

**GPOA Board Meeting  
July 20, 2022  
The Emerald**

1. Call to Order: 5:04PM

2. Roll Call (BoD quorum present)

**President: P. DeVenuto**

**Secretary: P. Schaefer**

**Treasurer: T. West**

**Member-at-Large: G. Smith**

**Member-at-Large: C A Rollins**

3. Community Comments -- 15 minutes (Speakers to identify themselves)

Two residents spoke from written comments. Both documents are included as attachments. GPOA Board actions with respect to the comments were not required.

4. Secretary's Report – P. Schaefer

C-A. Rollins moved to approve June 15, 2022 as written. Motion was seconded, carried by unanimous vote.

5. President's Report: P. DeVenuto

Progress finding an Attorney for Lien / Court: Search is continuing through Legal Aid.

6. ACC Report – G. Kramer and G. Smith

Tree Removal: 6009 Clubhouse Drive, (2022-036)-S-III-B. Two tall Pine trees leaning toward residence with planned replacements. ACC recommends approval. G. Smith moved to approve ACC recommendation, motion was seconded and passed unanimously.

Discussion concerning existing alleged covenant violations and the necessary and sufficient documentation process to establish a solid foundation for potentially escalating BoD actions. **P. Schaefer took an action to create a 'boiler-plate' friendly reminder letter for the ACC Chair signature as the second step in a complaint resolution process.** Having found the referenced letter on the "Board Members Only" portion of the website, along with reasonably complete procedures to establish and document the entire complaint process, more BoD action is necessary to create a less paper-intensive and record keeping system.

7. Treasurer / Finance Report -- Terry West:

Current bank balances are:

Checking - \$33, 890.46

Money Market - \$20,102.97

C-A. Rollins moved to accept the Treasurer's report as information. Motion was seconded and passed unanimously. Budget report attached.

Discussion regarding the continuing need to mow lawn at 1249 Pine Valley Dr., the property the GPOA currently has a maintenance lien against. T. West has contacted **River Road Lawn Care** to mow the lawn monthly until mowing ceases in the fall. G. Smith moved to authorize the necessary expenditure of funds, anticipated at \$65.00 per month. T. West confirmed sufficient funds remain in the lawn maintenance budget to accommodate the anticipated expenditure. Motion was seconded and passed unanimously.

8. Noise Abatement Committee Report: No BoD action required at this time.

9. Communications Report – Completed actions submitted by P. Schaefer, Nominating Committee Chair.

Pony Express confirmed delivery of all Summer Meeting notifications by 15 July.  
All mailed items, approximately 40, were delivered to the USPS on 7 July.

10. Membership Report – P. DeVenuto reported M. Anisko has volunteered to assume Newcomers Committee responsibility.

R. Beadle provided four new residents via payment of annual dues. GPOA membership currently at 465 and will be confirmed prior to the Summer Meeting to ensure Board has an accurate count for determination of a quorum, should a vote become necessary.

11. Maintenance and Beautification Report:

Bear Park / Nature Park – D. Chew provided monthly combined Trailblazers/Garden Guru report attached.

G. Smith detailed the situation regarding the malfunctioning fountain in the Greenbrier Parkway Lake. Due to the age and condition of the fountain the most cost-effective solution is to replace the fountain and lights. The initial quoted costs are \$2500.00 with some additional taxes and small items required for a successful install. C-A. Rollins moved to authorize up to \$3000.00 in available funds (confirmed by T. West) to effect the purchase and installation of a new fountain. Motion was seconded and carried unanimously.

12. Community Watch -- No BoD discussion/action on this agenda item.

13. Social Events – No BoD discussion/action on this agenda item.

14. Old Business

Summer Meeting: JoeSigns provided four (4) meeting notice signs to be placed at each entrance to Greenbrier, at the intersection of Greenbrier Parkway and Clubhouse Drive, and at the three-way stop at Greenbrier Parkway and Pine Valley Drive for \$134.00. “Re-dating” cost for the signs to enable re-use will be \$50 each meeting period. Sufficient funds are available in the annual meeting budget line. Email communications to facilitate this out-of-cycle BoD decision have been included as an attachment.

Pursuant to the letter received from William Ward, attorney representing M. Waring regarding alleged actions by the GPOA over a four-year period, 2018-2022, BoD action on the pending appeal will remain tabled until the GPOA BoD has the opportunity to consult with a lawyer and develop an appropriate way forward.

15. New Business

Nominating Committee – presently three (3) qualified candidates for four (4) BoD vacancies: Jule Burke, Hoben Thomas, and Ed Preston. Candidate information sheet is attached.  
Election process

Ballots to be completed after all candidates (if floor nominations accepted) by 2 August  
Ballots will be mailed/Pony Expressed by 9 August (anticipated)  
Ballots must be in-hand by 20 August, Nominating Committee will control/count and provide BoD with results by 22 August.  
Candidates will be notified by sitting BoD President, by 23 August  
Membership will be notified via MailChimp and website posting by 24 August

16. Next Meeting –August 17, 2022

17. Adjournment: Motion to adjourn regular meeting was made by C-A. Rollins at 6:38PM. Motion was seconded and carried unanimously.

**Executive Session: Motion was made by C-A. Rollins to enter Executive Session at 6:40PM to discuss ramifications of received letter from William F. Ward, Attorney representing M. Waring regarding alleged actions by the GPOA Board of Directors. Motion was seconded and carried by voice vote unanimously. Executive session terminated at 7:35PM. No GPOA Board actions occurred.**

18. GPOA BoD re-convened at 7:40PM. C-A. Rollins moved to draft a letter to M. Waring’s attorney including the GPOA Board’s intention to redact any and all references to “member not in good standing” contained in the April 21, 2021 GPOA Board Meeting minutes. Motion was seconded and passed unanimously. P. Schaefer will draft referenced letter, circulate for comment to all BoD members and submit to the BoD President for signature. Two copies of the letter will be sent to the Waring’s attorney, one certified and one regular mail to ensure receipt. Letter will contain an original copy of the archived minutes and a redacted copy for comparison. If accepted by M. Waring, the on-line and archived records will be amended and notations made in both locations referencing acceptance and resolution. Additionally, all documents relating to this situation will be maintained as attachments to the regularly produced GPOA BoD meeting minutes.

G. Smith moved to adjourn the meeting at 7:45PM. Motion was seconded and carried unanimously.

Respectfully submitted,  
C. Parks Schaefer  
Secretary, GPOA Board

Attachments:

1. Copies of resident’s written statements submitted during Community Comments
  - a. M. Waring
  - b. M. Schaefer
2. Treasurer’s Report
3. Trailblazers/Garden Guru report
4. Documents Referencing M. Waring Attorney letter, dated July 15, 2022
  - a. Bill Ward & Kirby Smith, P.A. letter, dated July 15, 2022
  - b. GPOA Letter to Waring concerning political signage, dated September 4, 2020
  - c. Copy of GPOA BoD minutes, dated April 21, 2021
  - d. GPOA emails regarding response to Bill Ward & Kirby Smith, P.A. letter

- e. Initial Response to Bill Ward & Kirby Smith, P.A. letter
- f. Redaction Statement to accompany archive and on-line files