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**Glenkirk Estates Homeowners Association**  
**Annual Meeting**  
**Minutes**

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**January 30, 2006**  
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*Location: Bull Run Middle School*  
*6308 Catharpin Road*  
*Gainesville, VA 20155*

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**ATTENDEES:**

Bill Yauss, Cathy Baum, Blake Stanley and Scott Kuzemchak of Drees Homes (the Developer for Glenkirk Estates) Pam Ward, Tracy Schonter and Julie Klaiss represented TWC Association Management.

- I. Call to Order** - Verification of Quorum  
Pam Ward called the meeting to order at 6:50 PM.
- II. Verification of a quorum** – A quorum was verified with 42 homes represented and the current Board members from Drees Homes.
- III. Introductions** – Pam Ward introduced each member on the Drees Board as well as Tracy Schonter and Julie Klaiss of TWC.
- IV. Officer's Reports** – Vice President of the Board, Bill Yauss, gave an update on the accomplishments for 2005. First he explained that VDOT is reconstructing Linton Hall Road and widening it to a four lane divided roadway. VDOT will install adequate turn lanes on Linton Hall Road. VDOT will also connect Rollins Ford Road with Linton Hall Road. He explained that Drees partnered with other builder's to build Rollins Ford Road and the group paid to have a traffic light installed, closer to completion of the reconstruction.

Mr. Yauss reported that within the Glenkirk community, two of the tot lots and access sidewalks have been completed and are now being used. There will be two more playgrounds installed later. He stated that additional landscaping has been installed and will continue to be installed throughout the community. Drees is in the process of dressing up the Glenkirk Community.

The first segment of Estate Manor Drive from Glenkirk Road to the first intersection at Churchside Drive and Calverts Mill Way is being widened. Curb, gutter and sidewalk are being installed, and upon completion, an irrigation system in this area will be installed at the entrance.

Construction of the Recreation Center is very close to getting under way. The land has already been cleared. Contractors have been hired to build the pool house and a 25-meter swimming pool. The contractor has been offered an incentive bonus to finish the project ahead of schedule. Drees hopes to have the pool ready by the end of July, but this will

depend on Prince William County and the contractor's ability to obtain the proper permits quickly. The County can be very slow and difficult to deal with.

Mr. Yauss stated that wetland plantings would soon be installed along the banks of the pond in Section 5 at the end of Anchor Mill Place. In addition, a wetland mitigation area south of Rollins Ford Road along the eastern property line of the Glenkirk Estates community will be installed when the weather permits.

**V. Board of Directors' Appointment** – Bill Yauss explained that Lee Wingo is no longer on the Board because he is no longer employed at Drees Homes. The current Board members from Drees include himself, Cathy Baum, and Blake Stanley. He also explained that two additional Board members who are homeowners within the Glenkirk Community would be added to the Board of Directors in June of this year. There will be another community meeting in June, and the two additional members will be elected at that time. The new Board of Directors will consist of five members, including three Drees representatives and two homeowners. Notification of the meeting and the election process will be mailed to everyone well in advance of the meeting.

**VI. December 31, 2005 Financial Report** - Pam Ward presented the financial report and explained that the association had \$193,357.59 in equity as of December 31, 2005. A substantial amount of the funds are actually earmarked for the pool, recreation center and other related expenses. Other substantial budget increases are related to trash removal trash which is getting more expensive because of high fuel costs and land fill rate increases, and common area maintenance. Ms. Ward went on to explain that financial reports are completed monthly and the reports are audited annually by an independent CPA firm. She then gave a quick overview of expenses, explaining that the reserve allocations will change in 2006 and will include categories to parallel the 2006 budget.

A homeowner read from the governing documents for Glenkirk and stated that since the pool was not complete yet, the fees should not have increased. Ms. Ward explained that when the 2006 budget was drafted several months ago, the pool was scheduled to open for the entire season. She said it is possible to adjust the fees based on the pool's opening dates. The fees could be adjusted for the next quarter.

