaster:** add content to the website to recognize the effort of homeowners (recurring basis).
- **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.
- **President:** coordinate the repairs of the tear in the pool fence and the tennis fence. [He has received two proposals from his Service Magic request.]
- **Treasurer:** will speak with GHA to understand their process for receiving payments and addressing late payments.
- **Treasurer:** provide Lu's interest rate explanation and algorithm to GHA.
- **Treasurer:** verify the numbers in the YTD column (e.g., \$125,120). [The "YTD" column should be the actual amount collected, and should **not** include the \$15,000 that we are owed by delinquent owners.]
- **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.
- ~~Hefners: provide the President with their fence company reference for fixing the pool fence~~

~~tear and a different tear in 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.~~
- ~~• **Lu:** provide her interest rate explanation and algorithm to the Treasurer.~~
- ~~• **President:** Send letters to trash/recycling companies for five-month estimates for service at the pool.~~
- ~~• **Brian:** research the yard debris issue and contact the County if needed.~~

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

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

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

Architectural Control Committee

Common Grounds

Lauren has emailed George to transfer his records to her and will attempt to finalize the transition this weekend.

Neighborhood Watch

Pool

Crystal Aquatics has sent us their first bill and are currently ramping-up hiring lifeguards for the summer.

Pool Enforcement Sub-Committee

Social

- Tennis
- Playground
- Miscellaneous

VIII. Old Business ----- 10 Minutes

IX. New Business ----- 10 Minutes

Agenda:

1. Approve budget for the next fiscal year (1 April 2011-31 March 2012)

The vote was 16-1 in favor of the budget. Jim explained that the biggest concession made in the budget in order to keep the annual assessments the same as last year, was to eliminate the pool opening over the Labor Day weekend. However, if financial situations change and money becomes available, the Board could vote to pay the \$1,600 to have the pool open that weekend.

2. Approve Board of Directors

The vote was 13 in-favor of Board members, with one vote abstained.

3. Associate Members and the Collections Resolution

Jim explained that we are currently planning to interview property management companies.

The Board voted to have GHA add all 23 associate members into their “system” so that they receive semi-annual assessments; send 30-day and 60-day notices when associate members have outstanding balances; and be combined with homeowners in financial reports provided to the Board. Jim also said that we will terminate the contracts of any associate members who have outstanding balances as of May 1<sup>st</sup>.

4. Source Selection<sup>lite</sup>

Jim explained the recent situation with associate members’ billing and the outstanding balances of a third of the associate members. Phil offered his idea for an approach to identify the issues and questions we have for prospective management companies and proposed putting a bit of formality into the process of selecting our next management company. Jim suggested we consider taking a list of our recent issues to GHA and ask for some

resolution, but Pat suggested that we simply inform them that we are looking to open up the re-compete to all, and if they are interested in submitting a proposal, they should do so.

**Pat volunteered to collect the questions and issues for the prospective companies.**

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*):

April 27, 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.
- Policy questions for Board to consider before updating the ACC Guidelines
- Collections Resolution

XII. Adjournment