

**MINUTES  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 28, 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**

Scott Bergeron – 22410 Dinah Place  
Joe Bono – 40977 Indigo Place  
Gary Cuppett – 22480 Amori Lane  
Paula Duncan – 22357 Harrier Lane  
Laura Griffin – 22461 Aging Oak Drive  
Shaun Kennedy – 40997 Indigo Place  
Kathy Landmesser – 22380 Aging Oak Drive  
Michael Landmesser – 22380 Aging Oak Drive  
Chris Marchant – 22574 Wilderness Acres Circle  
Nancy Swanson – 22522 Wilderness Acres Circle  
Chad Thompson – 40999 Waxwing Drive  
Kim Thompson – 40999 Waxwing Drive  
Matthew Yin – 22400 Aging Oak Drive

**OTHER ATTENDEES**

David Prutz – Sentry Management Inc.

**CALL TO ORDER**

Mr. Payne called to order the June 1, 2016 Greene Mill Preserve Board of Directors meeting at 7:00 p.m.

**OPEN FORUM**

The following items were brought up during Open Forum:

- Pool
  - Look into extending to the week past Labor Day
  - Look into possible upgrades including change of location
- Social Committee

- Needs help or events are in danger of being cancelled
- Take some of the work of the chair and have people volunteer to chair specific events to decrease chair burnout
- Sentry Management
  - Service level agreement
  - Email response times
- Covenants Inspections
  - Status to be discussed during Executive Session
  - Re-inspections are complete and letters will go out soon
- Dominion Issues
  - Joe Bono and Amy McDougal are meeting with Phyllis Randall, Randy Minchew and Tony Buffington
  - Want to get the new Board of Supervisors involved with the issues Greene Mill Preserve is facing with both Dominion and Columbia Gas

### **QUORUM**

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

### **APPROVAL OF AGENDA**

Agenda for this evening was presented and accepted as written. This motion passed unanimously.

### **PRESIDENT'S REPORT**

Elections coming up at the Board Meeting in December and there will be two electable positions.

### **TREASURER'S REPORT**

Treasurer will summarize the Treasury Report during the 2017 Budget discussion.

### **APPROVAL OF MINUTES**

Meeting Minutes from June 1, 2016 were presented and accepted as written. This motion passed unanimously.

### **COVENANTS COMMITTEE**

Covenants re-inspection took place and will include pictures. There have been many recent updates to homes in the neighborhood that have not gone through the Covenants Committee. Homeowners should make sure to check with Covenants Committee before making repairs or updates. A question about gravel beds was brought up and the Covenants Committee noted that these could be approved depending on the situation and that any updates should come through an official Application.

### **GROUNDS AND LANDSCAPING COMMITTEE**

Stump mound from Village Green has been removed and replaced with sod. Irregular flagstones in the middle of the path to the pump station are being corrected. Aeration is complete throughout the neighborhood. Replacement trees for dead trees under warranty will come in October. New flowers will be coming in October as well. Grounds and Landscaping Committee is reviewing RFPs for 2017.

### **SOCIAL COMMITTEE**

Upcoming Events:

- Halloween
  - 10/31/16 at a time TBD
- Thanksgiving Morning Football Game
  - 11/24/16 at a time TBD
- Holiday Pictures with Santa
  - 12/4/16 at a time TBD

### **TRAFFIC CALMING COMMITTEE**

Update from the President:

- Joe Payne and Karin Arnold met with VDOT, Tony Buffington's Office and the Loudoun County Sheriff's Office about traffic calming and concerns about speed and the amount of traffic in the neighborhood.
- Speed Study was to wait until September until school as back in session and should commence shortly.
- Speed sensors will be installed on Waxwing and Black Branch and will collect data for anything over 5 mph over the speed limit.
- Once the county determines there is an issue, the plan is to petition the neighborhood who will have to approve traffic calming measures with an 80% sign off.
- Loudoun County will have to approve any plan (chicanes, speed bumps, etc...)
- There is a potential that if the county determines there is not an issue, the HOA can still use their own funds for traffic calming measures.

### **MANAGEMENT UPDATE**

The following items were brought up in the Management Update:

- Covenants – 30 homeowners that have not complied and will receive additional letters and then will have to appear at a hearing before the Board.
- Sentry now has a mailbox at the Clubhouse that can be used for communication and drop off of materials.
- Reimbursements for the Board are complete.

- Community Survey Forms were sent out to the neighborhood and returned.
- Hydrotech Irrigation – issues with sprinklers in the neighborhood not being winterized and looking into a contract to address these issues so they do not happen again.

## **OLD BUSINESS**

The following items were brought up as Old Business:

- Trash Contract
  - Two RFPs were presented for trash pickup
  - American Disposal or CSI
  - Community Survey Forms indicated that the majority of homeowners were happy with the current contract
  - Sentry will get back to CSI to determine if trash can be changed to two days per week to eliminate some of the noise in the mornings
- Pool Contract
  - Three RFPs were presented for pool maintenance
  - Continental or High Sierra or American Pool
  - Community Survey Forms indicate that the majority of homeowners were unhappy with the current contract
  - Will need to be done by April timeframe
- Landscaping Contract
  - Will expire in December
  - Working on RFPs right now
- Locks are in for clubhouse and will be installed soon
- Teak Benches will be refinished soon

## **NEW BUSINESS**

The following items were brought up as New Business:

- Treasury Report
- Budget
  - Treasurer went line by line on the proposed budget for 2017
  - Items include:
    - Income
    - Expenses (Building Maintenance and Ground Maintenance)
    - Contracts (Grounds Maintenance, Trash Removal, Pest Control, Snow Services, Grounds Upkeep, Irrigation and Pond Management)
    - Pool and Clubhouse Expenses
    - Utilities
    - Administrative

- 2017 budget will be presented to homeowners by mail and will be approved at the December meeting
- Communications Plan
  - HOA use of NextDoor
  - Concerns about social media, access, features and negativity
  - Look into expanding greenemillpreserve.net for official communication
  - Fall Newsletter
  - Formal Communications Plan being worked on

**NEXT MEETING DATE**

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

**ADJOURNMENT**

The meeting was adjourned at 9:38 PM and to an Executive Session that began at 10:01 PM. The Executive Session was adjourned at 10:58 PM.

Respectively submitted by,



Katie Kutch  
Secretary of the Board of Directors

**DATE APPROVED: 2/15/17**