



Greenbriar Pool Club Notice of Annual Membership Meeting

February 15, 2017

7:00 PM

Greenbriar Elementary
School Library

2017 ANNUAL MEMBERSHIP MEETING

WELCOME!

We would like to take this opportunity to welcome you to the 2017 pool season. As we always do, we will kick off the season with our [General Membership Meeting, to be held on February 15, 2017, at 7:00 PM in the Greenbriar East Elementary School library](#). All pool members are welcome and are highly encouraged to attend.

Members are invited to run for open pool board positions, elect new board members, and/or join in the discussions. Anyone wishing to raise a specific topic before the Board is welcome to do so. **Each speaker is given five minutes.**

There are open positions available on the pool board. To run for a Board position, please submit a short bio (100-200 words) to pool@greenbriar.org so you can be added to the ballot. Candidates may also be nominated during the meeting.

The pool Board strives to ensure that we're representing the interests and wishes of the membership; your participation, either in volunteer positions, or by attending our meetings, is crucial to this effort. Please be sure to join us on February 15, 2017.

February 2017 General Membership

Meeting Agenda

- Call to Order
- Opening Remarks
- Approval of 2016 Membership Meeting Minutes
- Financial Report
- Director's Reports
- Bylaws
- New Business
- Election of New Officers
- Meeting Adjourned

FEBRUARY 2016 ANNUAL MEETING MINUTES

February 17, 2016

Greenbriar East E. S. Library

Attendees: Karen Myers, Peter Bayer, Gene Nivera, Kerry Dangerfield, Erik Kawasaki

- Call to Order/Opening Remarks – 7:05pm Karen Myers
 - We are currently updating our database to make sure all information is correct and current for everyone’s membership. This is a huge undertaking and we need member cooperation. If you haven’t already completed your membership updating form, please do so and give it to Jane before you leave.
 - We have a new Administrative Assistant, Jane Hicks
- Approval of 2015 Annual Meeting Minutes Karen Myers
- Financial Report Kerry Dangerfield
 - Treasurer, Kerry Dangerfield passed around fiscal years 2013-2016 budgets and actuals. Expenses will increase in 2016, with increased administrative and operating costs.
 - \$50 membership fee increase is proposed to cover these costs, but additional increases will be needed in future years. Our pool dues are among the lowest in Fairfax County
- Operations and Maintenance Gene Nivera
 - Budget anticipates purchasing new chair backs and cushions.
 - Capital improvements are \$15,000. This fund is for projects we need to do to keep the pool functioning, pool repairs, building improvements, and additions. NV Pools is assessing what projects will need to be done and providing us with the timeline for these projects.
- Officer and Committee Report
 - Vice President: All insurance policies (directors/officers liability and facility coverage) are current. Peter Bayer
 - Secretary, Kevin Corcoran not present - report given by Peter Bayer.
 - 32 memberships were sold last year. The average price was \$1,075, and the highest was \$3,000.
 - No memberships reverted to the pool.
 - We have received 340 updates to members’ records to date
 - Operations and Maintenance Gene Nivera
 - We are very happy with the new pool management company, NV Pools.
 - We are getting new loungers, cushions, backing, new umbrellas, and replaced the chair lift for handicapped members.
 - Replaced caulking in pool basin and deck joint.
 - Slowly modernizing Pump room. The plumbing needs to be replaced. NV pools will give us an estimate and plan for replacement.
 - Replaced the ½ meter dive board, fixtures in bath house, fixed deck lighting and outlets on deck.
 - Replaced basketball hoops and purchased a new grill.
 - Made improvements to parking lots. We saved a lot of money by doing the work ourselves for \$500, The professional estimate was \$12,000.
 - Roof is to be inspected, when the weather gets warmer, to see if it needs additional repairs or replacement. We received money from the insurance company to cover the hail damage.
 - Next year we need to repair parking lot lights.
 - The side parking lot has lots of potholes and needs repair.
 - The one meter dive stand is being recondition and will be reinstalled.
 - Special Activities Kerry Dangerfield
 - 2015 was a very successful session, We had good attendance at events.
 - We will need a lot of volunteers for activities. Without help, we can’t host events.
 - There is a new Fairfax County noise ordinance that goes to 10 PM but our events go to 11 – 12 PM. We will have to adjust music, movies, etc. to stop at 10 PM. .
 - Communications Erik Kawasaki

- Purchased refurbished laptop for pool; updating gate software, and synchronizing new accounting software.
- Members can login to pool website to find out if pool is open or closed due to weather, or other issues

Election of Directors

- Mike Ebert, Erik Kawasaki, and Karen Myers ran unopposed and were elected to the board.

