

COUNTRYSIDE PROPRIETARY
BOARD OF DIRECTORS MEETING
Parkway Meeting Room
46020 Algonkian Parkway, Sterling, Virginia 20165
Wednesday, April 4, 2018

BOARD MEMBERS PRESENT: Robert King – Belmont
Anne Steingass – Foxfield
Rob Heckman – Morven
Penelope Francke – Oakridge

BOARD MEMBERS ABSENT: Dave Barrie – Oatlands

OTHERS PRESENT: Donna Cooper – PMP
Loretta deLamare – PMP
Ed Thomas - PMP

CALL TO ORDER:
Penelope Francke called the meeting to order at 7:01 PM.

APPROVAL OF MEETING MINUTES:
Anne Steingass moved that the Board of Directors approve as written the minutes of the Board of Directors Meeting March 28, 2018. Bob King seconded the motion. Motion carried unanimously.

RESIDENTIAL PARTICIPATION/GUESTS: No residents or guests were in attendance.

GENERAL BUSINESS:

A. OLD BUSINESS:

Road Runner Wrecker Services Inc. Contract

Rob Heckman moved that the Board of Directors approve the attached Road Runner Wrecker Service, Inc. Towing Contract for a period beginning April 1, 2018 to March 31, 2019 with two one-year options as outlined in Section IV-Duration of Agreement. Bob King seconded the motion. Motion passed unanimously.

B. NEW BUSINESS: None

ARCHITECTURAL ITEMS: None

FACILITIES: None

FINANCE:

Investment of Common Driveway Funds

Bob King moved the Board authorize the Treasurer to reinvest Common Driveway funds from the maturing CD at Sandy Spring Bank in the approximate amount of \$70,220 into a CD at Sandy Spring Bank for 14 months at the best rate available. Rob Heckman seconded the motion. Motion passed unanimously.

Townhouse Reserve Fund

Bob King moved the Board authorize the Treasurer to close the Capital One Bank Money Market Account in the approximate amount of \$38,370 and move the funds into the Vanguard Money Market Account. Rob Heckman seconded the motion. Motion passed unanimously.

Investment of Townhouse Reserve Funds

Bob King moved **the Board authorize the Treasurer to invest funds from the maturing Vanguard Townhouse Reserve Beal Bank CD and the Vanguard money market fund into two CD's for up to two years at the best rates available.** Anne Steingass seconded the motion. Motion passed unanimously.

General Reserve Fund

Rob Heckman moved **the Board authorize the Treasurer to close the Zions Account and move the funds into the Morgan Stanley Account.** Bob King seconded the motion. Motion passed unanimously

GROUNDS:

Street Sweeping

Anne Steingass moved **that the Board of Directors award the contract for Street Sweeping in the Townhouse communities to BrightView for an amount not to exceed \$6,560. The cost will be applied to GL 8556.** Rob Heckman seconded the motion. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS: None

COMMITTEE REPORTS

Design Review Committee	February 26, 2018
Facilities Committee	March 8, 2018
Finance Committee	March 27, 2018
Grounds Committee	March 29, 2018

MANAGEMENT REPORTS:

- Management Report
- Financial Reports
- Project List

EXECUTIVE SESSION: None

ADJOURN:

Bob King **moved to adjourn the meeting.** Rob Heckman seconded the motion. Motion carried unanimously. The meeting adjourned at 7:10 PM.

Respectfully Submitted,

Loretta deLamare – Recording Secretary