

**MEETING MINUTES
GREENFIELD FARM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 26, 2019**

The meeting was called to order at 7:05 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). Joel Montejaro of 5444 Crossrail Drive also attended the meeting as a spectator.

Election of Officers: The Board quickly chose the positions for 2020 as follows:

Mike Easdale, President
Jen Spaine, Vice-President
Kathy Smith, Treasurer
Robin Cotchan, Secretary
Zoraya Silva, Member-at-Large

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

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

Committee Report:

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

Operating Account:	\$24,581.52
Reserve Account:	\$94,288.97
TOTAL:	\$118,870.49

Kirchner again pointed out the fact that 3% assessment arrears is a very good statistic.

Manager's Report:

- Resale package requested for 5403 Crossrail

Old Business:

- **Glass Recycling:** Kirchner reported that Patriot would no longer be picking up glass items for recycling. The Board needs to communicate this change to the community through a flyer and email.

ACTION ITEM: Cotchan is to draft an announcement flyer about glass recycling and appliance removal.

New Business:

- Trash Issues: The Board discussed the continued occurrence of residents leaving appliances out in common areas without arranging for pickup by the waste hauler. They further discussed the fees that have been collected from residents who have been identified for leaving out these items. One resident asked that the \$500 assessment be waived. **Spaine** motioned for the \$200 fine only to be waived (leaving the \$300 hauler fee). **Silva** seconded the motion and it was carried.

ACTION ITEM: **Kirchner** is to inform the homeowner that the \$300 collection fee was not waived and therefore owed.

- Hoops Above Fence Line: There was some discussion about a letter sent to a homeowner about a basketball hoop located in a back yard that is visible above the fence line. The Board decided that this issue can be re-addressed should the homeowner challenge it at a meeting. The Board asked that this matter be continued to the next meeting for further discussion.

ACTION ITEM: **Kirchner** is to add this matter to the January 2020 Board Meeting agenda.

- Blade Runners 2020 Contract: The Board discussed and thoroughly reviewed the contract and asked questions. **Kirchner** stated that the contracted amount is \$21,490.00 of the \$31,000.00 budgeted for ground maintenance. Snow removal is a separate budget item and that part of the contract has already been approved. **Kirchner** added that GF's services are strictly, "mow, blow, and go." **Smith** made a motion to approve the contract as presented with a second from **Spaine**. The motion carried.
- Reserve Study: **Cotchan** mentioned that the 2018 Annual Meeting minutes that were approved in October stated that the last reserve study was done in 2016 and that another wasn't due until 2021. **Kirchner** clarified that the study would be started at the end of 2020 (October) and be published in 2021.
- Letters Sent/Received: The Board reviewed correspondence regarding tenant issues as provided by Management.

Open Forum:

- Kids Playing in Street: The Board members had an informal discussion about the safety concerns with allowing kids or any residents to play in the street/parking lots. **Kirchner** counseled that the Board can dictate acceptable use of the streets and parking lots on the property and has to address all residents' complaints surrounding this issue. The Board is divided on whether or not to prohibit these activities. There was also mention that while the tot lot is in good shape, there does

not seem to be a suitable place on the common grounds for older children to play various types of sports or ride bicycles.

ACTION ITEM: **Kirchner** is to contact the HOA's attorney for guidance on the right to enforce rules as well as the parameters of that enforcement.

ACTION ITEM: **Kirchner** is to formally put this matter on the January 2020 agenda.

The next monthly Board meeting will be held January 28, 2020 at 7:00PM.

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



Robin Cotchan, Secretary