New Business –

- We have no plan to raise the dues each year, but our dues are very low relative to other area pools, and we have thin reserves in case of a major unexpected expense.
- Anticipated operating expenses include a new white coat, parking lot lights, tree trimming, replacement of pool house roof, and other capital improvements
- Per by laws, the Board makes the decision on the priorities for capital improvements; membership will be informed as to the decisions.

Meeting adjourned at 8:25pm

SELLING OR RENTING YOUR MEMBERSHIP

IMPORTANT:

All membership rentals and sales are private legal transactions between the member and renter or buyer.

The Board **no longer maintains a waiting list of buyers, and cannot assist in matching buyers and sellers**, except for members who are serving overseas in the military or diplomatic corps.

Forms for Renting or Selling:

All forms can be found on the Pool's website www.greenbriar.org or obtained by emailing, or calling the Administrative Assistant, at pool@greenbriar.org, or [703-378-4421](tel:703-378-4421).

Renting Forms: <http://greenbriar.org/membership/renting-your-membership/>

Selling Forms: <http://greenbriar.org/membership/selling-your-membership/>

Processing Time: Please **allow 1-2 weeks for processing** rentals and sales of memberships, especially during the pool season. The Administrative Assistant will contact you once you are cleared and permitted to use the pool

Email Updates: If you would like to be added to the Pool's email list, please send us an email to the pool at, pool@greenbriar.org. The pool uses the email list **only to send out newsletters, notify members of important pool news**, such as Late Nights, or unscheduled closings; **we will NEVER sell, or share your contact information.**

