

Summary of BOD Actions Qtr 1/10

FALLS RUN COMMUNITY ASSOCIATION, INC
Board of Directors
Summary of Activities
1 January – 31 March 2010

This summary includes all substantive motions voted upon by the Board of Directors at meetings of the Board during the period indicated. It does not include motions to approve meeting minutes, to convene in executive session or to adjourn meetings.

I.: Meeting of 13 January 2010: All members were present.

a.: A motion was made by Bill Barnes, seconded by Tom Whalen, that the Operating Account RBS Citizens Bank Certificate of Deposit in the amount of \$50,000 which matures on 14 January 2010 be reinvested in a CD for a term of 120 days at market rate to mature in May 2010. The motion was APPROVED 7-0.

b.: A motion was made by Bill Barnes, seconded by Dan Owens, to take \$25,000 from the Replacement Reserve account and purchase a Certificate of Deposit at market rate for a term of 6 months to mature in July 2010. The motion was APPROVED, 7-0.

c. Secretary's Report: A motion was made by Tom Whalen, seconded by Bill Barnes, to rescind the Board's action of 9 December 2009 regarding publication of "draft" or "unapproved" minutes of Board meetings on the Falls Run website based upon advice received from the FRCA attorney today and instead publish minutes of Board meetings on the website only after approval of the minutes by the Board but to have the "draft" minutes available for review by all residents in the Board meeting folder located in the Property Manager's office immediately upon distribution of them to the Board's members. The motion was APPROVED 7-0.

d. Determine Annual Meeting Date: A motion was made by Tom Whalen, seconded by John Thrash, to hold the 2010 Annual Meeting of the Falls Run Community Association at 7:00pm, 1 December 2010, in the Community Center. The motion was APPROVED 7-0.

e. Camera system: After discussion, a motion was made by John Thrash, seconded by Toni Brown, to activate the camera system mounted over the concierge desk in the Community Center on 1 February 2010 and retain the images recorded for an appropriate period of time. However, no audio would be recorded at this time. The Board requested the Secretary to include notice of this action in the February Gazette Flyer. The motion was APPROVED 7-0.

II.: Meeting of 22 January 2010: John Thrash absent.

a. A motion was made by Bill Barnes, seconded by Tom Whalen, requesting that the Property Manager contact the FRCA attorney for advice and preparation of a draft letter of notification to the contractor that his contemplated actions will be considered to constitute non-performance under the terms of our contract. The motion was APPROVED 6-0, John Thrash absent.

b. A motion was made by Bill Barnes, seconded by Dan Owens, that the Property Manager seek backup qualified contractors to perform in accordance with the existing Statement of Work in view of the situation with our current contractor. The motion was APPROVED 6-0, John Thrash absent.

III.: Meeting of 27 January 2010: Dot Foster absent.

a. Management Report: A motion was made by Bill Barnes, seconded by Dan Owens, to accept the proposed list of violations and direct the Property Manager to prepare "Preliminary Notice of Violation" letters to be sent to all eight owners on the list. The motion was APPROVED 5-1, John Thrash opposed, Dot Foster absent.

b. Treasurer's Report: A motion was made by Bill Barnes, seconded by Tom Whalen, that FRCA request Armstrong Management to modify their procedure when paying for replacement reserve funded projects. The process to be used by Armstrong Management will pay invoices for reserve projects directly from the Replacement Reserve Money Market Account. The present "Certification of Approved Use of

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Replacement Reserve Funds” form will not be required. The motion was APPROVED 6-0, Dot Foster absent.

c. Maintenance of railings atop FRCA retaining walls: A motion was made by Tom Whalen, seconded by Bill Barnes, to accept Draft 5 of the proposed Administrative Resolution “Responsibility for Maintenance of Retaining Walls” as written and publish it as AR 10-01, effective 27 January 2010. The motion was APPROVED 6-0, Dot Foster absent. The Board also directed that individual homeowners affected by the AR be notified.

d. Termite Maintenance contract: After discussion, a motion was made by Tom Whalen, seconded by Dan Owens, to accept the Triple-S Pest Management Services proposal to install a Sentricon Termite Colony Elimination System at the Community Center at a one-time cost of \$2,997 and annual renewal cost of \$449 as recommended by the Community Center Committee. The motion was APPROVED 5-1, Dot Foster absent, Bill Barnes opposed.

