

Lakewood Hills #2 Community Association  
Annual Fall Meeting  
December 6, 2020

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Meeting Minutes  
Not Approved

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The Board and Association meetings were held during the coronavirus pandemic (COVID-19) at a Board member's house. The in-person meetings were limited in numbers due to Fairfax County Covid-19 restrictions. The meetings were 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 meetings. Members of the community also participated virtually by ZOOM technology.

A brief business meeting of the Board was held prior to the Annual Fall meeting of the community. The Board approved the minutes of the June 7, 2020 Spring Informational meeting. The President stated she had been acting as the Treasurer since the former Treasurer, Marion Grimsley, passed away in October 2020. The President took possession of the Association's financial records from the former Treasurer and revised the final June 30, 2020 Treasurer's report to include the correct operating budget for 6/30/2020 and the former Treasurer's operating actuals for 6/30/2020. She presented the financial statement to the Board noting use of reserves to cover expenses and it was approved by the Board. The President indicated the financial statement, the invoices and check/deposit records reconciled with all the bank statements and she recommended the records demonstrated no risk to the Association if an official audit was not commissioned by the Board at the change of Treasurers. The full Board concurred in not commissioning an audit. The President updated the Board on collection efforts regarding two delinquent homeowners' accounts and requested permission to exercise her discretion in suspending collection efforts in the New Year of 2021 if costs of collection outpaced any success in recovery of debt owed the Association. The full Board approved her request. The President reported one of the homeowners that the law firm was pursuing had paid the current debt owed and was regularly paying off a bankruptcy judgment. Three homeowners (other than those referred to the law firm) were delinquent on their current dues and final demands would be sent out after the New Year.

The Vice President in his role as Acting Grounds Chair discussed placing the grounds contract with a new contractor and the requirement to place the snow removal contract with the same new grounds' contractor. The former provider would not continue snow removal services if they did not get the 2021 grounds contract. The Board approved the Acting Grounds Chair's recommendation for the two new contracts. The Board also approved the Acting Chair's expenditures for tree work (Sav-A-Tree) and other grounds requirements. The Board concurred in delaying several projects until 2022 including resealing the streets, curb and fire lane painting, updating 5-year reserve study (last one conducted in 2016 but not approved until corrections submitted in 2017), and retaining wall on Golden Ball Tavern Road near Gavelwood Court.

The President advised the Board that due to changes in the law the Board needed to consider three (3) resolutions regarding: (1) political signs in yards, (2) late fees for annual dues and (3) other fees related to refinancing. The President indicated she would draft up proposals for review by the full Board. The full Board agreed to the action.

The Head of the Architectural Control Committee (ACC) made its report and requested a pet waste letter be prepared for inclusion in the ACC inspection reports in the Spring. The full Board agreed to the action.

The Web Administrator reported on the Association's website update and stated the date has slipped to early Spring. The advanced billing of the services was approved for 2021 by the full Board but the contract would be revised for 2022 to have the costs stated in USD so the costs would not vary with the exchange rate for EUROS.

The President opened the meeting to the full Association by ZOOM access by honoring the work and life of the former Treasurer, Marion Grimsley. The President referenced her obituary.

The Board then conducted elections for three Members to the Board for two-year terms. incumbents, Andy Steel and Jennifer Little, were re-elected (unopposed) along with Lee Michels (unopposed) by affirmation of the eligible homeowners in attendance. Adam Solinsky (unopposed) was elected to the remaining one year of the former Treasurer's term by affirmation. The homeowners also affirmed the fifth Board Member Janet Gnerlich (unopposed) for the remaining year of her term. This action was taken as a technical correction because her election at the 2020 Spring Informational meeting lacked full notice to all the eligible homeowners because of the last-minute scheduling of a ZOOM meeting due to Covid-19 virus restrictions.

The Board voted immediately following the elections to continue the incumbent Board Members in their offices, Janet Gnerlich as President, Andy Steel as Vice President and Jennifer Little as Secretary and have Lee Michels assume the duties of the Treasurer and Adam Solinsky the position of Grounds Chair. The Board voted to modify the duties of the officers during the period of transition to the new officers to permit them time to learn their duties. The President would continue to prepare the Disclosure Documents and assist the Treasurer with tax matters and sales/refinances matters.

The President summarized the business meeting for the attendees of the ZOOM Association meeting and the Vice President again discussed pending ground matters including grounds and snow removal contracts, 2021 compostable paper bags for yard waste, erosion control projects and the resulting limitations/liabilities presented by redistribution of water flow, Golden Ball Tavern Road Initiative for speed bumps and volunteer support to canvas community interest, and winter procedures for shoveling snow and trash in addition to helping neighbors.

The meeting was opened to the Community for discussion and both the President and Vice President emphasized the need of Community participation to avoid the added costs of turning management of the Association over to a management company. The President adjourned the meeting.