**VII. Common Area Development Status Reports –**

**A. Pool** – Mr. Yauss explained that the pool would not be ready until further into the summer season. He also explained that Drees' intention is to open the pool as soon as possible. He said Drees has been ready to begin building since November 2004, and originally applied for the permit in January of 2005. Currently, they are waiting on Prince William County to issue the building permit. He explained that due to the building boom, the County has been backlogged. It should take 6 to 8 weeks to get a permit, but it is taking much longer. Everyone trying to build in the County is experiencing similar delays. Mr. Yauss hopes that now that the market is slowing down, the County will get to them soon.

Because of the late pool opening in 2006, Mr. Yauss said that Drees would be willing to subsidize the pool management expenses (lifeguards) during the first year of operation. The association will have to pay the other expenses.

Homeowners expressed concern over not having a place for their children to swim. They are paying for use of a public pool called Vint Hill. Ms. Ward explained that she had tried to contact several other communities to see if Glenkirk residents could buy a one year membership, but none of them were interested. She said she would contact Vint Hill to see if membership discounts were available for groups.

Someone asked what amenities the Recreation Center will have in it. Mr. Yauss explained that the building will have a meeting room, lifeguard office, bathrooms and a limited kitchen.

A homeowner expressed concern about the dues increase which will predominantly cover the operation of the pool expenses. Drees and TWC agreed to look into this matter and possibly reduce a future quarter's dues or issue a rebate.

**B. Sidewalks** – Covered in Officers' Reports

**C. Entrance Monument** – Not much was said on this matter due to interruptions.

**D. Road Paving** – Mr. Yauss stated that the topping of the roads would begin at the end of May or beginning of June.

Streetlights were addressed. It was explained that NOVEC will own and operate the streetlights and Drees is not responsible for installing them. The association will have to pay for the electricity. Homeowners expressed concern over the speed at which NOVEC is working. Some outages of street lights were reported, and Mr. Yauss agreed to investigate.

Street Signs were also addressed. Mr. Yauss stated that the hold up was due to an issue at Drees, but he had just put a new person in charge of getting this done and expected signs to be installed sometime in mid summer.

**E. Landscaping** – Addressed in Officers' Reports

**VIII. Procedures for Reporting Maintenance Concerns & Violations** – Several homeowners expressed concern over the fact that commercial vehicles, particularly taxi cabs, are parking in the community even though the documents prohibit this. Ms. Ward explained that several vehicles have been towed from the street, but the association cannot remove vehicles from driveways unless they present a safety hazard. One homeowner wanted to know if violation letters were being sent and wanted to see a list of the violation letters that were sent.

Ms. Ward explained that she sent out 91 violation letters on behalf of Glenkirk over the past eight months, but she really can't share the individual violation notices with the entire community. In her 24 years of experience, she has never published for the community a list of violation letters and does not think it would be appropriate. She said that she had towed 10-12 vehicles. She has been targeting specific areas and problems, and she needs input from the homeowners to make her aware of any other issues that have not been addressed.

Several homeowners expressed a desire to see the common areas of the community completed quickly and cleaned up so that they look better. Pride of ownership was decreasing because the curb appeal of Glenkirk is not as good as is in other similar

communities. The storm ponds, the entrance, the lack of final paving of roads, missing street signs and street light outages are examples of things that need to be completed.

In an effort to speed up the clean-up process and to gain valuable feedback from the community, six homeowners signed up as representatives for their sections 1-6 and agreed to observe the community and let Drees and TWC know the items which need to be resolved in their section. Ms. Ward said that she would mail out a comment form asking for homeowner input to get feedback from those owners not in attendance. A walk through can be scheduled in the near future.

Several homeowners asked if speed bumps could be installed. Mr. Yauss said that speed bumps could be installed after Glenkirk is off bond, but the Board of Directors at that time would have to petition VDOT to install them.

**IX. Adjournment** – The meeting was adjourned at 8:10pm.

Respectfully submitted by:

Julie Klaiss of  
TWC Association Management