

**MINUTES
BOARD OF DIRECTORS MEETING
MARCH 2, 2016 7:00 PM**

**GREENE MILL PRESERVE
Greene Mill Preserve Clubhouse
41074 Solti Way
Leesburg, Virginia 20175**

BOARD ATTENDEES

Joe Payne – President
Jeremy Baker – Vice President
Randy Duncan – Vice President
Kerry Oldfield – Treasurer
Katie Kutch – Secretary

RESIDENTS IN ATTENDANCE

Todd Allen – 22413 Nickman Way
Karin Arnold – 41172 Black Branch Parkway
Scott Bergeron – 22410 Dinah Place
Gary Cuppett – 22480 Amori Lane
Sukesh Kohli – 41192 Black Branch Parkway
Kathy Landmesser – 22380 Aging Oak Drive
Michael Landmesser – 22380 Aging Oak Drive

OTHER ATTENDEES

David Prutz – Sentry Management Inc.

CALL TO ORDER

Mr. Payne called to order the March 2, 2016 Greene Mill Preserve Board of Directors meeting at 7:03 p.m.

QUORUM

A quorum was established with all five Board of Directors members present.

APPROVAL OF MINUTES

Meeting Minutes from July 5, 2015 were presented and were accepted as written. This motion passed unanimously.

INTRODUCTION

David Prutz from the new property management company, Sentry Management Inc., was introduced.

TREASURER'S REPORT

No financials are currently available because of the transition from the previous property management company to Sentry Management Inc. Projects are ongoing from the reserve.

COVENANTS COMMITTEE

Discussion regarding Architectural Approval and how a record should be kept in writing along with a routing sheet with sequence of events. This would be kept on file with the home. The Covenants Committee liason would serve as the signature authority. This motion passed unanimously.

GROUNDS AND LANDSCAPING COMMITTEE

Discussion regarding general spring maintenance of the neighborhood including the removal of juniper evergreens behind the clubhouse, work in the Village Green, spring cleanup and mulch in March, flowers in April, stump removal, maintenance of orchard area and trees on Wilderness Acres Circle. These items were presented as the landscaping budget. This motion passed unanimously. Discussion regarding Tot Lot improvements including mats under new spin equipment and mulch based on coverage and not tonnage. These items were presented as Tot Lot improvements. This motion passed unanimously. The concern regarding the type of rubber mulch currently in place at the Tot Lot was brought to attention. It was decided that the HOA could provide the type and manufacturer of the mulch so that each homeowner could do their own research.

SOCIAL COMMITTEE

The Social Committee is looking for new members. The traditional Easter Pancake Breakfast was abandoned this year due to lack of interest and volunteers. There is concern about other events being abandoned as well for the same reason. Upcoming Events:

- Paint Nite
 - 3/12/16 at 7:00 PM
 - \$35.00 per person
- Easter
 - Flashlight Egg Hunt on 3/18/16 at 8:15 PM
 - Traditional Egg Hunt and Visit with the Easter Bunny on 3/19/16 at 9:00 AM
- Yard Sale
 - 5/7/16 at a time TBD
- Fun Run
 - 5/15/16 at a time TBD

- Bunko Night
 - 6/11/16 at a time TBD
- Movie Night and Campout
 - 6/25/16 at a time TBD
- Fourth of July BBQ and Parade
 - 7/4/16 at a time TBD
- Movie Night
 - 8/20/16 at a time TBD
- Halloween
 - 10/31/16 at a time TBD
- Thanksgiving Morning Football Game
 - 11/24/16 at a time TBD
- Holiday Pictures with Santa
 - Date and time TBD

OPEN FORUM

The following items were brought up during Open Forum:

- Conservancy Lot – homeowner has brought up issues with trees being removed and general trespassing on conservancy lot (41192 Black Branch Parkway). Homeowner has asked for assistance from the HOA with these issues. It was discussed that the homeowner could work with the HOA to develop appropriate signage that would be approved by the HOA to match existing signage in the neighborhood at the homeowner’s expense. The HOA would also include information in the Spring Newsletter about the notification of private property. This motion passed unanimously.
- Fountains – there was a discussion about fountains in the neighborhood and their various states of disrepair.
- Pond Stocking – there was a discussion on potential fish stocking of the pond near the gazebo on Black Branch Parkway including amount, cost and types of fish. No action was taken on this item.

