

**MINUTES
BOARD OF DIRECTORS MEETING
APRIL 12, 2016 7:00 PM**

**GREENE MILL PRESERVE
Greene Mill Preserve Clubhouse
41074 Solti Way
Leesburg, Virginia 20175**

BOARD ATTENDEES

Joe Payne – President
Jeremy Baker – Vice President
Randy Duncan – Vice President
Kerry Oldfield – Treasurer
Katie Kutch – Secretary

RESIDENTS IN ATTENDANCE

Todd Allen – 22413 Nickman Way
Debi Boyers – 22606 Wilderness Acres Circle
Gary Cuppett – 22480 Amori Lane
Kathy Landmesser – 22380 Aging Oak Drive
Michael Landmesser – 22380 Aging Oak Drive
Kevin McCarthy – 41181 Black Branch Parkway
Kathy McMeekin – 41054 Coltrane Square

OTHER ATTENDEES

David Prutz – Sentry Management Inc.

CALL TO ORDER

Joe called to order the April 12, 2016 Greene Mill Preserve Board of Directors meeting at 7:05 p.m.

QUORUM

A quorum was established with all five Board of Directors members present.

APPROVAL OF MINUTES

Meeting Minutes from March 2, 2016 were presented and were accepted as written. Motion to approve presented by Randy and seconded by Kerry. This motion passed unanimously.

TREASURER'S REPORT

The treasurer went over the financial report from the packet including the operating, reserve and total budgets on the balance sheet. Discussed the purchase of CDs and recommend another \$75,000 CD, keeping \$100,000 in

the money market for a few months to finish up projects. Treasurer will maintain a structure to have \$75,000 coming due every year and keeping no more than \$50,000 - \$75,000 in money markets. More assessments received from SFMC will reflect in the March 2016 Balance Sheet.

COVENANTS COMMITTEE

Covenants discussed the Spring Newsletter write up which reminded people to clean up their property and the process for architectural reviews. Presented approval/denial forms from the Covenants Committee to Sentry Management, Inc. Discussed the upcoming HOA inspections and went over calendar for May. These inspections will be done over the course of three or four weeks. Discussed the legal rights of the HOA in terms of homeowners who do not comply with covenants review. The HOA has the right to take a lien against the property, accelerate assessments, restrict access to pool and/or clubhouse and bill for maintenance. The owner of the property will be held responsible over the renters of the property. The official inspector will flag everything that is not in compliance and then the Board of Directors and Covenants Committee will work together to determine what projects have been grandfathered according to official records. There were also concerns expressed about violations in the rear of the property. Reasonable access should be granted. Notice will be given out to all residents and the roadside sign will be displayed on Black Branch Parkway when property inspections are in progress.

GROUNDS AND LANDSCAPING COMMITTEE

Spring cleanup has commenced with mulch, shrubs, etc... Shrubs will wait on Black Branch Parkway until forsythia bloom is complete and will then be hand pruned. Cutout grass where drainage issue was will be complete this week. Edging on trees was not done completely so it didn't cut tree roots.

SOCIAL COMMITTEE

The Social Committee is in dire need of volunteers, including a new chair. Many of the upcoming events are at risk of being cancelled due to lack of volunteers.

Upcoming events:

- Yard Sale
 - 5/7/16 beginning at 8:00 AM
- Fun Run
 - 5/15/16 at 5:00 PM
- Bunko Night
 - 6/11/16 at a time TBD
- Movie Night and Campout
 - 6/25/16 at a time TBD
- Fourth of July BBQ and Parade

- 7/4/16 at a time TBD
- Movie Night
 - 8/20/16 at a time TBD
- Halloween
 - 10/31/16 at a time TBD
- Thanksgiving Morning Football Game
 - 11/24/16 at a time TBD
- Holiday Pictures with Santa
 - Date and time TBD

OPEN FORUM

The following items were brought up during Open Forum:

- Benches – community benches are to be refinished in June. Replacement benches may also be purchased.

OLD BUSINESS

The following items were brought up as Old Business:

- Community Rear Entrance Sign – Todd Allen is working with a contractor to obtain a quote for the sign. Signs will look similar to the front for cohesion and will be placed on both sides of Waxwing Drive. Also looking at commercial grade solar lighting and the repair the Black Branch sign. David to provide Todd with another contractor name for a quote.
- Trash Pickup Route – CSI Disposal provided a map with times of current trash pickup route for discussion. The board and all residents in attendance did not feel the need to update the route at this time and will readdress in the fall.

NEW BUSINESS

The following items were brought up as New Business:

- Clubhouse Cleaning Contract – David to gather the three proposals for a formal clubhouse cleaning schedule to include a larger cleaning two times per year and smaller cleanings four times per year. Will determine a good schedule to coincide with events sponsored by the Social Committee.
- Common Area Lighting Maintenance Improvements – David will gather proposals for potential lighting of the basketball court, Waxwing Drive entrance, pergola and gazebo.
- Pool Umbrellas – Looking at additional shade for the pool to include cabanas or large pool umbrellas. Katie will work with David to gather options and pricing.
- Inspections – A member of the Board of Directors and/or Covenants Committee Members will need to accompany the official inspector for

the covenants review. David provided a calendar to the Board of Directors.

DECISIONS/ACTIONS

The following items were brought up as Decision/Action Items:

- Clubhouse Pool and Painting Proposals – David has gathered three proposals for exterior painting of the Clubhouse and Pool. Katie will present three colors to choose. Motion to approve Ultra Company, Inc. presented by Jeremy and seconded by Kerry. This motion passed unanimously.
- Clubhouse Pool Deck and Patio Corrective Maintenance – Discussion of maintenance to pool deck and patio. David presented three options and quotes for this project. Motion to approve Rock Water Farm for a price not to exceed \$70,000 presented by Jeremy and seconded by Randy. This motion passed unanimously.

NEXT MEETING DATE

The next Board Meeting is scheduled for June 8, 2016 at 7:00 PM in the clubhouse.

ADJOURNMENT

The meeting was adjourned at 9:13 PM for movement to the executive session. The executive session began at 9:17 PM and was adjourned at 9:28 PM.

Respectively submitted by,



Katie Kutch
Secretary of the Board of Directors

DATE APPROVED: 6/1/16