

**MEETING MINUTES
GREENFIELD FARM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 24, 2019**

The meeting was called to order at 7:08 PM at Lake Braddock Secondary School.

Board of Directors (BOD) members present were, **Michael Easdale, Kathy Smith, Jennifer Spaine, Zoraya Silva, and Robin Cotchan.** **Tim Kirchner** represented Northern Virginia Management (NVM).

HEARING:

Shelley Coury attended the hearing for her brother, Paul Coury (9706 Ashbourn) who received a notice about his tenants not reclaiming their trash cans after pickup and storing the can and recycling bin in the front yard. She reported that Paul had talked to the tenants about this and they have promised to resolve these issues.

Spaine motioned and **Smith** seconded a motion to not assess Mr. Coury for this infraction. The motion carried.

ACTION: **Kirchner** is to send a letter to Mr. Coury about this decision.

Agenda: **Spaine** motioned for approval of the September 2019 agenda with additions. **Smith** seconded the motion which carried.

Meeting Minutes: **Spaine** motioned to approve the minutes from the July 2019 meeting with a second from **Cotchan.** The minutes were approved as written.

Committee Reports:

- **Treasurer's Report:** Reported balances as of August 2019

Operating Account:	\$25,108.32
Reserve Account:	\$88,729.58
TOTAL:	\$113,837.90

Kirchner pointed out the fact that only \$3,422.08 is outstanding which is good for this time of year.

Smith made a motion that the Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. **Spaine** seconded the motion which was carried by the Board.

- **Newsletter Report:** **Cotchan** requested that **Kirchner** remove this item from future agendas.

Manager's Report:

- No Resale packages were requested this month;

Old Business:

- Platte for 5415 Crossrail Drive: **Kirchner** believes that the retaining wall in question is the responsibility of the HOA for repairs and that the homeowner will have to temporarily remove or brace his fence while repairs are made.

ACTION ITEM: **Kirchner** is to inform the homeowner when repairs are to be made to the retaining wall.

- Ditch for Rainwater Collection on Crossrail Drive: **Kirchner** reported that the water issue is only a problem during heavy rain storms and is mostly caused by the way the two homeowners built their entranceways (specifically, a ramp). There is no sign of silt or erosion so the occurrence of this issue is irregular.
- Patriot's Holiday Schedule: **Kirchner** reported that the schedule is usually sent by Patriot in October.

ACTION ITEM: **Kirchner** is to forward the collection schedule to **Cotchan** so that a flyer can be drafted for distribution. The flyer should also note that the ADS bins will not be picked up by ADS but can be used for recycling pickup by Patriot. The community also needs to be reminded that yard waste will only be picked up if it is in paper lawn bags.

- Unapproved Roof Installation on Crossrail Court: **Easdale** reported that a blue-gray roof had been installed on a tan and brown house without approval from the ARB. **Kirchner** spelled out options for action for the Board to take which included asking the homeowner to replace the new roof shingles. The Board voted to deny the ARB application which was filed after the roof was installed.

ACTION ITEM; **Kirchner** is to inform the homeowner that the application has been denied and begin a \$10/day fine until resolved.

New Business:

- Letters Sent/Received: The Board reviewed correspondence regarding tenant issues as provided by Management.
- 2020 Draft Budget: **Kirchner** reminded the Board that a Reserve Study was due and would cost \$3,500. The study will provide information on when the budget can afford to re-pave the parking lots. He suggested that only one parking lot per year be targeted and that the budget could handle interim patching. The Board decided to wait for the Reserve Study to be completed before moving ahead with the paving project. The paving project should be mentioned to the Members at the October meeting.

The Budget also proposes a \$2.00 monthly increase in HOA dues for 2020 to cover the rise in unscheduled garbage pickups and landscaping issues. **Spaine** initiated, **Silva** seconded a motion to present a \$2.00 (\$92/month) increase in HOA dues at the Membership Meeting in October. The motion was approved.

The Board also reviewed proposals for building steps down the hill between houses on Peppercorn for easier access to the back of the townhouses. The proposal was for \$6,400. The Board decided that funds for this are not affordable at this time.

ACTION ITEM: **Kirchner** is to send a letter to inform the homeowner that the Board denied the request due to lack of funding.

The Board also reviewed a proposal for the rebuild of a rotting retaining wall. **Smith** motioned to approve the funding to replace the retaining wall.

- 2019 Annual Meeting: The Board decided that the Annual Meeting would be scheduled for Tuesday, October 29, 2019. Kirchner reported that **Silva** will be on the election ballot along with **Spaine** who has agreed to run for an additional term.
- November Meeting: As there are enough Board members available on November 26th (the week of Thanksgiving), the Board will meet.

The next monthly Board meeting will be held November 26, 2019 at 7:00PM.

Easdale put forth and **Cotchan** seconded a motion to adjourn the meeting.



Robin Cotchan, Secretary