

**Greenway Farms
Board of Directors Report**

RESIDENT COPY

April 2022

**Submitted By
Lily Lombardo**



**American Management
OF VIRGINIA**

Greenway Farms Homeowners Association

Board of Directors Meeting After Annual Meeting April 27, 2022 // Zoom

AGENDA

7:00 Call to Order

7:01 Approve January BOD MEETING MINUTES/ SPLIT & April Agenda

7:05 Manager Report

Refer to Note/History Pg 1-12

7:10 Committee Reports (*No Committee Members)

*Landscaping – Genesis Merger Pg 24-26

ARB –

*Recreation / Inspect Covers / Pool Covers Discussion Pictures?

Yard Sale May 21 & Social Event August 27 // Kiosk ?

Gators Swim Team / Schedule Meeting with CPI / Pg 27 & 28

*Website / Administrator

7:20 Old Business

ProPave Street Sealing Update / Summer

Petty Cash Update ?

Pool Furniture / New & Old Update

7:25 New Business

Pool Season / Clean, Set Up, Update

Financial Reports Pg 13-23

July Meeting Date

7:35 Open Forum

7:45 Executive Session

Hearing / Orange Cones 29

*Discussion Needed / Reserve Study / Reserve Account / Trees \$13,000 / 2020 Reserve Expense \$71,000 (2019 Expense \$96,000) *Refer to 2020 Audit Page 6

Collection Report Pg 30

Delinquency Report Pg 23

Hold Over Board Members / Carter and Graham - Names Announced During the Unofficial Annual Meeting

8:00Adjournment

HOA ANNUAL MEETING JANUARY 2022

DRAFT MEETING MINUTES

Location: Zoom Meeting

Date: 1/12/2022

Time: 7:00 PM

Board Members Present:

- Huy Tran – President
- Damon Gooch – Vice President
- Ben Graham – Treasurer
- Michelle Carter – Secretary

Lily Lombardo from AMV is present

SIGN IN / Verbal

ESTABLISHMENT OF QUORUM / PROOF OF NOTICE – Quorum not met at 7:05 PM

CALL TO ORDER

INTRODUCTIONS

- Board of Directors

CALL FOR VOLUNTEERS at 7:07 PM

7:15: Discussed Items that the Board Completed in 2021

- Passed virtual meeting resolution
- Formalized the parking policy
- Updated Reserve Study to ensure financial security of the HOA complete
- Tennis and Basketball Courts resurfaced
- Tennis backboard installed
- Ash trees cleaned up from HOA owned area and subsequent repairs to path completed
- Walking path repairs complete
- Community yard sale
- Community movie night and social event

- Added a member to the ARB or number of ARB applications reviewed?
- Researched alternative pool management companies (thanks Ben)
- Pool Opened amidst COVID and followed established CDC guidelines to keep residents safe
- Successful end of year pool party and dog swim day
- Authorized ordering of new pool furniture

Financial Update from Ben

RESIDENT FORUM / # SPEAKERS – DIVIDE TIME – no volunteers

ADJOURNMENT OF ANNUAL MEETING 7:20 PM

CONVENE BOARD OF DIRECTORS MEETING

Below *italicized* not completed

APPROVE 2021 ANNUAL MEETING MINUTES

APPOINT ELECTION COMMITTEE

INTRODUCE CANDIDATE(s)

OPEN FLOOR FOR NOMINATIONS. 3 OPEN SEATS

CLOSE FLOOR

VOTE – Verbal (Election Results)

OFFICER REPORTS

- *Grounds/Landscaping*
- *Recreation/Pool/Pool Furniture/Volleyball/Basketball*
- *Financial/Reserves*

Board of Directors Meeting

Ben motions to approve the October minutes, Damon seconded – unanimously approved

Damon motions to approve the January agenda, Ben seconded – unanimously approved

Agenda Items

1. Committee Reports

- a. Managers Report
- b. Landscaping - No committee members
- c. ARB – 12 applications
- d. Recreation/Social Committee - 2 members
 - i) Tentative Date Social Event – Tentative Date for Yard Sale
 - ii) Saturday August 27, 2022 – Saturday May 21, 2022
- e. Swim Team – Swim meets are generally Wed and Sat, will distribute when schedule becomes available
- f. Website – Administrator needed
 - i) Intent to spruce up the website in the next quarter

2. Old Business

- a. Reserve Study – Need to reach out to M&M on percentage. Reserve study to be finalized.
- b. Pool Furniture – Order furniture and tables this spring and place out old furniture when new furniture arrives. Ben to finalize timeline to make sure furniture arrives before pool season and provide final proposal. Must be unanimously approved.
- c. Drainage – Lily to follow up with resident to determine if it is HOA property
- d. 2022 Pool – Premier was not used. CPI approved for \$59,500

3. New Business

- a. Petty Cash Appl – two members on the board for redundancy. Would help with small ticket items. Ben motions to apply for petty cash card to include 2 board members (Huy and Ben) as card holders, Michelle seconds – unanimously approved
- b. Street Seal Coat. \$22,687 Dominion \$22,646 for Pro-Pave
- c. Pool parking lot seal coat. \$4,000 D, \$4,466 Pro-Pave – timeline for completion immediately after labor day
 - i) Michelle motions for Pro-pave for both seal coats per the proposals, Ben seconds – unanimously approved
- d. 24 tree removal – \$8,460
 - i) Ben motions to approve the tree removal, second from Damon – unanimously approved.
 - ii) \$8,460 to Operating budget to be used and go over budget to better predict future tree costs.

