

DRAFT – MINUTES NOT APPROVED

**MEETING MINUTES  
GREENFIELD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 28<sup>th</sup>, 2017**

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

Board of Directors (BOD) members present were **Michael Easdale**, President, **Jennifer Spaine**, 1st Vice President, **Kathy Smith**, Treasurer, **Laura Sapanara**, Secretary. **Tim Kirchner** represented Northern Virginia Management (NVM).

**Agenda:** Spaine motioned and Smith 2<sup>nd</sup> to approve the March 28<sup>th</sup>, 2017 agenda. The motion carried.

**Meeting Minutes:** Spaine motioned and Smith 2<sup>nd</sup> to approve the meeting minutes from the January 2017 and the February 2017, as amended.

**Committee Reports:**

- **Treasurer's Report:** Reported balances as of February, 2017 were:

<b>Operating Account:</b>	\$3,873.18
<b>Reserve Account:</b>	\$155,933.24
<b>Delinquencies:</b>	\$-10,148.47
<b>Total income year-to-date was:</b>	\$3,899.71 over budget
<b>Total operating expenses were:</b>	\$10,172.46 over budget
<b>Reserve contributions are budget.</b>	
  
- **Newsletter Committee:** Sapanara will be resigning from the GFHOA effective April 2017. Smith will acquire her duties as chair of the newsletter committee. Sapanara will provide Smith with her archived newsletters for review.

**Manager's Report:**

- One resale package was requested this month for 9745 Ashbourn Drive.
- Inspection of townhouse units in Greenfield is ongoing.
- **Accomplishment List:** installed fire lane signs and painted all yellows curbs as directed by Fairfax County Fire Department to bring Community up to County Code.
- Fallen tree from recent wind storm has been removed.

**Old Business:** There was no old business to be addressed.

**New Business:**

- **Letters Sent/Received:** Enclosed on pages 27-37 are letters received and sent during the past month for the Board's review.

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- NVM agreed to contact the HOA's arborist to make an annual assessment of the health of the trees on the community common grounds and also to provide a five year plan to begin replacing trees that have been removed.  
Concrete Repairs: NVM will inspect all the concrete sidewalks and curbs for any needed repairs.
- Spring Inspection Date: The Board agreed to hold the Spring Inspection on April 18<sup>th</sup> at 9:30am.

The next monthly meeting is tentatively scheduled for April 25<sup>th</sup>, 2017 at 7:00PM.

Spaine motioned and Smith 2<sup>nd</sup> to adjourn the meeting. The motion carried with a unanimous vote.

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Jennifer Spaine, 1<sup>st</sup> Vice President