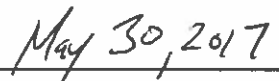


**Board of Directors Meeting  
February 21, 2017**

- I. **Welcome and Call to Order** – Meeting called to order at 7:02 p.m. by Director Margaret Warren.
- II. **Roll Call and Quorum Status** – Quorum established.  
Members Present: Directors Warren, Gay Donnelly, Gabriele Nause, Jenn Lauranzon, and John Mangini  
Community Partners of VA (CPVA): Ken DeMarest (Community Manager)
- III. **Approval of Agenda** – Motion by Vice President Nause, seconded by Treasurer Donnelly, to accept as amended. Motion carried.
  - Remove Audit Proposal and add Pool Contract to New Business.
- V. **Set Adjournment Time** – President Warren set the adjournment time at 9:00 p.m.
- VI. **Approval of Minutes** – Motion by Secretary Mangini, seconded by Vice President Nause, to amend the 01/17/17 minutes by adding last names to Member Voice. Motion carried.
- VII. **Member Voice**
  - Kim Sink asked who cleans the streets. The responsibility falls to VDOT.
  - Bruce Jacobs asked if the tennis or pickle ball courts could be rented or reserved. The front door to the clubhouse is difficult to lock.
- VIII. **Reports**
  - A. **President**
    - Meeting minutes are posted on the website. Last post was September.
    - Alcohol liability doesn't exist for clubhouse events, but beer and wine are okay for private events, but not hard liquor.
    - Luck lock was installed at the court by Tom. Keys are in the office.
  - B. **Secretary** – None.
  - C. **Treasurer** – Treasurer Donnelly presented her monthly report for January, including cash positions.
  - D. **Office**
    - Still running reduced office hours with temporary Administrator. Ken DeMarest is still interviewing for a permanent replacement.
    - Office may be closed around May 7-9 when the laptop is being repaired.
  - E. **Committees**
    - Heather needs a member list of ARC members. Ken will find out the current membership.
    - Social committee is holding Mardi Gras party from 6-8pm.
  - F. **Property Manager** – Property Manager DeMarest presented his monthly report.
- IX. **Old Business**
  - A. **Key issuance policy for Tennis/Pickle ball Courts** – There are 30 serialized keys that cannot be duplicated. Keys will be ready on Friday after 1pm.

- Motion by Secretary Mangini, seconded by Vice President Nause: Keys can be checked out for \$25 if account is up to date. Ken will draft signature form that includes surrender of the key if member moves. One key per household. Motion carried.
  - B. **ARC Review of Guidelines** – ARC will review guidelines for updates and changes for member review and vote.
  - C. **Mortgage Refinance** – Reviewed refinance proposals for the clubhouse.
    - Motion by Secretary Mangini, seconded by Director Lauranzon to approve refinance loan from C&F Bank for a term of 7 years at an interest rate of 4.5625%. Motion carried.
- X. **New Business**
- A. **Board Member Coverage** – Secretary Mangini and Director Lauranzon agreed to swap clubhouse duty August and September. Secretary Mangini now covers September and Director Lauranzon has August.
  - B. **Pool Contract** – No discussion.
- XI. **Executive Session:** Motion by Secretary Mangini, seconded by Treasurer Donnelly to go into Executive Session at 8:16 p.m. for the purpose of contract discussions. Motion carried.
- XII. **Return to Open Session:** Motion by Secretary Mangini, seconded by Vice President Nause, to return to Open Session at 8:38 p.m. Motion carried.
- XIII. **Next Meeting Date:** March 17, 2017, at 7 p.m.
- XIV. **Adjournment:** President Warren adjourned the meeting at 8:39 p.m.

  
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John Mangini, Secretary

  
\_\_\_\_\_  
Date