

**MINUTES OF THE
2015 ANNUAL MEETING OF
GRAY'S POINTE CONDOMINIUM**

Fairfax Church of Christ

Fairfax, Virginia

6:30 p.m.

November 9, 2015

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| <u>Board Members Present:</u> | Eneyda Bezares | President |
| | Holly Purcell | Vice-President |
| | Jim Mullins | Member at Large |
| <u>Board Members Absent:</u> | Barbara Cohen | Secretary |
| | Marge Finnegan | Member at Large |
| <u>Others Present:</u> | Pam Ward | Property Manager, TWC Management |
| | Tammi Butler | Recording Secretary, Notable Minutes, Inc. |

Homeowners Present:

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|--------------------|--------|
| Lorraine Dragavon | 12951B |
| Janet Goodwin | 12841B |
| Elizabeth Early | 12910B |
| Annette Shaul | 12954C |
| Stefanie Hill | 12933A |
| Michelle Mullins | 12951A |
| Rebecca Wilson | 12922A |
| Kathy Greene | 12901A |
| Elizabeth Early | 12925 |
| Alonna Dawes | 4056C |
| Tara Taylor | 12935A |
| Steve Han | 12951C |
| Scott Pio | 12960A |
| Sydney Myers | 4050B |
| Alan Van Looveren | 12932A |
| Rebecca Borghi | 12902B |
| Chin Huang-Stalide | 12956C |

I. CALL TO ORDER /VERIFICATION OF QUORUM/INTRODUCTIONS:

Ms. Bezares called the 2015 Annual Meeting to order at 6:30 p.m. Management announced a quorum of unit owners (25%) was met with owners represented either in person or by proxy. Ms. Bezares introduced the Board members.

II. REVIEW OF THE 2014 ANNUAL MEETING MINUTES:

MOTION: BY CONSENSUS, the November 4, 2014 Annual meeting minutes were approved as presented.

III. OFFICER'S REPORTS – ACCOMPLISHMENTS OF 2015:

President's Report:

Ms. Bezares stated the major project completed for 2015 was renovating the foyers. The foyers walls and bannisters were painted. In addition, the carpets, heaters, indoor and outdoor lighting were replaced. The goal was to improve the curb appeal in the community for better resale. The light sensors were replaced and should be turning the lights on before dust. The mailboxes are in the process of being replaced and will include a parcel box. Peter Izzo from Peter's Landscaping is working with the postal service to install the mailboxes. Management explained to owners the process for the key exchange. The project will take three to four weeks to complete. The mailboxes are gray which will work well with the color scheme of the community.

Ms. Bezares stated the Board agreed to a new landscaping contract. The new contract with Peter's Landscaping will begin in January. In addition, the cleaning service contractor was also replaced in October. The new contractor will provide services five days a week. Some of the services include: cleaning the foyers twice a week, sweeping the front porches, cleaning the front sign, and picking up trash. Ms. Bezares also mentioned that the front entry sign was replaced last year. The main focus for next year will be landscaping upgrades which will cost from \$80,000 to \$100,000.

IV. FINANCIAL REPORT:

Ms. Ward reported referred to the financial report as submitted in the Board packet. The fiscal year starts April 1st through March 31st. The report presented was for October 31st, with five months remaining in the fiscal year. Currently, the Association has \$482,448 in Reserves. All of the projects completed this year have been paid. Management explained that Virginia has a statutory requirement for Associations to conduct a reserve study every five years and contribute a specific amount to the reserves each year based on the results of the study. The reserve contributions for this year, which ends March 31, 2016, is \$286,000. The Association currently has a small surplus for this year; however, the report does not reflect snow removal for the upcoming months. The allocation for snow removal is \$31,000. The Association has been spending more than \$10,000 above its budget on average the last five years. Most likely there will be an increase for snow removal for next year's budget.

An owner asked when the community would be painted. Management stated painting was on a four year cycle. The next paint cycle would be 2017. The cost for painting is approximately \$100,000.

An owner had a concern about the condition of the concrete on the porches. Management stated the porches would be addressed in the future.

An owner asked if the Board would consider wrapping the wood trim on the gables. Ms. Bezares said the Board would consider if it helps save money.

The Board received the 2014 Audit report and was in the process of reviewing it. Due to all the recent projects, the reserves are on the low side and the Board will focus on rebuilding them.

An owner asked about the percentage of renters to owners. Management stated that 40% of the units are rented.

An owner had a concern about the foyer doors not closing. Management will have Cutting Edge inspect all 38 doors to ensure they are functioning properly.

V. COMMITTEE REPORTS:

Pool: Ms. Bezares reported that the pool season went well. Atlantic Pool manages the pool.

Finance & Budget: A summary of the finance and budget was reported. Ms. Ward stated she will soon be working on the budget for next year.

Landscaping: Ms. Bezares stated there would not be any trees planted to replace the pines that died several years ago.

Website: Ms. Bezares stated the website was up and running. The website will need to be updated. An owner asked about having a Facebook page. The Board will consider creating a group on Facebook.

VI. ELECTION OF BOARD OF DIRECTORS:

Ms. Ward announced that three positions are available on the Board. The Board is comprised of five Board members and they serve three year terms. The terms are staggered. Last year Jim Mullins' position was up for election. Since there was no quorum last year, his position is up for election this year. Barbara Cohen's and Marge Finnegan's three year terms are expiring. Management stated Barbara Cohen and Marge Finnegan, who were not present, informed Ms. Ward they were interested in serving again. Mr. Mullins was also interested in running again. Loraine Dragavon nominated herself. Mr. Mullins and Ms. Dragavon introduced themselves and stated reasons why they were interested in becoming a Board member. The ballots were cast and counted. Jim Mullins, Barbara Cohen, and Loraine Dragavon were elected to the Board.

VII. COMMUNITY ISSUES:

Owners had questions/concerns/comments about: (a) the poor condition of the field between the model home and the townhouses because neighborhood children are playing ball there; (b) speeding in the neighborhood; (c) potholes on the and service road that is owned and maintained by Fairfax County; and (d) the porches that are screened in and why some have lattice.

The Board and Management responses were: (a) they were aware but unfortunately it is difficult to control; (b) Board members discussed replacing the speed bumps last year but will consider having speed tables installed; (c) VDOT has to be contacted about the pothole on Townwood Drive; Fairfax County needs to be contacted about the service road; and (d) the Board was aware and the owners were given specific guidelines to follow for installing the porches. Some variation has been allowed.

VIII. GENERAL DISCUSSION

Raffle: All of the owners in attendance put their names in the drawing for the free month's fee. Ms. Ward announced that Kathy Greene (12901A) was the winner.

IX. ADJOURNMENT:

There being no further business to discuss, the 2015 Annual meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Tammi J. Butler, Recording Secretary