

## Meeting Minutes

### GREENSPRINGS WEST OWNERS' ASSOCIATION, INC.

#### Advisory Committee Meeting

Monday April 28, 2008

#### I. CALL TO ORDER

The meeting was called to order at 6:55 PM. Present were Charlotte Bush, Tony Licata, Fran Dragone, Jim Kalemba, Carl Pautlitz.

#### II. HOMEOWNER FORUM

The following homeowners were present: Howard & Maryvonne Haynie, Larry Sullivan, and 2 Shadow lane residents (Janie Lisagor and ?)

1. Howard & Maryvonne Haynie provided a letter to the Advisory Committee that they were sending to the developer regarding the quality of the lake at the main entrance to Greensprings West. Howard explained that there is an expectation by the residents of Greensprings West about the appearance of the lake. And they wanted to know how the lake and fountain will be maintained in the future. The board informed the Haynie's that the developer does not own the lake. It is the property of the golf course.
2. The residents from Shadow Lane (names unknown) wanted to notify the AdComm about the erosion on the island on Shadow Lane. Charlotte will inspect and report back to the AdComm.

#### III. REVIEW & APPROVE MINUTES

The minutes from the March 24, 2008 Advisory Committee Meeting were approved as submitted.

#### IV. COMMITTEE REPORTS

##### **Architectural Review Committee (Carl Pautlitz)**

- Several new applications were submitted this past month.
  - Landscaping
  - Swing set
- Violation on Torrington Circle; a clubhouse was being built without an application being submitted. Charlotte to notify residents to stop construction immediately and submit the necessary ARC application.
- Possible violation – circle off of Longview Landing. The neighborhood children had erected a teepee on what appeared to be golf course property. Charlotte will inspect and report back to the AdComm.

##### **Social Committee**

- No report this month.

##### **Website (Jon Jaruseski)**

- No report this month.

### **Swim Team (Patrick Page)**

- No report this month.
- Patrick Page is stepping down as lead. He is being replaced by Louise Mokschanowski. Tony to contact her and request a monthly report be submitted to the AdComm. **(ACTION: TONY LICATA)**

### **Neighborhood Watch (Fran Dragone for Forrest Bassett)**

- No news to report this month.
- Janie Lisagor expressed interest in becoming chairperson for the Neighborhood Watch. Jim to contact Forrest so he can discuss further details with Janie. **(ACTION: JIM KALEMBA)**

### **UPA Report**

- There is no issue with delinquency of monthly association fees at this time.

## **V. UNFINISHED BUSINESS & REVIEW OF ACTION ITEMS**

### **1. Trash Collection**

- Charlotte followed up with Tony after the last AdComm meeting to ensure all his issues have sufficiently been addressed.

### **2. Newsletter**

- AdComm decided to pay UPS to take responsibility to publish the quarterly newsletter.
- Newsletter to be published March, June, September and December.
- Charlotte to provide AdComm members with a schedule for when newsletter inputs are required and the dates for publication. **(ACTION: CHARLOTTE BUSH)**

### **3. Pool**

- The 2008 pool season information (hours, regulations and passes) needs to be posted to web site.

### **4. Clubhouse Maintenance**

- Exterior Fixes: Charlotte developed a list of items that need to be repaired on the exterior of the clubhouse. Charlotte is now soliciting for bids. To date, the following bids have been received: Kraus Builders – \$24K; cost plus labor; David Moore – waiting for his quote.
- Re-Grout Tile Floor – Need to investigate re-grouting the existing tile floor.
- Wood Floor Replacement – Decision has been made not to use volunteers to replace the hardwood floors. Charlotte to solicit for bids in the near future.
- AdComm discussed the possibility of having a grand opening celebration once all the repairs have been completed.

### **5. Clubhouse Fountain**

- Carl to ask Bob Sheeran if he is aware of any plans by Louis Waltrip to replace the clubhouse fountain.

### **6. Review Action Items**

- See updated action item list attached to the minutes.

## VI. NEW BUSINESS

### 1. Trailer Parking at Clubhouse

- A resident has requested permission to temporarily park a trailer at the clubhouse from 4/29 - 5/08. The AdComm approved this request.

### 2. Neighborhood Violations

- Charlotte to send letter to Longview Landing resident who continues to park trailer on the street overnight. The letter will indicate that do process hearing will be started if they continue to violate bylaws. **(ACTION: CHARLOTTE BUSH)**
- Charlotte to issue letter to residents in violation of proper lawn and mailbox maintenance. **(ACTION: CHARLOTTE BUSH)**

### 3. CD Consolidation

- With many of the HOA CDs coming due in the near future, UPA to investigate the pros and cons of consolidation and report back to the AdComm. **(ACTION: CHARLOTTE BUSH)**

### 4. Yard sale

- Advertising details for the upcoming neighborhood yard sale were not readily available.

## VII. COMMITTEE CONCERNS

- None discussed this month.

