

**Pickett's Reserve Homeowners Association  
Board of Directors Meeting Minutes  
Thursday, November 21, 2019  
Army Navy Country Club (ANCC), Fairfax, VA**

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**BOARD MEMBERS PRESENT**

Tim Trainer	1 <sup>st</sup> Vice President
Adam Harris	2 <sup>nd</sup> Vice President
Karl Krumbholz	Treasurer

**BOARD MEMBERS ABSENT**

Richard Cardinale	President
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**OTHERS PRESENT**

None

**CALL MEETING TO ORDER**

1<sup>st</sup> Vice President Tim Trainer, noting presence of quorum 3 of 4 Directors, called the meeting to order at 6:36 PM.

**REVIEW/APPROVAL OF MINUTES**

In Oct, a quorum was not achieved; therefore, there was no Board Meeting. The Sep 26, 2019 Board Meeting minutes were emailed prior to this meeting for member review.

*(M) Upon motion duly seconded and carried, the Board of Directors approved the Sep 26, 2019 Board meeting minutes as amended. 1<sup>st</sup> Vice President Tim Trainer made the motion which was seconded by 2<sup>nd</sup> Vice President Adam Harris passed (3-0-0).*

**COMMITTEE/OFFICER REPORTS**

**Financial**

Treasurer's Report for Nov, 2019 as of Oct 31, 2019

- Operating funds balance in checking and MM Account: \$49,667.89
- Reserve Fund balance in Reserve MM Account: \$87,497.70
- Total funds in cash Operating and Reserve Accounts: \$137,167.59

Overall Expenses vs Budget: under budget for month of Oct by \$3,526.18

- Grounds and Maintenance: \$743.63 under budget
  - Grounds and Maintenance Budget remaining: \$7,843.63

- Blade Runners maintenance remaining: \$2,862.34
  - Project funds committed, not expensed in 2019: \$6,870.61
  - Grounds and Maintenance funds, remaining, not committed: -\$541.57
  - Available Reserve Funds programed for 2019: \$8,500
  - Reserve funds committed (Bright Construction), \$3,550
- Operations: \$1,762.63 under budget
  - Administration: \$2,567.69 under budget
  - Member Services: \$4,454.01 under budget
  - Community Programs: \$701.48 under budget
  - Operational Reserve: \$4,000 programmed and available

2019 EOY Estimate: including operational reserve, under budget by \$14,054.41. Expected retained earnings at EOY 2019 is \$13,597.57 + \$14,054.41 = \$27,651.98

Aging Summary: Two accounts with past due balance.

2020 Budget: Treasurer Krumbholz presented the 2020 Budget for Board approval.

Item	Budget
<b>INCOME:</b>	
Assessments	\$97,900
Interest	\$900
<b>TOTAL INCOME</b>	<b>\$98,800</b>
<b>EXPENSES:</b>	
<b>GROUPS &amp; MAINTENANCE</b>	
Maintenance Contract	\$18,000
Landscaping Projects	\$26,000
<b>OPERATIONS</b>	
Electricity & Water	\$3,600
General Maintenance & Repair	\$1,450
<b>ADMINISTRATIVE</b>	
Audit/Tax Prep	\$2,000
Other Admin Expenses	\$4,000
Income Taxes	\$500
Insurance	\$3,500
Management Fees	\$13,905
<b>MEMBER SERVICES</b>	<b>\$5,895</b>

ARC Processing	\$1,000
Legal Expenses	\$4,895
<b>COMMUNITY SUPPORT</b>	<b>\$2,700</b>
Board	\$1,000
Social	\$1,000
Website	\$200
Community Programs	\$500
<b>RESERVE CONTRIBUTION</b>	<b>\$17,250</b>
Capital Reserves	\$12,450
Capital Reserve Interest	\$800
Operating Contingency	\$4,000
<b>TOTAL EXPENSES</b>	<b>\$98,800</b>

**(M) Upon motion duly seconded and carried, the Board of Directors approved the 2020 Budget. 2<sup>nd</sup> Vice President Adam Harris made the motion which was seconded by Treasurer Karl Krumbholz. (3-0-0).**

**Grounds & Maintenance (G&M):**

G&M Committee Meeting: The committee met on Oct 14 to review/update 2019 end of year project status and to develop a 2020 potential projects listing for prioritization. The Projects listing was presented to the Board at the meeting and hard copies provided for post meeting Board review and prioritization.

**(A) All Board members will review 2020 potential projects listing and be prepared to provide prioritization recommendations at the Jan Board Meeting. 1<sup>st</sup> Vice President Tim Trainer will incorporate board prioritizations into the 2020 G&M operations budget and updated Five-Year Plan. (ECD: Jan 31, 2020)**

It was noted that Jonathan Liljegren, an integral member of the committee, has accepted new job employment requiring his immediate relocation to the west coast. The G&M committee now has only two active members.