DECISIONS/ACTIONS

The following items were brought up as Decision/Action Items:

- Pool – the pool contract was presented to include the cost of an additional full-time lifeguard to allow for two (2) full-time lifeguards at the pool at all times. There was also a discussion about pool passes after members outside of the community repeatedly utilized the pool last season. This was a concern due to safety. The Board of Directors discussed the potential of using one (1) full-time lifeguard with the addition of an additional lifeguard, if needed, during peak hours. The cleanliness and care of the pool house was also

discussed in terms of the pool contract. No action was taken on this item. This action item is deferred until the next meeting.

- Plantation Shutters – costs were presented for Plantation Shutters in the front (and some side) windows of the clubhouse. There is furniture fading in the front rooms due to sun exposure. Window tinting was discussed as well. No action was taken on this item. This action item is deferred until the next meeting.
- Trash Cans and Pet Waste Stations – costs and options were presented for new trash cans as well as pet waste stations throughout the neighborhood. This cost is not to exceed \$10,000. This motion passed unanimously.
- Flags – costs and options were presented for new flags at the front of the neighborhood. This motion passed unanimously.

OLD BUSINESS

The following items were brought up as Old Business:

- Black Branch Street Sign
- Tot Lot Equipment

NEW BUSINESS

The following items were brought up as New Business:

- Draft Transition Audit – Sentry Management Inc. will be working on this, but has noted that the reserves are underfunded.
- Exterior Painting – proposal for painting the exterior of the clubhouse, including the pool house. A proposal action will be presented at the next meeting.
- Pool Deck and Patio Renovation – proposal for a new pool deck and patio renovation. A proposal action will be presented at the next meeting.
- Newsletter – a Spring Newsletter will be coming out regarding Covenants Items as well as some other items of interest to the neighborhood.
- Traffic Calming Committee – discussion of the formation of a Traffic Calming Committee to work with the HOA, local government and VDOT to determine a solution for the amount and speed of traffic through the neighborhood. Karin Arnold volunteered to lead this new committee. A new project will be setup for this committee on Basecamp.
- Waste Disposal Contract – discussion of the current waste disposal contract including the specific times of pickup in the mornings. It was noted that there is nothing in the current contract that specifies time for pickup. Sentry Management Inc. has contacted the waste management company who will work to determine other routes

through the neighborhood to ensure the same owners are not being affected by pickups. The waste management contract is in place until the end of this calendar year. Options will be discussed closer to that date.

- Watson Entrance Sign – status update.
- Pipe Line Trail – discussion about the pipe line trail and easement leading back to the pump station on Aging Oak Drive. There has been concern about property, trespassing and easements. The homeowners at 22380 Aging Oak Drive presented a plan to move the existing fence and install a gate at the entrance to the road back to the pump station. The homeowners would be responsible for this expense. The HOA will allocate funds to install a trail and sign on the easement to direct other homeowners to the nature trail in that area. In addition, the HOA would include information in the Spring Newsletter about the notification of private property. The homeowner is to provide written approval from Loudoun Water for this update. The homeowner will submit a new application for these updates to the Covenants Committee. No updates will be made until those two items are submitted. This motion passed unanimously.
- D&O Insurance Coverage – the neighborhood currently has duplicate coverage. This item will be discussed at the next meeting.

NEXT MEETING DATE

The next Board Meeting is scheduled for April 12, 2016 at 7:00 PM in the clubhouse.

ADJOURNMENT

The meeting was adjourned at 9:24 PM for movement to the executive session. The executive session began at 9:31 PM and was adjourned at 10:03 PM.

Respectively submitted by,



Katie Kutch
Secretary of the Board of Directors

DATE APPROVED: 4/12/16