

**MEETING MINUTES
GREENFIELD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 30, 2019**

The meeting was called to order at 7:07 PM at Lake Braddock Secondary School.

Board of Directors (BOD) members present were, **Michael Easdale, Jennifer Spaine, Kathy Smith,** and **Robin Cotchan.** **Tim Kirchner** represented Northern Virginia Management (NVM) and **Lulu Alborno** was not present.

Agenda: **Spaine** motioned and **Smith** seconded for the approval of the April 2019 agenda as amended. The motion carried.

Meeting Minutes: **Smith** motioned to approve the minutes from the November 2018 and the March 2019 meetings. **Spaine** seconded and the motion carried.

Members Forum:

- There were no member presentations at this meeting.

Committee Reports:

- **Treasurer's Report:** Reported balances as of March 2019
 - Operating Account:** \$4,317.23
 - Reserve Account:** \$124,951.97
 - Delinquencies:** \$-12,777.60
 - Total income year-to-date was:** \$6,215.83 over budget
 - Total operating expenses were:** \$12,368.49 over budget
 - Reserve contributions are as budgeted.**
- **Newsletter Committee:** **Smith** asked to be removed from this duty.

ACTION ITEM: The Board is to discuss whether there is a need for a set newsletter or a one-subject news alert as needed i.e. the trash situation, road repairs, holiday trash collection etc.

Manager's Report:

- **Resale packages** were requested this month from:
 - **5411 Crossrail Drive**
 - **9743 Ashbourn Drive**
- **Inspections:** Yearly inspection is scheduled for Tuesday, May 14 beginning at 9am.

Old Business:

- Trash: The Board members discussed American Disposal Services (ADS) collection problems reportedly caused by a labor shortage. This problem is being felt all over Burke and other Burke communities had contacted the County Supervisor to get involved. Kirchner presented some history of these services and proposed breaking the contract with ADS now that they had breached their 2x a week pickup stipulation with Greenfield Farms. He has been in contact with another private contractor (Patriot) which proposed the same services as ADS at the same price. **Easdale** asked that **Kirchner** verify with Patriot that they would provide the same bulk pickup services as ADS.

ACTION ITEM: With Board support, **Kirchner** is to verify bulk pickup services with Patriot before contacting ADS about breaking the contract.

- Resident's Water Run-off Issue: The Board discussed whether **Kirchner** had been able to look at the issues reported by the resident at 5417 Crossrail Drive, with water running downhill from Burke Road to the front of her property and upending her fence. The resident also complained about the new trees planted near her door. **Kirchner** reported that the incline is not steep and the trees were responsibly planted away from her property so there were no issues that the Board needs to address.

New Business:

- Letters Sent/Received: See board packet.
- 2018 Draft Audit: Noting that the audit claimed inadequacies in NVM account staffing, **Cotchan** asked **Kirchner** how many were employed at NVM. **Kirchner** answered that there were 11 people staffing NVM. **Kirchner** reported that the auditors praised the Association's assessments receivable balance being at 1% of annual assessments which is well below the 3% indicator for good collection procedures. **Smith** noted that the audit also mentioned that American Disposal Services may be overcharging the Association based on the terms of the contract. The contract states annual increase of up to 3.5% while the Association was charged an increase of approximately 6.4%. **Kirchner** explained that when the county raises their dumping rates, private trash collectors can raise their service rates without impinging on contracts. The Board approved **Easdale's** signature approval of the 2018 audit.
- Concrete Proposal: The Board discussed the proposal for needed repairs to the concrete sidewalks in the community. **Smith** motioned and **Spaine** seconded for the approval of the concrete work for the \$36,700.00 proposed. The motion carried.

ACTION ITEM: **Kirchner** is to correct the street names on the list and contract for these repair services.

- Land Sale Proposal: **Easdale** reported that the owners of the house included in the Greenfield Farms community want to propose a purchase of the common area between their house and the townhouses in order to build eight new townhouses. The land would have to be re-zoned and permission would have to be sought by attorneys from each homeowner. They would also have to consider all of the easements on that land. They offered \$200,000 for the land to Greenfield. The Board discussed the tentative idea and allowed for the resident to be invited to a future meeting to make a formal proposal.

ACTION ITEM: **Easdale** is to invite the resident to make a formal proposal to the Board on the sale of this property.

The next monthly meeting will be held May 28, 2019 at 7:00PM.

Smith motioned and **Spaine** seconded to adjourn the meeting. The motion was carried.



Robin Cotchan, Secretary