Retaining Wall: Committee received quote from Engineering and Technical Consultants, of Sterling VA to conduct survey of retaining walls and associated fencing. Statement of work follows:

- ETC will perform a site visit to visually inspect the three (3) stone retaining walls. We will review the walls for signs of distress including cracks, bulges, and displacement. Additionally, we will review the condition of the guardrail along the top of the wall.
- We will issue a written report summarizing our findings, provide our opinion of the current conditions of the walls, and recommend any remedial repairs, if necessary.

- The fee for our service will not exceed \$2,500.00. Services performed beyond this scope of work will be charged in accordance with the attached fee schedule.

**Active Project Summary:**

Amount	Vendor	Board Approval	Project	Status
\$5,397.86	Blade Runners	Yes	Remove and replace pines on path near 3507 and 3509 SHD with trees more suited to the location	Project complete and Invoiced
\$1,200	Blade Runners	Yes	Cut vines in woodland area at SHD cul-de-sac.	Unanimous Board email approval. Project complete and invoiced
\$222.75	T. Trainer	Emergent Repair	Material Expense Reimbursement New Globe and Water Meter Key	Project complete. Payment Pending
\$300	Blade Runners	Yes	Grub Treatment	Project complete. Paid
\$225	R.D. Moreno	Emergent Repair	Electrician replaced broken lighting socket and reinstalled globe	Project complete. Invoice submitted for payment
Est. \$150	Affordable Sprinklers	Yes	Winterize all 5 zones.	Project complete, awaiting invoice

**Architectural Review Committee (ARC)**

ARC Meeting: Having no new business or applications on their agenda, the ARC cancelled their last 2019 quarterly meeting for Tuesday Nov 19.

**Legal**

Legal Expenses: Against an annual budget of \$6,000, the Legal budget through Nov is \$5,500. The Annual Retainer is \$1,500. We’ve been billed \$1,920 through Sep in 2019 for retainer and legal reviews and will incur \$965 in Nov for “Lighting”. We will wind up the year at about \$3,000, well under budget.

Seasonal Lighting: A CW email to their clients recommended a review of their guidelines concerning Seasonal Lighting. The Board agreed to have CW conduct the review and advise the Board of results. President Cardinale informed CW by email to proceed with a review of HOA documents. CW responded with an estimate between \$650 and \$850. President Cardinale gave the go ahead. CW completed the review and responded by letter that was distribute to the Board for final action. The final expense was \$965. CW alternatives for Board discussion:

- Survey homeowners
- Amend Guidelines to require prior approval.
- Amend the Declaration with vote of at least three-fourths of the members
- Leave current guidelines in place unless seriously challenged.

**Social**

Meet & Greet: Proposed Friday evening schedule and looking for hosts in the 2020 season.

- May 1            Need Host
- Jun 5            Need Host
- Jul 10           Need Host
- Aug 3            Need Host “*National Night Out*”
- Aug 14           Need Host
- Sep 11           Need Host
- Oct 2            Need Host

### **OLD BUSINESS**

Post Office Storm Water and Trash: The Board discussed next steps regarding storm water flow between the Post Office and Pickett’s Reserve. The Community Manager sent a letter to the Postmaster of the Turnpike Post Office on Pickett Road regarding trash and storm water runoff. We offered to meet with him to discuss the matters. 2nd Vice President Harris contacted the City and County for assistance; the City has engaged with the Post Office and we await an update. The Community Manager and 2nd Vice President Harris followed up with City and Postal organizations. The City confirmed that our message has been received. City staff had hoped we would hear directly from the Post Office representatives. Once City staff coordinates on the enforcement procedure that would be most effective an update will be provided to us. President Cardinale followed up with the Community Manager. The Community Manager followed up with Certified Mail to the Post Office on Oct 9. Duffy at the Post Office signed for the Certified Mail on Oct 11; however, there has been no further action apparent by the Post Office. Patriot asked if they should send another letter or turn over to the attorney. The City sent a letter to the Pickett Road Post Office manager and the Fairfax Postmaster. The goal is to correct facility deficiencies (storm water drainage) and get a confirmation response for a meeting with City staff. The letter also puts the Post Office on notice that this type of storm drainage/site plan violation is a misdemeanor and subject to the legal provisions for criminal proceedings if not remedied.

**(A)    *2nd Vice President Harris will follow up with the City Storm Water Manager on the status of the Post Office run-off matter. (ECD: Jan 30)***

Private Storm Drain: The HOA opened discussion with the City and Mantua Swim Club. Although the Proffered Conditions specify a Survey and Report annually, after 15 years of operation and 2 surveys, there have been no problems. The survey and report are an unnecessary HOA expense of \$750 per year to the HOA. Recommend proposing a survey and report once every 5 years. The City and Mantua Swim Club will likely take time to reach a position with the Board. In the meantime, the HOA needs to make provisions for the next annual survey. 2nd Vice President Harris contacted the President of Mantua Swim Club concerning the frequency of inspections and awaits their Board’s reply. 2nd Vice President Harris will contact the City regarding a change to the Covenants. President Cardinale contacted Patriot to proceed with the 2020 survey in the Mar timeframe. Treasurer Krumbholz will contact Patriot regarding the proper charge codes.

