

**Gray's Pointe Condominium Association**  
*C/o TWC Association Management*  
**397 Herndon Parkway, Suite 100**  
**Herndon, VA 20170**  
**Board of Directors Meeting**  
**Wednesday, September 19, 2018**

**BOARD MEMBERS PRESENT**

Eneyda Bezares          President  
Jim Mullins              Treasurer  
Loraine Dragavon      Member at Large

**BOARD MEMBERS ABSENT**

Holly Purcell            Vice-President

**MANAGEMENT ATTENDEES**

Pam Ward                TWC Association Management  
Tammi Butler            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 6:14 p.m.

**II.       REVIEW OF MINUTES**

***MOTION: Ms. Bezares moved, Ms. Dragavon seconded, to accept the minutes from July 18, 2018 Board meeting as presented. The motion passed unanimously (3-0-0).***

**III.      FINANCIAL REPORTS**

The Board reviewed the July and August financial reports. There was a surplus of \$21,906.28. There was a discussion about the possibility of not having a fee increase for next year. Management stated that the insurance company could potentially increase the premium and the amount for the deductible. Management explained that many insurance companies are increasing their deductibles because they no longer want to insure framed condominiums.

***MOTION: Ms. Bezares moved, Ms. Dragavon seconded, to accept the financial report for July and August. The motion passed unanimously (3-0-0).***

#### IV. ACTION ITEMS

- A. Fall Landscaping – Management stated that they the building landscaping should be deferred until the painting project is completed in the spring. The at the entrance sign landscaping also needs to be addressed. Management explained that Sunrise will not be able to raise the entrance sign. The landscaping in the front entrance will be changed in mid-October.
- B. Artificial Turf Installation – 12939 – Management presented a proposal for the installation of artificial turf between the sidewalk and curb by building 12939. Management recommended installing artificial turf on the utility strip along Townwood Drive because it looks bad. Ms. Bezares requested that Management get a proposal for installing turf on the strip of grass in front of buildings 12988-12998.

***MOTION: Ms. Bezares moved, Mr. Mullins seconded, to approve the proposal for the turf installation in front of building 12939 in the amount of \$2,860. The motion passed unanimously (3-0-0).***

- C. Foyer Door Replacement – Management presented a revised proposal from Cutting Edge. Management gave an update about the timeline for the door replacement project. Management explained that there could be additional costs for replacing rotted wood in the framing that might be discovered after the old doors are removed. Ms. Bezares asked Management to renegotiate the seventh item on the proposal.
- D. Trim Painting -2019 Bid Specifications – Management stated that the trim paint is in poor condition. Management asked the Board to consider hiring a consultant to write the bid specifications for the painting and trim replacement project. Management explained that once the bid specifications are done, then several contractors are asked to bid on the project. The consultant will monitor the quality of the work in addition to counting the trim boards that are replaced to ensure the contractor does not overbill. The Board agreed to have Management hire a consultant.
- E. Pool – Management reported that the pool house has a lot of rotted wood. Management recommended replacing the gray lattice that separates the deck from the bathrooms with either a larger lattice or to change the framework to open the space up. Management also recommended changing the color. The existing wood fence will be replaced in 2020 with a vinyl fence. The Board discussed having the bathrooms painted in the pool house. Management stated that the pool contract with Atlantic Pools was up for renewal with a \$200 increase.

***MOTION: Ms. Bezares moved, Mr. Mullins seconded, to approve the contract with Atlantic Pools for 2019-2021 as submitted. The motion passed unanimously (3-0-0).***

- F. Annual Meeting – The meeting will be held on Tuesday, November 6, 2019 at the Fairfax Church of Christ. Management will send the notices 21 days in advance.

H. Web Site – There was no report.

**V. CORRESPONDENCE**

There was no correspondence to discuss.

**VI. OLD AND NEW BUSINESS**

Maintenance Issues - Mr. Mullins reported the following maintenance issues: a) damage to shingles on buildings 12941 and 12943; and b) siding missing on building 12949. Mr. Mullins will send the photographs to Management.

Ms. Bezares had concerns about residents leaving bikes in the foyers and having mismatched door knockers. Management will follow up on the bike issue. The Board had a discussion about the mismatched door knockers and will decide at a later date how to address the issue. Ms. Bezares had a concern about a tenant in her building who installed a screen porch. Management will contact the unit owner and have the screen porch removed. Ms. Bezares had a concern about a parked motorcycle in a visitor spot which has not moved. Management will monitor the motorcycle and suggested putting a violation sticker on it.

Bonus – The Board agreed to give Maria, the cleaning lady from CWR, a \$300 holiday bonus in November.

**VII. NEWSLETTER ITEMS**

There was no report.

**VIII. MEMBER'S TIME**

There were no members present.

**IX. NEXT BOARD MEETING**

The next Board meeting is scheduled for Wednesday, January 16, 2019.

**X. ADJOURNMENT**

*MOTION: Ms. Bezares moved, Mr. Mullins seconded, to adjourn the meeting at 7:14 p.m. The motion passed unanimously (3-0-0).*