- e. Pool cover/Inspect 9/2022.
- f. Pool Cover – work on additional pricing for pool covers.
- g. Financial Report.
- h. Next Meeting – set to April 27, 2022, set to virtual meeting.

4. Open Forum

No open items from 3 present residents.

Close open forum and move to Executive session 8:34 PM

BOD returns from Executive session with 1 homeowner present.

Motion to adjourn (Ben) seconded by Damon, unanimously approved

Meeting adjourned at 9:49 PM.

Executive Breakout Session

Session commenced at 8:35 PM

- ARC Appeal Hearing Results / Pilings
 - Denied unanimously - \$10/day is general procedure, asking to remove until conformance (1 Feb). Non-community standards – remove stumps and rope.
- Genesis Landscaping / Noted in ACT
- Request for Lawford Dog Station / Discussion – should get another one and location and costs are still under consideration.
- Collection Report Pg None Open
- Delinquency Report Pg 19
- Organizational Meeting / Board Members – must reconvene for annual within 30 days.

Open ideas:

Taking down trees, should we put up trees?

Meeting adjourned 9:43 PM.

Greenway Farms HOA

**MEETING NOTES
ACTION ITEMS**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

GREENWAY FARMS HOA // Manager's Report

Lily Lombardo

April 2022

Administrative

- January ANNUAL AND BOD minutes enclosed. Please split minutes.
- Genesis Landscape Merger / Advantage Pg 24-26

Financials

- Financial reports date ending March 2022 Pg 13-23
- Delinquency Report – Pg 23
- Collection status report Pg 30
- Morgan Stanley/Via Email- Signer Huy Tran electronic
- Petty Cash NONE

Proposals

NONE

Maintenance

Refer to ACT/History Pg 1-12

2022 Recommendations

Culverts: Clean fall out as needed by TOL. HOA maintain as needed.

Safety issues: Dead/ Trees pruned and or removed. Ongoing.

Gators: Schedule meeting with pool company to discuss expectations (both sides) prior to opening day. Purchase, set up and manage lockbox with keys.

Pool inspection? Walls, covers, game tables, etc.

From: Frank Murphy <fmurphy@advantagelandscape.com>

Sent: Tuesday, February 8, 2022 12:03 PM

Cc: Dave Carper; Matt O'Donnell

Subject: Genesis Landscape Merger

Good afternoon valued customer,

This notice is to inform you that Genesis Landscape has merged with Advantage Landscape.

Advantage Landscape has served the Washington, DC area for over 20 years. Since 2019, under new ownership, Advantage Landscape has been focused on strategic growth and expanding its capabilities through customer service, robust product offerings, and lasting relationships. This merge will increase resources (newer green initiative technology) talent, and enable us to keep up with an ever-changing industry without succumbing to the confines of a corporate conglomerate. Together with Genesis, we are excited about our future.

As with all important business decisions, we will work closely with our customers, vendors, and other industry partnerships during the transition.

We have listed out common questions/answers to help with the transition; if you have any specific questions related to your property (s), please reach out to Matt O'Donnell.

COMMON QUESTIONS:

What does this mean for my property?

Nothing. The same Genesis Team will be servicing your property as they already have. Our customers will continue to receive the same high-quality product.

What about outstanding estimates or future projects?

Please send all questions to Matt O'Donnell.

Who is my main point of contact and how will I reach them?

Matt O'Donnell – (new email address) modonnell@advantagelandscape.com; the old email will still be monitored.

What immediate change will I see?

Nothing. The only difference (over time) is the rebranding of 'Genesis Landscape' to Advantage Landscape.

Who is Advantage Landscape?

Advantage Landscape is a full scale commercial landscape company that has been in business since 2002. It currently has two branches; Haymarket, VA and, Alexandria, VA – the acquisitions of Genesis Landscape will create a third branch. Advantage serves all of Northern VA and parts of Maryland.

What services does Advantage Landscape offer?

The exact same services offered by Genesis Landscape.

How will billing be handled?

All billing will be through Advantage Landscape's financial system; for those properties that have been receiving invoices in the mail – all invoices will now be sent through QuickBooks to an email provided by the HOA; that change takes effect immediately.

Where should I send payments IF I do not use an ACH?

Advantage Landscape
15200 Kapp Valley Way
Haymarket, VA 20169

Please let us know if you have any specific questions not listed below.

