

Meeting Minutes

GREENSPRINGS WEST OWNERS' ASSOCIATION, INC.

Advisory Committee Meeting

Monday June 11, 2007

I. CALL TO ORDER

The meeting was called to order at 6:45 PM. Present were Forrest Bassett, Tim Crowder, Jim Kalemba, Tony Licata, Carl Pautlitz and Cindy Renault.

II. HOMEOWNER FORUM

The following homeowners were present: Lisa Crowder, Patrick Page, Linda Tomin, Tom & Michelle Syers, & Bud Forrest. The following items were discussed:

1. What is sign policy? It was explained that there is a formal sign policy for common areas and that only community events can be posted. The homeowner suggested a standardized format or stamp of approval to know that the event is official and approved.
2. Explained pool hours and how they will be expanded once school ends.
3. Tom & Michelle Syers (3305 Windsor Ridge South) were present to answer any questions on their ARC application for the non-standard screened porch. Q & A discussion followed.

III. REVIEW & APPROVE MINUTES

The May 14, 2007 minutes were approved as submitted.

IV. COMMITTEE REPORTS

Architectural Review Committee (Forrest Bassett)

1. The Pool Policy draft will be available for initial review by July 9 (next meeting).
2. Discussed non-standard screened porch with homeowner.

Social Committee

1. Jon Jaruseski needs to pull text from web site indicating that swim team will provide boxed lunch for the June Friday Fest. (Cindy to follow-up with Jon.)

Website Update

1. Cindy Renault was asked if GSW HOA would post an ad for "Avalon" on our web site. This non-profit organization is a center for women and children. The topic of posting non GSW information on the web site needs to be discussed further before any posting are done. Cindy to add topic to the July agenda. **(ACTION: CINDY RENAULT)**
2. The lake draw down policy will be posted to web site. Cindy Renault to provide Jon Jaruseski with text. **(ACTION: JON JARUSESKI)**

Swim Team (Patrick Page)

1. Current status of team: 3rd season, 60 members (41 families), head coach and 3 assistants.
2. First away meet is 6/20 and first home meet is 6/25.
3. Purchased new PA system and storage box.

4. Patrick provided committee members with lightning policy supported by USA Swimming and strictly enforced by the team leads & coaches.

V. UNFINISHED BUSINESS & REVIEW OF ACTION ITEMS

1. Neighborhood Watch

No events reported this past month. Forrest Bassett to send email to members providing status. Forrest Bassett continues to be interim lead. **(ACTION: FORREST BASSETT)**

2. Doggie Station

Jon Jaruseski and Carl Pautlitz to install station within the next 2 weeks.

3. Picnic Table

The picnic table was received. Many thanks to Tony Licata for assembling the table!

4. Pool Area & Umbrella Stands

- a. The umbrella stands have not yet been purchased.
- b. Umbrellas (qty-5) should be delivered within one week.
- c. Cindy Renault looked into guard chair height. The one we have is too high for our pool. Cindy to investigate possible swap with another neighborhood. **(ACTION: CINDY RENAULT)**
- d. Complaints have been received that pool is not opening as scheduled at 10:00 AM. Douglas Aquatics has been notified by Cindy Renault.

5. Clubhouse & Fountain

- a. Jim Kalemba provided pictures of fountain he located.
- b. Need to find out if fountain can be modified to draw water from pond instead of fountain base, if there is a higher base available, and if there is a water filter. **(ACTION: JIM KALEMBA)**

7. Community Sign

Sign has been purchased along with a lock. Reservations will be logged by Cindy on the clubhouse reservation calendar. Lisa Crowder has volunteered to post the sign when necessary.

8. Common Trash Collection

The HOA attorney will review documents to see if this can be implemented without changes to governing documents. Cindy will engage attorney. **(ACTION: CINDY RENAULT)**

9. Amendment for Capital Contributions on Resales

The change has been approved by developer. There will now be a fee equal to four times the monthly assessment for both new sales and resales.

10. Newsletter

Annette Thomas will be responsible for publishing this quarter's newsletter with guidance from Cindy Renault. The next publication date is September, 2007. Annette is to provide Committee with schedule. (Cindy is to notify her of this action.) **(ACTION: ANNETTE THOMAS)**

11. Pool Outlets

A quote has been requested by Cindy Renault from Hathaway Electric.

VI. NEW BUSINESS

1. Irrigation

There is no irrigation on the center island in clubhouse parking lot. Nothing can be done at this time. The area around the pool has very low water pressure. According to our irrigation company, the current design is insufficient and would need to be redone. Cindy Renault will add this expense to the Capital Improvement budget for 2008.

2. Turnover of Common Area at New Entrance

The developer has notified Cindy Renault that he will be turning over the new common area for Phase 4 to the HOA. The cost for maintaining this area is approximately \$900/month. Cindy Renault is waiting for formal quote from landscaper.

