

Gray's Pointe Condominium Association
C/o TWC Association Management
397 Herndon Parkway, Suite 100
Herndon, VA 20170
Board of Directors Meeting
Wednesday, January 20, 2016

BOARD MEMBERS PRESENT

Eneyda Bezares	President
Holly Purcell	Vice-President
Barbara Cohen	Secretary
Jim Mullins	Treasurer
Loraine Dragavon	Member at Large

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Pam Ward	TWC Association Management
Amy Showker	Recording Secretary, Notable Minutes, Inc.

HOMEOWNERS PRESENT

None

I. CALL TO ORDER - VERIFICATION OF A QUORUM

The General Session of the Board of Directors meeting was called to order at 6:25 p.m.

II. REVIEW OF MINUTES

MOTION: Ms. Bezares moved, Ms. Purcell seconded, to accept the minutes from the September 16, 2015 Board meeting as amended. The motion passed unanimously (5-0-0).

III. FINANCIAL REPORTS

The Board reviewed the November and December financial report. Management will follow-up regarding check numbers 2443 and 2446 to ensure the charges are accurate.

MOTION: Ms. Bezares moved, Ms. Cohen seconded, to accept the financial report for November and December. The motion passed unanimously (5-0-0).

IV. ACTION ITEMS

- A. 2016 – 17 Draft Budget – The Board questioned the necessity of raising condo fees. Management responded by reviewing the two fees that will rise significantly for the upcoming year (switch in janitorial companies and the insurance premium). Management also reminded that Board that it's necessary to continue putting money into reserves. According to the reserve study, the Association should add an additional 3% per year. The increase in condo fees by \$5.00 per month is approximately a 2% increase.

The two main projects for the upcoming year are landscaping, repairing the concrete porches and fixing the letters on the entry sign.

MOTION: Ms. Bezares moved, Ms. Cohen seconded, to accept the draft budget for 2016 – 17 Draft Budget. The motion passed unanimously (5-0-0).

- B. Pool Management Contract Renewal – Atlantic Pools has managed the pool for the past fifteen years. A proposal was submitted in the amount of \$18,375 for 2016 with a 2% increase each year thereafter.

MOTION: Ms. Bezares moved, Ms. Cohen seconded, to accept the Atlantic Pools contract renewal. The motion passed unanimously (5-0-0).

- C. Grounds Maintenance – Management and the Board agreed that if the new ground maintenance company will be given a one-year period to get acclimated to the property.
- D. Janitorial Service – Evaluation – The Board requested a tip of \$75 be given to the janitorial employee. Management will take care of the tip. The janitorial service will provide a heater for the employee to stay warm during the winter months.
- E. Mail Box Replacement – The Post office will be putting in a parcel box, lock, and key. Management will follow-up regarding the progress.
- F. Maintenance Issues- The foyers are not to be used for storing items. There should not be anything in the common areas with the exception of seasonal decorations. The janitorial service will report any violators to Management.

The parking signs are faded, knocked down, etc. Management will look into this issue. It was recommended that the Association change its approach to parking violations. If there is a violation with the parking tags, first there will be one warning with a sticker. Then the second time the vehicle will be towed. Management will resend the parking memo and make it clear with specific details (bullet points, etc.).

- G. Snow Removal – There is a blizzard predicted to come on Friday. The Association is using the same snow removal company, Hawaiian Pools.

- H. Website Updates –The Board would like to update the pictures and remove old memos on the website. Management will work with the appropriate personnel to make the changes.

V. CORRESPONDENCE

There was no correspondence to discuss.

VI. OLD AND NEW BUSINESS

There was no old or new business to discuss.

VII. NEWSLETTER ITEMS

The Board would like to start doing a newsletter and post it on the website.

VIII. MEMBER'S TIME

There were no members present.

IX. TIME & PLACE OF NEXT MEETING

The next meeting will be held on March 16th.

X. ADJOURNMENT

MOTION: Ms. Bezares moved, Ms. Purcell seconded, to adjourn the meeting at 7:36 p.m. The motion passed unanimously (5-0-0).