**Greenbriar Pool Club Inc.
FY 2017 Budget**

<i>Greenbriar Pool Club Inc.</i>					
<i>FY 2017 Proposed Budget</i>					
	2017 Budget Draft	2016 Actual	FY 2016 Budget	Diff	
Maintenance Fees	\$ 240,000	\$ 250,243	\$ 249,000	\$ 1,243	
Processing Late/Fees	\$ 8,000	\$ 9,156		\$ 9,156	
Patsy Graham Proceeds	\$ -	\$ 4,906	\$ 5,000	\$ (84)	
Swim and Dive Fees	\$ 15,000	\$ 14,900	\$ 15,000	\$ (100)	
Winter Swim Fees	\$ 3,500	\$ 3,131	\$ 4,500	\$ (1,369)	
Concession Receipts	\$ 14,000	\$ 13,888	\$ 14,750	\$ (1,062)	
Interest	\$ 50	\$ 42	\$ 60	\$ (18)	
Membership Sales	\$ 4,000	\$ 4,725	\$ 1,200	\$ 3,525	
Sponsorship/Fundraising	\$ -	\$ -	\$ 500	\$ (500)	
Miscellaneous	\$ 500	\$ 1,867	\$ 500	\$ 1,167	
Gate receipts	\$ 5,000	\$ 4,759	\$ 5,000	\$ (241)	
TOTAL RECEIPTS	\$ 290,050	\$ 307,217	\$ 295,510	\$ 11,707	
ADMINISTRATIVE EXPENSES					
Admin Payroll	\$ 18,500	\$ 14,000	\$ 16,500	\$ (2,500)	
Payroll Taxes	\$ 1,500	\$ 1,100	\$ 1,500	\$ (400)	
Payroll Expenses (Intuit)	\$ 2,500	\$ 3,420	\$ -	\$ 3,420	
Other Taxes	\$ 5,000	\$ 5,853	\$ 8,000	\$ (2,147)	
Online Services	\$ 1,000	\$ 976	\$ -	\$ 976	
Office Supplies/Mailing	\$ 5,000	\$ 2,939	\$ 5,000	\$ (2,061)	
Insurance	\$ 12,000	\$ 8,896	\$ 25,000	\$ (16,104)	
Legal/Accounting	\$ 7,500	\$ 6,162	\$ 3,500	\$ 2,662	
Corporate Fees	\$ 500	\$ 1,509	\$ 450	\$ 1,059	
Property Taxes (Personal Property)	\$ 1,750	\$ 1,390	\$ 1,900	\$ (510)	
Miscellaneous	\$ 2,500	\$ 2,835	\$ 2,000	\$ 635	
Directors Dinner	\$ 300	\$ 281	\$ 300	\$ (19)	
PC Purchase/Software	\$ 500	\$ 297	\$ 500	\$ (203)	
Gate System	\$ 100	\$ 100	\$ 2,000	\$ (1,900)	
SUBTOTAL	\$ 58,850	\$ 49,568	\$ 66,650	\$ (17,092)	
OPERATIONS EXPENSES					
Management Contract	\$ 90,000	\$ 87,729	\$ 87,180	\$ 549	
Invoiced Supplies	\$ 4,000	\$ 3,429	\$ 4,000	\$ (571)	
Furniture	\$ 4,500	\$ 4,042	\$ 8,500	\$ (4,458)	
Utilities	\$ 9,000	\$ 11,739	\$ 10,000	\$ 1,739	
Telephone	\$ 3,000	\$ 1,878	\$ 1,000	\$ 678	
Greenbriar.org Support	\$ 500	\$ 88	\$ 450	\$ (362)	
Other/Storage,Permits,Inspections	\$ 2,500	\$ 3,642	\$ 500	\$ 3,142	
SUBTOTAL	\$ 113,500	\$ 112,347	\$ 111,630	\$ 717	
FACILITIES MAINTENANCE EXPENSES					
General Maintenance	\$ 18,000	\$ 42,756	\$ 15,000	\$ 27,756	
Capital Improvements	\$ 93,500	\$ 1,289	\$ 15,000	\$ (13,711)	
Lawn Care	\$ 8,000	\$ 6,487	\$ 8,000	\$ (1,513)	
Trash Collection	\$ 3,000	\$ 3,113	\$ 2,600	\$ 513	
SUBTOTAL	\$ 122,500	\$ 53,645	\$ 40,600	\$ 13,045	
ACTIVITIES					
Swim/Dive Team					
NVSL Dues	\$ 1,050	\$ 1,013	\$ 1,050	\$ (37)	
Equipment	\$ 3,500	\$ -	\$ -	\$ -	
Recog/Awards	\$ -	\$ -	\$ -	\$ -	
Coaches Salaries	\$ 22,500	\$ 21,094	\$ 22,500	\$ (1,406)	
Payroll taxes	\$ 2,000	\$ 1,941	\$ 1,800	\$ 41	
Winter Swim	\$ 3,500	\$ 3,043	\$ 3,500	\$ (457)	
Swim Activities	\$ -	\$ -	\$ 700	\$ (700)	
Charitable Contributions	\$ -	\$ 400	\$ -	\$ 400	
Patsy Graham Meet Charitable Donation	\$ -	\$ 5,268	\$ 5,000	\$ 268	
Pool Sponsored Parties	\$ 4,000	\$ 3,549	\$ 6,000	\$ (2,451)	
Concessions					
Wages	\$ 7,000	\$ 5,130	\$ 10,200	\$ (5,070)	
Payroll Taxes	\$ 600	\$ 100	\$ 100	\$ -	
Supplies	\$ 6,500	\$ 6,441	\$ 6,500	\$ (59)	
Sales Tax	\$ 300	\$ 99	\$ 650	\$ (551)	
Maintenance	\$ 600	\$ 40	\$ 575	\$ (535)	
Other(Licensing,equipment,etc.)	\$ 400	\$ 360	\$ 400	\$ (40)	
SUBTOTAL	\$ 51,950	\$ 48,478	\$ 59,075	\$ (10,597)	
TOTAL OPERATING EXPENSE	\$ 348,600	\$ 264,028	\$ 277,955	\$ (13,927)	
CASH FLOW	\$ (56,550)	\$ 43,189	\$ 17,555	\$ 25,634	

POOL RENOVATIONS & IMPROVEMENTS

First of all, we would like to take this opportunity to **thank Gene Nivera** for all his hard work and many hours volunteering as the Greenbriar Pool Club's Operations & Maintenance Director. During Gene's tenure he accomplished too many things to list here but we are all better off for Gene's efforts.