## VIII. ADJOURN

The meeting was adjourned at 8:30 PM.

## ACTION ITEM SUMMARY

Revision: 04/28/2008

(All recent additions and changes are in blue.)

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
011	04/09/07	TBD	Develop a GOA web site policy.		On Hold
025	05/15/07	Charlotte Bush	Contact developer about standing water at the intersection of Colonial Crescent and Longview Landing, near the end of the median, after rain storms.	<u>04/28</u> – Developer has made the necessary fix.	CLOSED
040	06/11/07	Charlotte Bush	Request association attorney to recommend method for the declarant to turn over bylaw enforcement capability to the Advisory Committee.	<u>8/13</u> – Cindy to provide documents to Sarah Palamara.	OPEN
47	08/13/07	Charlotte Bush	Contact Red Cross for official height of lifeguard chair for GSW pool.	<u>04/28</u> – Charlotte has confirmed that no changes are required.	CLOSED
51	10/08/07	Charlotte Bush	Some insect problems were found and treated during a recent inspection. Committee would like additional details from UPA.	<u>04/28</u> – A one-year contract is in place with National Exterminator. Termites were found and corrective action has been taken.	CLOSED
56	10/08/07	Charlotte Bush	Committee would like to know the status of the deeding of the second entrance		OPEN
62	12/10/07	Charlotte Bush	Contact Hathaway to get price quote for moving junction box and check lights and switch.	<u>04/28</u> – Charlotte discussed with Tim. He will follow-up with Hathaway electric.	OPEN
63	12/10/07	TBD	Investigate purchase of mats for pool restrooms.	<u>04/28</u> – Charlotte will purchase the necessary mats.	OPEN
64	12/10/07	Charlotte Bush	Develop checklist to provide to clubhouse renters.		OPEN
66	12/10/07	Charlotte Bush	Notify developer about construction debris that needs to be removed from behind second entrance walls.		OPEN

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
72	12/10/07	Charlotte Bush	Send out RFPs for conducting a reserve study.		OPEN
08-02	01/14/08	Charlotte Bush	Determine if ARC applications have a time limit.	<a href="#">04/28</a> – The ARC has 30 days to respond. The approved application is valid for 1 year.	CLOSED
08-04	01/14/08	Charlotte Bush	Update pool regulations with comments and then review with Jamestown LLC for approval	<a href="#">04/28</a> – Jamestown LLC has approved the updated pool regulations.	CLOSED
08-05	01/14/08	Charlotte Bush	Contact the resident who wants to build a pool on his property to let him know about the approved regulations.	<a href="#">04/28</a> – The resident has been notified. They have not yet submitted an ARC application.	CLOSED
08-06	01/14/08	Charlotte Bush	Develop a draft version of the addendum to the contract received from Waste Management.		OPEN
08-08	01/14/08	Charlotte Bush	Follow-up with builders and realtors to enforce the single for sale sign on properties.		OPEN
08-12	2/25/08	Charlotte Bush	Validate occupied units with COs, number of properties paying monthly dues, and explain where these numbers are used.	<a href="#">04/28</a> 365 – total build out 279 – COs needed before HOA turned over to residents (75%) 249 – Current number of COs.	CLOSED
08-13	2/25/08	Charlotte Bush	The addendum to the Waste Management contract needs to be made part of the official contract.	<a href="#">04/28</a> – Charlotte has verified that the addendum is part of the Waste Management contract.	CLOSED
08-14	2/25/08	Charlotte Bush	Investigate fees changed by UPA for publishing newsletter	<a href="#">04/28</a> – fees have been provided.	CLOSED
08-15	2/25/08	Charlotte Bush	Investigate if there are any issues in providing approved minutes to homeowners through email.	<a href="#">04/28</a> – AdComm has decided to post minutes to HOA w3eb site once they are approved by the AdComm.	CLOSED

#	Date Opened	Assignee	Action/Issue	Resolution/Notes	Status
08-16	2/25/08	Charlotte Bush	Investigate the specific criteria for determining when the residents can take control of the HOA.	<a href="#">04/28</a> – 75% of total build out. This is 279 COs.	CLOSED
08-17	4/28/08	Tony Licata	Contact Louise Mokszanowski (new swim team lead) and request a monthly report be submitted to the AdComm		NEW
08-18	4/28/08	Jim Kalemba	Request Forrest to contact Janie Lisagor with additional details on Neighborhood Watch chairperson duties.		NEW
08-19	4/28/08	Charlotte Bush	Provide AdComm members with a schedule for when inputs are required for the quarterly newsletter and the dates for its publication.		NEW
08-20	4/28/08	Charlotte Bush	Send letter to Longview Landing resident who continues to park trailer on the street overnight.		NEW
08-21	4/28/08	Charlotte Bush	Issue letter to residents in violation of proper lawn and mailbox maintenance.		NEW
08-22	4/28/08	Charlotte Bush	Investigate the pros and cons of CD consolidation and report back to the AdComm.		NEW