

# Greenway Farms Homeowners' Association Board of Directors Meeting Minutes

October 14, 2020 Via Zoom

Roll Call-Board Members:

Maureen Kirk, President (Host)

Huy Tran, Vice President / Treasurer

Damon Gooch, Secretary

Management Company Representative Present: Lily Lombardo, CMCA

## Call to Order 7:02

**Board agreed to serve positions listed in roll call.**

## Approval of Minutes

Damon Motion to approve July meeting minutes as submitted, Huy Second: Board voted unanimously to approve. Minutes are approved as submitted.

## Manager Report/Notes History:

Recommendations: 2021 Clean out culverts as needed, paint yellow curbs in townhouse section. Refer to Notes/History.

## Committee Reports (\* No members)

\**Landscape*: TOL will install seven (7) trees along Rt 15/Meade entrance. Board reviewed Tree Steward information and called for volunteers. No volunteers.

\**ARB / Covenants*: Board and manager are currently handling applications. Call for volunteers. No volunteers.

*Recreation/Pool*: Owner request tennis back board. Board will consider community vote and publish in the annual meeting notice for 2021.

*Website*: Jennifer Terry will take over role.

*Social*: None-Covid-19

## Old Business

Ash Logs and brush along walking path: Onsite meeting with Town of Leesburg and three (3) contractors set for October 19 to discuss removal options.

## New Business

Update Morgan Stanley signature card to Tran and Kirk.

**Board carefully reviewed the 2019 audit prepared by Michael Wu, Accounting Associates. Huy Motion to approve as submitted, Damon Second: Board voted unanimously to accept audit. Representation letter was signed by Kirk. Audit was signed by the firm, Accounting Associates. In the future, the CPA will sign the audit.**

**Board reviewed 2019 tax returns and Huy signed both. E-file State and mail Federal certified. Zero owed.**

Board reviewed tennis and basketball court repair and color coat submitted by Sports System, total \$19,000 and Bishops Tennis, total \$43,220. Moved to Executive Session for more discussion.

Board reviewed trail repair along Greenway and seal coat submitted by Fairfax Paving \$8,938, Dominion Paving \$12,248 and ProPave \$26,590. Moved to Executive Session for more discussion.

Board approved snow removal cost schedule submitted by Genesis Landscaping.

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New Business Con't**

**Huy Motion to approve Genesis proposal to install five (5), 7' giant arborvitae trees between Connery pipe stem and Greenway Dr. to replace 5 pine trees that recently died, \$2,160. Damon Second: Unanimously approved.**

Owner request: Board agreed not to plant additional trees behind Niven at this time.

**2016 reserve study update is due 2021. Board reviewed a proposal submitted by Mason & Mason. Huy Motion to approve as submitted \$5,000 which is up from \$4,800 in 2016, Damon Second: Board voted unanimously to approved proposal. Proposal will start 2021. Increase tree removal/enhancement from \$10,000 to \$13,000.**

In preparation to adopt a 2021 operating budget, the Board carefully reviewed the reserve contribution, loss of pool income, amount paid for pool service and year to date spending. Operating balance is \$4,393 and Morgan Stanley \$426,969. Net Loss (49,237). Board reviewed 2021 draft budget to reflect no increase, and add reserve study line item, \$5000. More discussion needed and moved to Executive Session.

Board discussed and agreed not to adopt a policy regarding political or other signs and flags.

Ben Graham addressed members expressing his interest in serving on the board. Board members appointed Ben to serve term 2018- 2021 as Director.

Annual meeting date January 12 or 13 at the police station if open or Zoom.

**8:23 Open Forum**

12 residents attended. Two (2) addressed the board. Discussion included bridge boards, insurance, state and local filings. Dugger addressed the board for 5 minutes with animosity and declined when offered a board position.

8:35 Damon Motion to enter Executive Session to discuss draft 2021 budget, three (3) contracts and aging reports, Huy Second. Unanimous / Enter Executive Session at 8:37. Newly appointed member, Ben Graham attended. Residents moved to waiting room.

9:40 Exit Executive Session // 9:42 Open Meeting / OPEN Vote

**Damon Motion to approved Sports System proposal to repair and color coat tennis court, \$14,800 and two (2) new nets. Ben Second: Unanimously approved as submitted. Lombardo will confirm timing with Sports System and follow up with board.**

**Damon Motion to approve Sports System proposal to repair and color coat basketball court, \$4,200. Huy Second: Board voted unanimously to approve as submitted. Lombardo will confirm schedule and report to board.**

**Damon Motion to approve Fairfax Paving proposal to repair and crack fill trail by Greenway/Allman, \$8,958. Ben Second: Board voted unanimously to approve as submitted. Lombardo will handle scheduling.**

**Board agreed not to refund pool labor due to loss of pool income and current end of year reserve balance.**

**Huy Motion to approve 2021 draft budget as submitted with no increase. Damon Second: Board voted unanimously to Adopt 2021 Operating Budget. Budget will be mailed no later than November 30, 2020.**

Board reviewed collection and delinquency report. Both are up to date.

9:55 pm Huy Motion to adjourn, Ben Second: All in favor. Meeting adjourned.