- (A) *2<sup>nd</sup> Vice President Harris will contact the City Zoning Administrator for further discussion regarding the frequency of inspections. (ECD: 30 Jan)*

Storm Water Drainage: The HOA is responsible for maintenance, repair and operation of designated storm drainage easements. The HOA easement in the backyard of a home on SHD requires repair to improve operation. The Board met with the contractor performing work on the property and accepted their proposal on Oct 20. President Cardinale confirmed with the contractor that work is scheduled to start before the end of Nov. The contractor will contact the Board at start of construction.

**CLOSED ITEMS SINCE LAST MEETING**

2020 Budget: The process for the 2020 Budget began. Treasurer Krumbholz dispatched the draft budget at the end of Sep. The Community Manager will dispatch the 2020 Budget concurrent with the announcement for the Annual Meeting.

- (A) *Treasurer Krumbholz will coordinate and announce the 2020 Budget process among the Community Manager and Board members. (CLOSED: Sep 30)*

Private Storm Drain: Treasurer Krumbholz will contact Patriot regarding the proper charge codes for the Annual Storm Drainage Inspection.

- (A) *Treasurer Krumbholz will advise on the proper budget and accounting code for the Private Storm Drain inspection in 2020. (CLOSED: Sep 26)*

Proposed 2020 Meeting Schedule: The ANCC Fairfax manager booked the Eagle Room for Board Meetings as proposed.

Date	Location
Thursday, 30 January	ANCC, 6:00 PM
Thursday, 27 February	ANCC, 6:00 PM
Thursday, 26 March	ANCC, 6:30 PM Social; 7:00 PM Annual Meeting
Thursday, 30 April	ANCC, 7:00 PM
Thursday, 28 May	ANCC, 7:00 PM
Thursday, 25 June	ANCC, 7:00 PM
Thursday, 30 July	ANCC, 7:00 PM
Thursday, 27 August	ANCC, 7:00 PM
Thursday, 24 September	ANCC, 7:00 PM
Thursday, 29 October	ANCC, 7:00 PM
Thursday, 19 November	ANCC, 7:00 PM
December	Traditionally no Regular Board Meeting

High School: The Board reviewed and discussed a suggestion regarding Fairfax and Woodson High Schools. The Board supported the idea of choice for Pickett’s Reserve and, via

correspondence, invited the member to lead the effort to engage the City and County as appropriate.

- (A) ***President Cardinale will contact the member regarding the Board's decision (CLOSED: Sep 28)***

Drainage Situation ORW-SHD-EWP: Based on an email concern from a homeowner, President Cardinale and a contractor reviewed the drainage situation in the backyards of 4 adjoining properties. The homeowner is concerned with moist ground and standing water posing a health hazard, specifically a breeding area for mosquitos. The situation is confirmed, the original area elevations have changed probably due to debris flow or patio construction. The area drains to a City catch basin, there are no HOA or City easements in the drainage area. Although this is a homeowner-to-homeowner matter to implement a solution, because of the health hazard, the HOA should enforce a solution. The Board agreed to alert the homeowners through the Community Manager. The contractor provided an estimate of \$3,800. The problem, solution, and estimate were provided to the homeowners by the Community Manager.

- (A) ***President Cardinale will contact the Community Manager to dispatch a letter to the homeowners involved implementing a solution to the health hazard. (CLOSED: Oct 21)***

Storm Water Drainage: The HOA is responsible for maintenance, repair and operation of designated storm drainage easements. An easement is operating properly when it moves water from or through a homeowner's property to a catch basin. If water isn't moving properly, maintenance or repair may be required. President Cardinale contacted the homeowner on Sep 28 and asked for a meeting with his proposed contractor to discuss a proposed solution; meeting was set for Oct 4. The meeting was held. Subsequently the contractor revised their original scope of work and estimate. The Board concurred and the contractor's proposal was accepted on Oct 20. Work is scheduled to start in approximately 4 weeks.

- (A) ***President Cardinale will follow up on a recommendation for improvement to an existing storm drainage easement. (CLOSED: Oct 20)***

## **NEW BUSINESS**

Resignation: Secretary Coombe resigned on Sep 30. The Board will seek a replacement.

Donation Policy: In response to the 30-day notice in the Newsletter, 2 or 3 members commented on the donation policy; in response, the Board had discussion. Each year the City of Fairfax solicits contributions from local organizations, including HOAs, to support the Independence Day celebration including fireworks. The Board decided to bring the matter to the membership as a whole before making a 2019 contribution. The membership suggested, discussed, motioned, and approved – without a recommendation from the Board -- that the Board should place “donations” in the HOA guidelines and when a worthwhile event occurs, the Board should make a decision to support or not.

## **NEXT MEETING**

The next Regular Board meeting will be on Thursday, Jan 30, 6:00 PM at ANCC.

## **ADJOURNMENT**

*(M) Upon motion duly seconded and carried, the Board of Directors adjourned the meeting at 7:21 PM. 2<sup>nd</sup> Vice President Adam Harris made the motion which was seconded by Treasurer Karl Krumbholz. Motion passed (3-0-1).*