IV.: Meeting of 3 February 2010: Dot Foster and John Thrash absent.

a. The Board agreed that the following actions should be taken in preparation for the projected large snowfall:

1. The contractor has been asked to clear those fire hydrants on Norwood Lane and Aspen Hill Lane which were blocked by piled snow.
2. The contractor has been notified that sand may be stockpiled within the community.
3. An Alert Notice will be sent out to residents by website, Channel 20 and the Yahoo Group.

b. Actions to be taken if heavy snowfall occurs: The Board agreed that the following actions would be taken if the projected large snowfall occurs:

1. The Community Center would be closed early on Friday, 5 February, if necessary.
2. The Community Center would remain closed until snow clearance had been completed.
3. All inbound and outbound gates would be locked open until snowfall had ceased and the snow contractor had cleared the entrance areas.
4. Periodic checks of the Community Center building would be made.

V.: Meeting of 5 February 2010: All members were present.

a. The following format for the upcoming Town Hall meeting on the proposed Design Guidelines was developed in discussion:

1. Welcome participants and thank members of the Ad Hoc Committee on Enforcement Document and Modifications Committee for the work they have done.
2. Introduction of Facilitator.
3. Introduction of Modifications and Ad Hoc Committee members.
4. Declaration of Purposes of the meeting:
 - a/ Promote understanding of the revised Design Guidelines.
 - b/ Give residents an opportunity to ask specific questions relating to those guidelines and to make comments suggestions for changes.
5. Announce Ground Rules for the meeting:
 - a/ Turn off cell phones and beepers during the meeting.
 - b/ Written questions turned in prior to the meeting will be answered first.
 - c/ Residents will be acknowledged on a rotating basis for questions and comments with two minutes allotted for each turn.
 - d/ Treat others with respect – one person at a time speaking.
6. Handling questions at the meeting:
 - a/ Residents will be encouraged to submit questions in advance on 3x5 cards available from the concierge at the Center. These questions will be placed in a box on the concierge desk.
 - b/ Index cards will also be available at the Town Hall meeting for submission of additional questions and comments.

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c/ Each written question or group of similar questions on one topic will be read by the Facilitator and addressed by members of the Ad Hoc or Modifications Committees.

d/ Questions and comments will be taken from residents as detailed in the Ground Rules.

7. Conclusion and further process: The Board of Directors will hold a Special Working Session to discuss all inputs received at the Town Hall meeting and decide action[s] to be taken.

VI.: Meeting of 24 February 2010. All members were present.

a. The Treasurer offered the following financial actions for consideration:

1/ A motion was made by Bill Barnes, seconded by Tom Whalen, that the Board of Directors authorize the replenishment of the Activities Director's cash account at BB&T Bank in the amount of \$1,989.67. This transfer of funds will cover already posted journal entries 122009-16 [\$253.23] and 122009-17 [\$1,736.44] and is not a new expenditure. The motion was APPROVED 7-0.

2/ A motion was made by Bill Barnes, seconded by Dan Owens, to deposit the funds from the Congressional Bank Reserve CD maturing on 11 March 2010 into the Replacement Reserve Money Market Account at Merrill Lynch. After deposit, these funds will be invested into an extended term [48-60 months] Certificate of Deposit at more favorable market funds. The motion was APPROVED 7-0.

b. Remotes for Sheriff's Department: After discussion, a motion was made by Toni Brown, seconded by Bill Barnes, to purchase and provide to the Stafford County Sheriff's Department a total of eight remote controls for the community's gates in accordance with their request. The motion was APPROVED 7-0.

c. Proposed modifications to election process: The Board reviewed the modifications to the election process proposed by the Election Committee and:

1/ A motion was made by Tom Whalen, seconded by John Thrash, to approve the proposed modifications with the deletion of the last five words of the first item and direct the Election Committee to incorporate them into the 2010 Election Policy. The motion was APPROVED 7-0.