Thank you and we look forward to our continued partnership.

Regards,

Frank Murphy
President
Advantage Landscape
W: 703-753-3466
Fmurphy@advantagelandscape.com

March 12, 2022

Dear Greenway Farms HOA Board of Directors:

We hope this finds you and your families well. The Greenway Gators Swim Team Board has started preliminary discussions about the 2022 Swim Team Season. The Gators are looking forward to holding a Summer Swim Season, following the protocols set by our governing body, Old Dominion Swim League (ODSL), and in conjunction with HOA pool regulations. We are hopeful that our community will be able to enjoy a somewhat “normal” pool and swim season, after two years filled with uncertainty. It has always been the Gators desire to work cooperatively and collaboratively with the HOA, and we believe last year was an excellent example of how we can accomplish great things when we work together. We look forward to working in partnership with the HOA again this summer to ensure that swim team participants have both an enjoyable and safe 2022 season back in the pool.

As we begin planning for our return to the pool after a modified 2021 swim season, we respectfully ask the HOA BOD to extend the courtesies it allowed the Gators Swim Team last season. In light of the success of last year’s swim season in the midst of the pandemic, we believe that it is necessary and reasonable to continue operating with some flexibility to allow a much-needed return to normality for our young swimmers and their families. We request to be allowed to:

- 1.) ***Continue the fee structure agreed upon last year for out-of-neighborhood swim team members.*** For the 2021 swim season, out-of-neighborhood swimmers paid their swim team registration fee (\$110 for first swimmer, \$100 additional swimmer) plus a \$100 per family out of neighborhood HOA fee. This continues to be in line with how all other Leesburg-area ODSL swim teams manage out of neighborhood swimmers. Out of neighborhood swimmers will not have access to the pool outside of swim team practices and meets.
- 2.) ***Continue to allow flexibility in membership caps as we adjust to post-pandemic life and determine the current and future level of interest in summer swim team.*** We will, of course, open registration first to GWF residents so that they may have priority in securing a spot on the team.

We would also like to share some additional information about how we see the swim season shaping up:

PRACTICE SCHEDULE

We propose that practices be held as follows:

>Weeks of 5/31/22 & 6/6/22 ONLY (Pre-Season)

Tues/Thurs 5-7:45pm, using 2 lanes of the pool. We will break this time into multiple sessions and we will limit the number of swimmers during preseason practices to interfere as little as possible with resident usage of the pool.

>Week of 6/13 ONLY (last day of LCPS school is Wed 6/15) (Pre-Season)

Tues 5-7:45pm (last day of school is Wed 6/15) using 2 lanes of the pool. We will break this time into multiple sessions and we will limit swimmers during preseason practices to interfere as little as possible with resident usage of the pool.

> Thursday 6/16 through the end of the swim season (In-Season)

Practices will remain 8:15am -10:45 am daily. In addition, we hope to offer Tues/Thurs evening practices as make up practice days, 6:00-7:45pm, using 2 lanes of the pool, with limits placed on number of swimmers allowed to attend. We will work with Continental Pools to ensure adequate lifeguard coverage and to determine rate of pay/hours for guards for all applicable practices.

MINIS

We hope to field “Mini” Gators this year, as we did in the years prior to the pandemic. Minis are a small group of usually younger children who are not experienced enough to swim as part of the regular swim team. It is a great way to prepare our youngest swimmers to swim with the big kids in future seasons, when they are ready. There will be no preseason practices for Minis. In-season practices for Minis will be held on weekday mornings and will not impact resident pool usage.

SWIM MEETS

Last year we were able to secure approval from ODSL to only host *Saturday* morning meets at the GWF pool. We plan to make the same request this year for the 2022 season as well, as this will allow Wednesday evenings to remain free of swim team activities, so that the pool can be fully utilized by GWF residents. We will update the HOA should ODSL not be able to honor our request.

Thank you for supporting our request for flexibility as we work to return to a more normal routine. We appreciate the time and effort the HOA BOD puts forth to ensure that Greenway Farms is a desirable place to live. Nothing makes GWF more sought-after than our sense of community. And, now, more than ever, these past several years have shown us just how important being welcoming, friendly and hospitable is. We appreciate the flexibility the HOA BOD has been able to allow the Gators as we continue to adjust to post-pandemic life. The Gators Swim Team has prided itself on being an inclusive, positive experience for young people, and we appreciate having the HOA’s support in that endeavor.

We welcome any questions, thoughts or concerns you may have. We will plan to keep you updated on any specifics of ODSL’s plans and protocols, as applicable. We would be happy at any time to meet with the BOD to discuss short-term and long-term swim team planning.

Sincerely,

The Gators Swim Team Board

Ashley Miller – Team Manager

Kirsten Shabanowitz – Volunteer Coordinator

Deirdre Rommelmeyer – Parent Liaison

Hillary Fischer – Treasurer

Jeanette Ward – Concessions Manager

Allison Wiese – Equipment Manager

Ben Graham – ODSL Representative