

Birchfield Woods Cluster Association
Board Meeting Minutes
March 17, 2003

The following individuals attended the meeting:

James Juran, President
Victor Tchirpout, Vice President
Mary S. Tchirpout, Secretary
Julie Schoenman, Treasurer
Dick Fagan, Board member
Woody Overend, Board Member
Lee DeLong, Improvements Committee
Anne Juran, Communications Committee

The meeting was called to order at 7:30pm

A motion was made and accepted to elect nominated officers.

The draft minutes from the previous meeting were accepted. Also, the minutes from the Annual Board Meeting were accepted.

Financial Reports

- Financial Committee created to review financial reports. Committee consists of: Julie Schoenman, James Juran and Woody Overend.
- Financial audit has been presently delayed due to tax season. Members will push for audit to begin in May when new fiscal year begins.

Old Business

- AAA
 - Harry will be filing suit on April 29th. Will ask for \$10,000 plus court costs (not including attorney fees)
- Light in Circle
 - Will circulate petition to homeowners and church
 - Bill Brazier was nominated to head up lighting issue
- Swing for Tot lot
 - Hardware for tire swing has been purchased at budgeted amount of \$262.00

Goal Setting for 2003

- Resolve AAA issue
- Finalize disclosure documents
- Revise Reserve Study and Develop Capital Plan
- Have draft budget by January 2003 for next annual meeting
- Plan contractor competes better
- Possible tree planting
- Accurate and complete end of 2003 financial reports
- Plan social activities

- End meetings by 9:00pm
- Invest reserve money in CD's

Transition Issues

- Letter will be sent to police allowing them to enforce laws on cluster property
- Dick will send list of new officers to Reston Association and Koger Management and Harry.

“Basic Legal Responsibilities of Board members & The Requirements of Disclosure Documents” workshop

- Discussed increasing Directors and Officers insurance to 2-3 million
- Victor to investigate policy premium increase with change in coverage
- James will file form with Real Estate board with \$25.00 fee
- Julie will attend Reserve Study workshop on April 17th

Letter to be sent with assessment bills

- The letter was approved with one correction
- The letter will be sent with assessment bills

Seedlings

- A motion was made and approved to set a side \$250.00 for seedlings and planting supplies
- Woody and Bill will determine whether there is area to plant and will head up planting effort

Tennis Courts

- Anne will contact Reston Association with suggestion of timer for tennis court lights

Improvements Committee Update

- Received estimate from Brothers Paving and Concrete
 - Recommended \$17,000 of maintenance and repair work within a year, including crack sealing, repairing asphalt, seal coating and restriping and then \$55,000 of work in 3-4 years, including edge milling
- Retaining Wall
 - Recommend getting an engineer out to look at the retaining wall to determine what work needs to be done on the wall immediately

Meeting was adjourned at 9:15pm

NEXT MEETING: Wednesday, April 16th at 7:30pm at Woody Overend's house #1671