3. Association Attorney

Cindy Renault is recommending that we hire an attorney to represent the HOA. She recommends we work with Sarah Palamara, Esq. Cindy has worked with her in the past and her rates are very reasonable (\$170/hr). Several committee members were not comfortable working with an attorney that was not located in James City County. Majority approved moving forward with Sarah. Cindy Renault will send letter to attorney requesting her services on an as needed basis. **(ACTION: CINDY RENAULT)**

4. Cox Cable at Clubhouse

The committee has not determined if we will continue to keep the service available at the clubhouse. Current action is with Cindy Renault for recommendation. **(ACTION: CINDY RENAULT)**

5. Bylaw Enforcement Authority

Cindy will request that the association attorney recommend the best way for the declarant to turn over bylaw enforcement capability to the Advisory Committee. **(ACTION: CINDY RENAULT)**

6. New Restrooms on Golf Course

Cindy will follow-up with developer regarding his plans for landscaping and security for the new restroom. **(ACTION: CINDY RENAULT)**

7. ARC Application Submission

Discussed if some form of acknowledgement needs to be sent to homeowners when an ARC application is submitted. Committee was split on whether or not some mechanism was necessary. Forrest Bassett to provide his recommendation next month. **(ACTION: FORREST BASSETT)**

8. Golf Course Mowing at Entrance

Committee members concerned that the Golf Course is not maintaining their property near the entrance on an acceptable schedule. Cindy will follow-up with the Golf Course. **(ACTION: CINDY RENAULT)**

VII. COMMITTEE CONCERNS

No new items to discuss this month.

VIII. **ADJOURN**

The meeting was adjourned at 9:30 PM.

ACTION ITEM SUMMARY

Revision: 07/03/2007

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
005	03/12/07	Carl Pautlitz & Jon Jaruseski	Install new doggie station along the new sidewalk in the vicinity of the playground.		OPEN
009	04/09/07	Forrest Bassett	Develop an ARC policy to address pools (above ground and in ground), hot tubs, and whirlpools.		OPEN
011	04/09/07	TBD	Develop a GOA web site policy.		OPEN
013	04/09/07	Jon Jaruseski	Place an ad on the web site that a Neighborhood Watch coordinator is needed.		OPEN
016	04/09/07	Cindy Renault	Purchase and/or place order for 2 umbrella stands, 5 umbrellas and 1 small table.		OPEN
017	04/09/07	All Committee Members	Look for fountain options.		OPEN
020	05/15/07	Advisory Committee	The Committee will take under advisement the formation of a landscaping committee.	06/11 - Committee feels it would be almost impossible to get volunteers for another committee. This idea will be tabled for now.	CLOSED
021	05/15/07	Jon Jaruseski	The modified ARC application needs to be posted on the HOA web site for 30 days in an obvious location indicating that it has changed.	06/11 - Completed	CLOSED
022	05/15/07	Cindy Renault	Provide copy of community map to all Advisory Committee members.	06/11 - Completed	CLOSED
023	05/15/07	Cindy Renault	Follow-up with VDOT on the street section that was omitted from the list of street sections recently being accepted by VDOT.	06/11 – Completed. Copy of letter provided to committee members.	CLOSED

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
024	05/15/07	Cindy Renault	Investigate construction of a deck and enclosed porch at 3305 Windsor Ridge South that has not been reviewed by ARC.	06/11 – Completed. Stop work order issued to homeowners until ARC can complete their review.	CLOSED
025	05/15/07	Cindy Renault	Contact developer about standing water at the intersection of Colonial Crescent and Longview Landing, near the end of the median, after rain storms.	06/11 – Cindy to monitor for the next few months.	OPEN
026	05/15/07	Cindy Renault	Obtain a quote for installing outlets in the 4 junction boxes around the pool perimeter.		OPEN
027	05/15/07	Tom Gainey	Provide Cindy with a recommendation on locating the proposed golf course restrooms further away from the neighborhood.	06/11 – Any input at this time would be too late. Closed. No action taken.	CLOSED
028	05/15/07	Cindy Renault	Discuss hearing option with developer.	06/11 – Completed. Developer is in agreement with recommendation.	CLOSED
029	05/15	Forrest Bassett	Procure SignTrax Message Board.	06/11 – Completed. Sign has been received.	CLOSED
030	05/15/07	Cindy Renault	Discuss idea of common trash collection with developer.	06/11 – Completed. Developer is in agreement with recommendation.	CLOSED
031	06/11/07	Cindy Renault	Topic of posting non GSW information on the web site to be added to the July agenda.		NEW
032	06/11/07	Jon Jaruseski	Post the lake draw down policy to web site.		NEW
033	06/11/07	Forrest Bassett	Send email to Neighborhood Watch team providing status for past month.		NEW
034	06/11/07	Cindy Renault	Investigate a possible swap of our life guard chair with another neighborhood.		NEW

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
035	06/11/07	Jim Kalembe	Determine if fountain can be modified to draw water from pond instead of fountain base, if there is a higher base available, and if there is a water filter		NEW
036	06/11/07	Cindy Renault	Request HOA attorney to review governing documents to determine if neighborhood wide trash collection can be implemented without changes to governing documents.		NEW
037	06/11/07	Annette Thomas	Provide Committee with publication schedule for the balance of 2007.		NEW
038	06/11/07	Cindy Renault	Send letter to Sarah Palamara attorney requesting her services on an as needed basis.		NEW
039	06/11/07	Cindy Renault	Recommend how to handle Cox Cable service at clubhouse.		NEW
040	06/11/07	Cindy Renault	Request association attorney to recommend method for the declarant to turn over bylaw enforcement capability to the Advisory Committee.		NEW
041	06/11/07	Cindy Renault	Follow-up with developer regarding his plans for landscaping and security for the new golf course restroom.		NEW
042	06/11/07	Forrest Bassett	Provide recommendation on notifying homeowner when an ARC application is received.		NEW
043	06/11/07	Cindy Renault	Follow-up with the Golf Course management on their schedule for maintaining their property near the entrance.		NEW