

Meeting Minutes
APPROVED

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The Association meeting was held during the coronavirus pandemic (COVID-19) at a Board member's house. The in-person meeting was limited in numbers due to Fairfax County Covid-19 Phase One restrictions. The meeting was held both in person for a restricted number of Board members and virtually in accord with the temporary legislation passed by the Virginia General Assembly on April 22, 2020 permitting 100% virtual meetings through June 30, 2022 due to the state of emergency caused by the health crisis. A quorum of Board members was present both in person and virtually at the meeting. Members of the community also participated virtually by ZOOM technology.

The President opened the meeting and asked for and received approval by the full Board of the Association's Annual Fall meeting minutes of November 3, 2019 with amended language stating that the incumbents serving in the positions of President and Treasurer (unopposed on the November 2019 election ballot), would be "Acting" until an election could be completed in the Spring. The Association unfortunately had to vacate their library meeting room at the November 2019 Fall Annual meeting before the election could be completed. No other members of the community had expressed an interest in serving on the Board.

At the Spring meeting the Board Vice President proposed the Acting President and Acting Treasurer be nominated for the Board (Janet Gnerlich and Marion Grimsley) and the nominations were seconded by another Board member. By affirmation of all those community homeowners in attendance (in person and virtually) the election of Janet L. Gnerlich and Marion Grimsley to the Board of the Association were approved. The Board then voted that all Board members remain in their current positions performing their duties with the exception that the President will continue to prepare the disclosure documents for sales and the Vice President (in the absence of a Grounds Chair) will continue to perform the Grounds Chair duties. The President stated that at the 2020 Fall Annual meeting of the Association all Board positions will be open for election in order for the community at large to be granted an opportunity to vote on the full Board. There is one vacancy on the Board.

The Vice President emphasized the need to find a Grounds Committee Chairperson and explained that he had been solely responsible for grounds maintenance. The Vice President detailed efforts to bid contracts for erosion control as approved by the Board during the 2019 Annual Fall meeting. After his presentation the full Board approved a contract for repair and replacement of two of the original common area retaining walls (one on each of the Association's streets) and a pathway between 9029 and 9031 Gavelwood Court. The full Board also approved contracts for additional grounds maintenance including but not limited to mitigating a sinkhole, Nutsedge weed mitigation, seeding, mulching, and sign replacements. The Board, in addition, approved \$1,000 in discretionary funds above the proposed contract prices for unanticipated expenditures discovered during execution of the ground maintenance contracts. The Vice President would be permitted to commit Association funds "not to exceed" the amount of \$1,000 after he reported the new work requirement to the Board. This would assist in not delaying the work and would save on the cost since the contractor would already be on site.

The President presented the budget for FY 2021 (1 JULY 2020 - 30 JUNE 2021) prepared by the Treasurer. The Treasurer was available virtually to answer any questions. After discussion by the Board and community members, the budget was approved by the full Board with the caveat that a revised budget may need to be issued after actuals for FY 2020 are settled. It is anticipated a portion of the grounds maintenance costs obligated under contracts will be expended before June 30, 2020 but if they are not, the Erosion Control budget for FY 2021 may need to be increased from \$25,000 to, either \$29,000 or \$31,000. As part of the budget approval, the full Board approved the CPI increase of \$22 raising annual dues to \$1,247. The President advised that only two homeowners were in arrears on their annual dues payments and their accounts had been turned over to the Association's law firm for collection.

The Architectural Committee Chairperson presented information on the annual inspections. In general, the neighborhood is in good shape. However, paint, rake boards and fences continue to be an issue with a handful of townhouses. Letters to homeowners/non-resident owners were mailed in November 2019 explaining the "Welcome New Neighbor" letter and package. The package is being given to all new neighbors and includes a copy of our architectural standards, parking rules and trash schedule.

The Web Administrator reported the much-needed update to the website is on schedule for the Fall of 2020.

The meeting was opened to community members to discuss any issues of concern. Following the discussion, the President adjourned the meeting.