

**MINUTES  
BOARD OF DIRECTORS MEETING  
JUNE 1, 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  
Scott Bergeron – 22410 Dinah Place  
Tammy Bergeron – 22410 Dinah Place  
Marco Crivelli – 22390 Gateshead Way  
Gary Cuppett – 22480 Amori Lane  
Danny Davis – 40972 Indigo Place  
Matt Duffy – 40973 Indigo Place  
Nick Holmes – 40964 Indigo Place  
Kathy Landmesser – 22380 Aging Oak Drive  
Michael Landmesser – 22380 Aging Oak Drive  
Eric Mandel – 22360 Aging Oak Drive  
Chris Marchant – 22574 Wilderness Acres Circle  
Kevin McCarthy – 41181 Black Branch Parkway  
Chuck Sarahan – 22454 Tess Drive  
Matthew Yin – 22400 Aging Oak Drive

**OTHER ATTENDEES**

David Prutz – Sentry Management Inc.

**CALL TO ORDER**

Mr. Payne called to order the June 1, 2016 Greene Mill Preserve Board of Directors meeting at 7:08 p.m.

**QUORUM**

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

**APPROVAL OF MINUTES**

Meeting Minutes from April 12, 2016 were presented and were accepted as written. This motion passed unanimously.

### **TREASURER'S REPORT**

Went over Manager's Report from Sentry Management to look at the finances. Also went over the Balance Sheet including liabilities, reserves and general maintenance fund. Currently, we have a little over \$100,000 in our operating budget and around \$350,000 in reserves. The treasurer will work with the Board of Directors and Sentry Management to determine a budget for next year that will include the rebid of existing contracts (trash, grounds and landscaping, etc...) to determine the amount that can be spent on the improvement of existing facilities.

### **COVENANTS COMMITTEE**

Covenants Inspection was complete during the month of May. Communication and concerns should be addressed to David at Sentry Management. Covenants violations should be complete by July 30, 2016.

### **GROUNDS AND LANDSCAPING COMMITTEE**

Clubhouse and patio renovation is almost complete. This includes the new paint at the clubhouse and pool house, new exterior hardware and updated lighting fixtures. New landscaping was also included on the patio. The new trash cans are on order and should be here in the next week. They will be installed no later than mid-June. Pet waste stations have also been installed and a few more will be installed in the future.

### **SOCIAL COMMITTEE**

The Social Committee is looking for new members. Upcoming Events:

- Bunko Night
  - 6/18/16 at 7:30 pm
  - RSVPs due by 6/11/16
- Movie Night and Campout
  - 6/25/16 at 8:45 PM
- Fourth of July BBQ and Parade
  - 7/4/16 at a time TBD
  - Ponies and train are unavailable
  - Looking into a waterslide for this event
  - May look at utilizing a Sign Up Genius link to assist with volunteer coordination
- 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:

- Traffic Calming Committee – residents expressed continued concerns about speeding along Black Branch Parkway and Waxwing Drive. They were informed about potentially joining the existing traffic calming committee. The committee would need to come up with an idea and, with assistance of the Board of Directors, contact a local government official to petition VDOT for a traffic calming study. A petition may also be a useful tool for this study. A suggestion was brought up to have a petition available at the July 4<sup>th</sup> event for residents to sign. The resident at 41181 Black Branch Parkway also offered his driveway for the Loudoun County Sheriff's Office to use for speed traps along that road.
- Fountains – currently being rebuilt and repaired and should be ready toward the end of June.
- Paving on Black Branch Parkway for runners – a few ideas brought up to ensure Black Branch Parkway is safe for runners and walkers. At this time, there is no solution in place, but potential ideas including a paved path were discussed.
- Waste Removal – the Board of Directors will put out for new bids in the August timeframe for a waste removal contract.
- The Barn Trail – the resident at 41181 Black Branch Parkway asked that if the mowing on the Barn Trail had not yet commenced, if it could be moved further back on the easement and away from the home.
- Basketball Court Lighting – the resident at 41181 Black Branch Parkway expressed concerns over potential lighting at the basketball court.
- Covenants Process – several residents expressed concern over the Covenants inspections that were completed in May. It was expressed that the Board of Directors and Sentry Management decided that for the first inspections, everything that was a Covenants violation would be written up to gather a baseline for future inspections. This data would be provided to the Covenants committee to potentially amend the existing covenants and determine if any changes should be made including ornamental flags, birdhouses, etc... The Board wants to work with people, and not against people, to ensure that the neighborhood looks great, but at the same time, residents are happy with the process. Specific questions should be directed to David at Sentry Management.

### **OLD BUSINESS**

The following items were brought up as Old Business:

- GMP Waxwing Sign – defer until all bids have been received.
- Clubhouse Furniture and Blinds – defer until the fall.
- Lighting in Common Areas – defer until the fall.
- Pool House Painting – David to create a punch list for the painting company.
- Clubhouse and Pool House Pool Deck Corrective Maintenance – David to create a punch list for Rock Water Farm.
- Clubhouse Cleaning – David still looking at contracts for Clubhouse cleaning.
- July 4<sup>th</sup> Celebration – the Board plans to adhere to the budget for 2016 and look into increasing the budget for 2017.
- Trash Cans, Fountains and Benches – discussed during Grounds and Maintenance. Benches will be cleaned in mid-July.
- Covenants Inspection and Follow Up Inspection – discussed during Open Forum

### **NEW BUSINESS**

The following items were brought up as New Business:

- 2017 Budget Schedule

### **DECISIONS/ACTIONS**

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

- Pool Umbrellas and Pool Furniture – because the pool deck has increased in size, there is need for some additional pool furniture. The Board plans to order six new umbrellas at a cost of no more than \$200 per umbrella. Additional lounge chairs will also be purchased around \$3000. Total not to exceed \$5000. Motion to approve the purchase of additional pool furniture for a price not to exceed \$5000 presented by Randy and seconded by Katie. This motion passed unanimously.

### **NEXT MEETING DATE**

The next Board Meeting is scheduled for September 14, 2016 at 7:00 PM in the clubhouse.

### **ADJOURNMENT**

The meeting was adjourned at 8:13 PM and there was no need for an executive session.

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Respectively submitted by,

A handwritten signature in black ink that reads "Katie Kutch". The signature is written in a cursive, slightly slanted style.

Katie Kutch  
Secretary of the Board of Directors

**DATE APPROVED:** September 28, 2016