

**Fairfax Center Recreation Association, Inc.
Board of Directors Meeting
Wednesday, September 8, 2011**

Board Members Present

Naveen Jaluria (left at 8:53 p.m.)
Vinay Panjabi
Adam Schell

Board Members Absent

Laks Ranganathan
Meredith Jones

Others Present

Mike Feuti Recording Secretary, Minute-By-Minute
Nancy O'Connell Property Manager, Service First Management

I. MINUTES

The minutes from the July Board meeting were reviewed and discussed. The minutes will be posted to the HOA's websites in the future.

MOTION: Mr. Schell moved, Mr. Panjabi seconded, to approve the August 11, 2011 Board meeting minutes as amended. The motion passed unanimously (3-0-0).

II. OWNER ISSUES/INPUT

Ms. Ebert stated that there are two signs posted for the towing company that are somewhat confusing. One sign is for this community and one is for the clubhouse. The Board needs to make sure when owners call they identify which it is. He suggested moving FCRA's tow signs to the new FCRA parking sign posts. Ms. O'Connell will contact the towing company about this. The towing company needs to be called at least two hours before towing can occur. One hour for them to arrive and then an additional hour must be allowed if they are on another job. Ms. O'Connell will authorize them to patrol at will on event days to ensure party guests have available parking.

Ms. Ebert also mentioned that there were ants in the kitchen in the clubhouse and a carpet cleaning is needed. The janitor needs to wash the trash cans. The gutter outside is emptying onto the wood of the building and needs to be looked into.

III. FINANCIAL MANAGEMENT

Status of Operations - August 2011: Financial Statements for August are not available yet.

Draft Audit FY 2010:

MOTION: Mr. Schell moved, Mr. Jaluria seconded, to approve the draft audit. The motion passed unanimously (3-0-0).

Draft Budget FY 2012: The draft budget was reviewed. Mr. Schell asked why certain numbers were changing which Ms. O'Connell explained.

The pool is aging and Ms. O'Connell wants to have the maintenance amount budgeted for it to be increased. Ms. O'Connell explained what a reserve expense is related to the pool and why items came out of that expense line.

Ms. Ebert asked about renovating the bathrooms in the clubhouse. She explained the water is coming out hot and there seems to be a humid smell. Adding a bench would be nice as a place to put things on; currently there is nowhere to place items like bags or clothes. An exhaust fan could be added to help the humid smell. An amount will be added to the budget to cover these types of items to improve the bath house. Ms. O'Connell will look in to adding benches and hooks.

All of the budget categories were reviewed and discussed. Adjustments were discussed.

The issue of the social line item was discussed. Mr. Schell feels that this Association should not be having parties. If the individual communities want to have a party they should have one. This issue was discussed. Ms. O'Connell suggested compromising and waiting for input from the other Board members. Ms. O'Connell explained that the numbers could be changed at a later date.

There was a question from Mr. Schell about the interest amount and where it should be placed as income and not placed in the reserve fund. The discrepancy is what should have been placed in the reserve fund for 2011. This issue has been fixed in 2012. It was found that the number put into reserves was from an old study. The study has since been updated and the figures for 2012 are correct.

MOTION: Mr. Jaluria moved, Mr. Schell seconded, to approve the 2012 budget. The motion passed unanimously (3-0-0).

IV. CONTRACTOR SERVICES

III. Grounds Maintenance & Irrigation: There were no problems to report. The grounds contract expires on 12/12/11; the irrigation contract expires 12/11/11.

Grounds Improvements: There was a discussion on how much to commit to grounds improvements and plantings as outlined in presentations like the one from Craven Nursery. The

Board needs to agree on an amount to spend on this project. The existing proposal needs to be reviewed and determined what selections from it can be applied when the figure is reached. A subcommittee to review it was suggested.

MOTION: Mr. Jaluria moved to approve up to \$5,000 be spent on grounds improvements on selections from the Craven's Nursery proposal. The motion FAILED for lack of a second.

MOTION: Mr. Panjabi moved to approve up to \$3,000 be spent on grounds improvements on selections from the Craven's Nursery proposal. The motion FAILED for lack of a second.

(Mr. Jaluria left the Board meeting at 8:53 p.m.)

No agreement was reached on the plantings. Ms. O'Connell will ask the people who do grounds maintenance to provide a proposal for fall annuals.

The exterior lighting discussion was tabled at this time.

Janitorial Services: There were no complaints to report; the contract expires 3/31/12.

Holiday Lighting: Ms. O'Connell explained the background on this issue and why there is not currently a contract for this service. The last contract for this was \$1,800 for continued services. Ms. O'Connell will invite the contractor to come to the next Board meeting to describe what he can provide.

Pool Management: There was nothing to report.

V. COMMITTEE REPORTS

No Committee Reports were presented.

VI. OLD BUSINESS

There was no old business to discuss.

VII. NEW BUSINESS

Proposal for Locking Cabinet in Supply Room:

MOTION: Mr. Schell moved, Mr. Panjabi seconded, to approve the purchase and building of the locking cabinet for the wireless router. The motion passed unanimously (2-0-0).

Legal Opinion: A legal opinion was discussed as there were still questions raised by the opinion.

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VIII. ADJOURNMENT

The meeting was adjourned at 9:10 p.m.