Your new O&M team has been hard at work since the beginning of the 2016 pool season. **We have replaced cushions, Funbrellas, tables, chairs, pool equipment and much more** to make the pool look its best for our membership. These are all things you were able to see and enjoy during the 2016 swim season – what you didn't see are all the renovations we started as soon as the pool closed on Labor Day.

You will see when the pool opens in 2017 that there is **a brand new white coat on both pools with new coping stones all around and an amazing new tile pattern that really updates the look.**

Thanks to our professional designers on the board and outside consultants! The good news is our pool has a great foundation and should last for many more years!

This year we will also be **replacing the roof on the clubhouse and replacing the parking lot lights with energy efficient LED lights.**

We would like to thank NV Pools for their outstanding work managing the pool and operations in 2016. There are too many names to recognize individually, but everyone contributed to a smooth and enjoyable pool season! We look forward to an even better experience in 2017.

We hope you see the improvements, enjoy the updates and have a safe upcoming pool season.

Sincerely,

Your Greenbriar Pool Club O&M Team

BOARD OF DIRECTORS

President: **Karen Myers**

Vice President: **Peter Bayer**

Secretary: **Kevin Corcoran**

Treasurer: **Jeff McCurry**

Operations/Maintenance: **David Bluhata**

At-Large: **Kerry Dangerfield**

Communications: **Erik Kawasaki**

Swim & Dive Team Liaison: **Mike Ebert**

Special Activities: **Karen Sparks**

OTHER PERSONNEL:

Swim Team Representative: **Kim Miers**

Swim Team Representative: **Kelly Morgan**

Dive Team Representative: **OPEN**

Pool Management Company: **NV Pools**

CONTACT INFORMATION

Mailing Address

P.O. Box 220293

Chantilly, VA 20153-0293

Email / Web Address

pool@greenbriar.org

www.greenbriar.org

Phone: Admin. Hrs.: Tuesday & Thurs. 11 AM – 2 PM

Administrator **703-378-4421**

Pool Front Desk **703-378-4421**

**PROPOSED BYLAW AMENDMENTS
(NEW TEXT IN BOLD)**

ARTICLE IV, SECTION E

[Original Text](#)

ARTICLE IV - OFFICERS

- E. The Secretary shall keep the minutes of the annual and special meetings of members and all meetings of the Board of Directors, maintain records of membership including names, addresses, and such other data concerning admission to, maintenance and termination of membership as are appropriate in accordance with the requirements of the Board; keep all Corporate records except financial records; conduct all official correspondence under the supervision of the President; send out notices of all meetings of the members. He or she shall be custodian of the Corporate seal; shall attest with his or her signature and impress with the Corporate seal all membership certificates and written contracts of the Corporation; perform all duties incident to the office of Secretary, subject to the control of the Board of Directors, and shall submit such reports as may be required by them.

[Amended Text](#)

ARTICLE IV - OFFICERS

Section 1: Roles and responsibilities of officers

- E. The Secretary shall keep the minutes of the annual and special meetings of members and all meetings of the Board of Directors, maintain records of membership including names, addresses, and such other data concerning admission to, maintenance and termination of membership as are appropriate in accordance with the requirements of the Board; keep all Corporate records except financial records; conduct all official correspondence under the supervision of the President; send out notices of all meetings of the members. He or she shall be custodian of the corporate seal and shall attest with his or her signature **and** impress with the Corporate seal all membership certificates **and written contracts of the Corporation**; perform all duties incident to the office of Secretary, subject to the control of the Board of Directors, and shall submit such reports as may be required by them.
- I. **Any officer of the Board may sign contracts or official documents. To ensure strong checks and balances, documents or reports created by, or wholly supervised by, a given officer must be signed by a different officer.**

[Rationale](#)

Vesting sole signatory authority in a single officer needlessly complicates and delays the approval of routine Board business. The checks and balances section ensures that a single officer cannot unilaterally obligate the Board or conceal material information (i.e. Treasurer may not approve the financial audit, etc.)

ARTICLE V, SECTION IV

Original Text

Membership Transfer

At the first Board meeting after the annual membership meeting, the Board shall review membership transfers during the past year and other appropriate economic considerations, and shall fix an amount for membership rights. This will be the price of membership rights the Club will pay or charge during the coming year, if the Board chooses to buy or sell or in the case of a membership termination. This price will be uniformly applied until the Board determines at a later date a different amount is appropriate. Requests to buy or sell membership rights shall be treated fairly and in the order in which such requests are received.

