

# Glenwood Mews Homeowners Association – Board of Directors

## Meeting Minutes – July 19, 2011

### **Attendance:**

Anita Bales  
Daniel Alonso  
Matt Owens  
Elisabeth Horswell  
Sheila Beverly (GHA Community Management)

Absent: Marc Zimmerman

### **Meeting called to order 7:10pm – Quorum Established**

### **Review of agenda items from Anita:**

- Marc agreed to be treasurer
- Elizabeth handed Sheila info for GHA books

### **20-minute Membership Forum**

- No homeowners in attendance

### **Review of minutes from previous board meeting**

- Email addresses active for Glenwood Mews Website  
([www.glenwoodmews.org](http://www.glenwoodmews.org))  
[ARC@glenwoodmews.org](mailto:ARC@glenwoodmews.org)  
[mail@glenwoodmews.org](mailto:mail@glenwoodmews.org) (just for website)  
[memberatlarge@glenwoodmews.org](mailto:memberatlarge@glenwoodmews.org) (Elizabeth)  
[president@glenwoodmews.org](mailto:president@glenwoodmews.org) (Anita)  
[secretary@glenwoodmews.org](mailto:secretary@glenwoodmews.org) (Matt)  
[vicepresident@glenwoodmews.org](mailto:vicepresident@glenwoodmews.org) (Daniel)  
[treasurer@glenwoodmews.org](mailto:treasurer@glenwoodmews.org) (Marc)  
website to check: mail.live.com  
enter email address  
enter password (everyone's temporary password): glenwoodmews  
Is there a mail forwarding option? Yes, however you should always login in to your Glenwood Mews account to respond – not from your own personal account.
- Minutes from previous meeting are approved.

### **President's Report (Anita)**

- We have some outstanding items from minutes that we will cover in old business.

### **Treasurer's Report (Anita for Marc)**

- Review of needed/new signature cards.
  - Signature card was Wachovia and Sun Trust. We never did get PNC CD (Marc was working on getting control of it). We don't know who the signature card owner is. Anita will email Marc to get update. Anita should be able to go up to Wachovia/Wells Fargo branch where account was opened to find out what to do. Anita should still be on there and can get Marcia off – but we need to find out who will be added (Marc and Matt?).
  - Sun Trust: All account numbers should be in book. Marc still needs to finish the PNC project he was working on. Sheila to research contact person. If we don't have someone that has the signature we have to go through hoops.
  - One thing we should consider: Consolidating all of these signature cards, accounts, places to look, etc. Wonder what the real benefit of having the CD is at PNC? Anita did tell Marc about the class on being the Treasurer.

### **Committee Reports**

#### ***ARC***

- The scheduled walk-about was rained out. Looking at what is going on with the community...people are fixing things on their own. Elisabeth thinks we are good.

#### ***GHA Management Report***

- Getting ready for preparation for 2012 budget. Sheila is currently getting proposals for any expiring contracts. This year we need landscaping proposals. The last landscaping proposal was for one year (McFarland & Barry). Sheila to ask for competing bid. Trash Removal is still good until 2014. Insurance will automatically get renewed. Only thing up is Landscaping. Sheila to bring proposals to next meeting along with 2012 budget.
- Striping of parking lot: County is to meet with Sheila (who needs to get a drawing from them). They have two handicapped units. When Sheila was out with Bill Mason from ATS...it was noticed that those handicapped units would take up spaces that would not allow as many spots. The county is to get back to Sheila about whether or not there is a need for those handicap spots (those two units that have been sold to whomever – are they in the need of handicap parking?). They should still be striped with a number (not with a handicap signature). Sheila to finalize and get started (it was already approved in last meeting – Anita has already signed). Includes re-setting of the street signs and parking signs.
- Received a request to pay for an additional parking spot (for Dave Newhart). He still needs to send in application (he has already showed Sheila where the

spot will be). Sheila to follow up with Dave Newhart about his application for reserved parking spot.

- Question: Why do we have refunds to the county in our payouts/disbursements? Page 8 of report. Fairfax County. Sheila needs to ask the county why/what is the refund.

#### **Old Business:**

##### **Collection Policy:**

Board to finalize wording and timeline (separate addendum).

Follow-up:

- Sheila to see if she has any prior version of letter to community
- Anita to follow-up with Marc about a draft letter to community

#### **Miscellaneous**

- Anita went to coast guard (sent an email) about our parking problem. Now we don't have a parking problem (Anita laid the smack-down.)
- We also talked about a light with a motion sensor (as people hanging out at the tot lot). Should we explore? How do we set-up a light? Who can do the pole? Sheila to have a handy-man contact Matt and/or Daniel. Handyman will come out to take a look so we can describe what we need.
- Bullet 4 from prior minutes: (Same Style and Color as previous siding). Minutes Amended: Anita to correct and send electronically to all.

#### **New Business:**

- National Night Out: August 2<sup>nd</sup> (first Tuesday in August): South Tot Lot . Will go to real mail this week. Elisabeth to send flier to Daniel to put out on website. How about cost for flyer in color? \$.70 piece. Elisabeth to submit receipt to Sheila. Daniel to add Glenwood Mews Logo to flyer before Elisabeth prints.
- Executive Session: We covered members with delinquent HOA dues. Sheila has sent out late notices periodically, but not monthly/regularly – will be discussed further
- We used to put notice of board meetings. We stopped (now there are commercials). Matt to come up with new sign for stop sign when we have board meeting.

**Next Meeting September 27<sup>th</sup> 7pm.**

**Meeting adjourned 8:50pm**