2/ A motion was made by John Thrash to amend the previous approval to delete the entire first recommendation of the Election Committee. This motion did not receive a second and was not considered by the Board.

d. Outdoor Pool Contract: After discussion during which it was noted that the present contractor, Douglas Aquatics had withdrawn its bid, a motion was made by Dan Owens, seconded by Tom Whalen, to accept the RPMC Pools Inc proposal of 19 January 2010 to provide maintenance services for both the indoor and outdoor pools for a one year period at a total cost of \$17,175. The motion was APPROVED 7-0

e. Motions by John Thrash:

1/ A motion was made by John Thrash, seconded by Dot Foster, that letters warning or admonishing residents due to sidewalks fronting their properties being uncleared of snow not be issued while any public lengths of sidewalk, for which the Falls Run Community Association has responsibility, remain uncleared of snow. The motion was NOT APPROVED 3-4, John Thrash, Dot Foster and Tom Whalen in favor; Jake Bernard, Dan Owens, Bill Barnes and Toni Brown opposed.

2/ A motion was made by John Thrash, seconded by Bill Barnes, that the Board of Directors, beginning with the month of April 2010, alter its meeting schedule from a bi-weekly schedule to a monthly schedule, holding its monthly meeting on the fourth Wednesday of each month at 7:00pm. The motion was APPROVED 5-2, Dan Owens and Tom Whalen opposed.

3/ A Resolution was proposed by John Thrash regarding the operation of the Property Manager's office which was tabled by the Board by acclamation.

VII.: Meeting of 10 March 2010: All members were present. No actions were taken.

VIII.: Meeting of 11 March 2010: All members were present. No actions were taken.

IX.: Meeting of 24 March 2010: Dot Foster absent.

a. Secretary's Report: A motion was made by Tom Whalen, seconded by Bill Barnes, to reschedule the 24 November 2010 meeting to 17 November 2010 to avoid conflict with Thanksgiving and

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also to reschedule the 22 December 2010 meeting to 15 December 2010 to avoid Christmas week. The motion was APPROVED 5-0, Dot Foster and John Thrash absent.

b. Select UPS contractor: A motion was made by Dan Owens, seconded by Tom Whalen, to accept the recommendation of the Community Center committee and select O'Toole Electrical Services proposal to perform quarterly maintenance on the UPS system at a total cost of \$520 for this year. The motion was APPROVED 5-0, Dot Foster and John Thrash absent.

c. Select irrigation system contractor: A motion was made by Dan Owens, seconded by Bill Barnes, to accept the Green Stream Irrigation Inc proposal for irrigation system maintenance for a three year period covering 2010 – 2012 at a total cost of \$7308 as detailed in their proposal. The motion was APPROVED 5-0, Dot Foster and John Thrash absent.

d. Replace AR 09-08 with AR 10-02: A motion was made by Tom Whalen, seconded by John Thrash, that the Board accept as written Administrative Resolution 10-02, Meetings of the Board of Directors, to replace the present AR 09-08 of the same subject. The new AR implements the decision of the Board on 24 February to move to a monthly meeting schedule effective 1 April 2010. The motion was APPROVED 6-0, Dot Foster absent.

e. Select date to review draft #4 of Design Guidelines: After discussion, the Board agreed to hold the following Special meetings:

1/ 31 March 2010 at 10:00am to review the Cox bulk cable contract and the revised Community Center Rules and Regulations.

2/ 7 April 2010 at 9:00am to review Draft #4 of the proposed Design Guidelines.

f. Correction of administrative oversight: A motion was made by Tom Whalen, seconded by Bill Barnes, to correct the Board's administrative oversight and approve the Form Letters prepared by the Ad Hoc Committee for Enforcement Document to accompany AR 09-09 and permit their use effective immediately. The Board noted that the "Preliminary Notice of Violation" letter had already been used by the Property Manager as noted above in paragraph V.a.3. The motion was APPROVED 5-0, Dot Foster absent, John Thrash abstained.

X.: Meeting of 31 March 2010: John Thrash absent.

a.: Cox bulk cable contract: After discussion, a motion was made by Dan Owens, seconded by Dot Foster, to terminate the current bulk cable contract with Cox Communications upon the renewal date in October 2010, to notify Cox Communications of this action not later than 15 June 2010, and to request the Communications Committee to present to the Board a timeline of recommended actions to implement this decision at the 28 April 2010 Board meeting. The motion was APPROVED 6-0, John Thrash absent.

b.: Review of Community Center Rules & Regulations: After review, a motion was made by Jake Bernard, seconded by Bill Barnes, to accept the proposed Community Center Rules and Regulations as modified during the review and to publish them as Administrative Resolution #10-03 with an effective date of 15 April 2010. The motion was APPROVED 6-0, John Thrash absent.

/s/
THOMAS J. WHALEN
FRCA Secretary