- A. A member desiring to transfer membership rights must notify the Club in writing of the same and request the Club to purchase such rights or he may elect to transfer membership rights by a private transaction between themselves and another family unit at whatever price is agreed between them.
 1. If the member elects to request the Club to purchase such rights, the Club will direct the next prospective member in order on the waiting list to send their membership fee to the Club. Upon receipt of the same, the Club will give such sum to the retiring member and perform any other necessary acts to affect the transfer of membership.
 2. If a member elects to sell their membership rights by a private transaction between themselves and another family, the retiring member shall notify the Club of the date of transfer and the full name and address of the new member.
- B. No membership transfer shall be effected before all annual fees and penalties in arrears are paid. The club may disapprove such a transfer only for cause shown.

Amended Text

Membership Transfer

At the first Board meeting after the annual membership meeting, the Board shall review membership transfers during the past year and other appropriate economic considerations, and shall fix an amount for membership rights. This will be the price of membership rights the Club will ~~pay or~~ charge during the coming year in the case of a membership termination **or reversion. Annual Maintenance fees will apply as described in Article V.** This price will be uniformly applied until the Board determines at a later date a different amount is appropriate. **The Board shall also pay this price, less a \$500 administrative fee, to any members wishing to sell their membership back to the Club.** Requests to buy or sell membership rights shall be treated fairly and in the order in which such requests are received.

- A. A member desiring to transfer membership rights must notify the Club in writing of the same and request the Club to purchase such rights or he/**she** may elect to transfer membership rights by a private transaction between themselves and another family unit at whatever price is agreed between them.

1. If the member elects to request the Club to purchase such rights, the Club shall pay the member the established price, less \$500 as per Section 4 above, and will make the membership available for sale. ~~will direct the next prospective member in order on the waiting list to send their membership fee to the Club. Upon receipt of the same, the Club will give such sum to the retiring member and perform any other necessary acts to affect the transfer of membership.~~
 2. If a member elects to sell their membership rights by a private transaction between themselves and another family, the retiring member **shall must** notify the Club of the date of transfer, **the sales price** and the full name and address of the new member **before the transfer will take effect**.
- B. No membership transfer shall be effected before all annual fees and penalties in arrears are paid. The club may disapprove such a transfer only for cause shown.

Rationale

As currently written, the bylaws obligate the Pool to purchase memberships from members and bear all the risk and burden of subsequently selling those memberships. This is a disincentive to private membership sales. The establishment of an administrative fee creates a cost to members who ask the Pool to sell their memberships for them. The amendment in section A.2, codify existing policy and ensure that the Pool Board has all pertinent information about all membership transfers.

ARTICLE VII, SECTION 4

Original Text

Due Date of Fees

Annual maintenance fees are payable each year before May 1 or at a later date as may be set by the Board of Directors. A penalty, as set by the Board of Directors, may be charged if not paid on time. Guest fees are payable at the time of guests' use of facilities. A member whose account is in arrears shall be considered delinquent.

Amended Text

Due Date of Fees

Annual maintenance fees are payable each year before ~~May 1~~ **April 1** or at a later date as may be set by the Board of Directors. A penalty, as set by the Board of Directors, may be charged if not paid on time. Guest fees are payable at the time of guests' use of facilities. A member whose account is in arrears shall be considered delinquent.

Rationale

The weeks immediately preceding the pool opening on Memorial Day weekend are the busiest of the entire year. The current May 1 deadline does not allow sufficient time to update the membership database in time for to ensure that all members are given access to the pool on opening weekend.

Beginning with this newsletter, all newsletters will be sent via email to members.

If you are not receiving emails from us, **please make sure we have your correct email address.**

Like us at **Facebook** at **“Greenbriar Pool Club, Inc.”**

Follow us on Twitter at **“@GBPoolClub.”**



Greenbriar Pool Club, Inc.
P.O. Box 220293
Chantilly, VA 20153-0239

FIRST CLASS
PRESORT US
POSTAGE
PAID
RESTON, VA
PERMIT NO
6595