

**MEETING MINUTES
GREENFIELD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 31st, 2017**

The meeting was called to order at 7:00PM at Lake Braddock Secondary School.

Board of Directors (BOD) members present were **Michael Easdale**, First Vice President, **Jennifer Spaine**, Second Vice President. **Kathy Smith**, Treasurer, **Laura Sapanara**, Secretary, **Tim Kirchner** represented Northern Virginia Management (NVM).

Agenda: Easdale motioned and Smith 2nd to approve the January 31st, 2017 agenda, as amended. The motion carried.

Agenda: Easdale motioned and Smith 2nd to approve the November 2016 Annual Meeting minutes, as amended. The motion carried.

Members Forum: (insert home number here) homeowner attended the board meeting to express her concerns with the bus stop right in front of her townhome. Parents from other parts of the community have been pulling into reserved spots to drop off and pick up their children. In one instance, a parent was in the homeowner's spot, resulting in a conflict. The homeowner also believes this parent may be responsible for vandalism to her townhome. The Board informed the homeowner that enough parents must file a complaint in order for the bus stop to be moved. The location of the bus stops is determined by the county, not the HOA.

The homeowner also cited an architectural issue with 5548 Peppercorn Dr. Easdale will send a letter to the homeowners.

Committee Reports:

- **Treasurer's Report:** Reported balances as of December 2016 were:

Operating Account:	\$10,078.96
Reserve Account:	\$150,428.53
Delinquencies:	\$-6,173.05
Total income year-to-date was:	\$4,156.75 under budget
Total operating expenses were:	\$10,078.96 over budget
Reserve contributions are as budgeted.	

- **Newsletter Committee:** Sapanara will forward newsletter draft to Smith for early Spring distribution. Sapanara will be leaving the Board effective April 1st, 2017. In her absence, Smith will chair the newsletter committee.

Manager's Report:

- Resale packages were requested this month:
5535 Peppercorn Drive
5536 Crossrail Ct.

- **Inspections:** Inspection of units in Greenfield are ongoing.
- **Accomplishment List:** Replaced firelane signs and painted all yellow curbs
- **2017 Parking Passes:** Have been ordered and should be mailed out by mid-February.
- **Increase in Trash Pickup:** Enclosed is the new 2017 trash pickup rate for the Board's review.

Old Business:

- **Fire Department Violations:** Paperwork has been filed with the county to inform them that all the required changes

New Business:

- Letters Sent/Received: See pages 33-47 in the board packet.
- Election of Officers: The Board elected its officers as follows:
Mike Easdale, President
Jennifer Spaine, First Vice President
Kathy Smith, Treasurer
Laura Sapanara, Secretary
- End of Year Financials: Smith provided a review of end of the year financials.
- 2016 Draft Annual Meeting Minutes: Easdale motioned and Smith 2nd to approve the November 2016 Annual Meeting minutes, as amended. The motion carried.
- Community Vandalism: NextDoor reported some community vandalism to include destruction of Christmas decorations and theft from vehicles.

The next monthly meeting will be held February 28th, 2017 at 7:00PM.

Easdale motioned and Spaine 2nd to adjourn the meeting. The motion carried with a unanimous vote.

Laura Sapanara, Secretary