



## **REMINDER: 2023 General Membership Meeting**

Wednesday, February 22, 2023

7:30 p.m. • In-Person -

Greenbriar East Elementary School Cafeteria

### **Welcome Message from the Board**

On behalf of the Greenbriar Pool Club (the Pool) Board of Directors (the Board), we would like to take this opportunity to wish all members and their families a healthy and Happy New Year. Like you, we are looking forward to the 2023 Pool season.

As we always do, we will kick off the season with our General Membership Meeting on February 22, 2023, at 7:30 p.m in the Greenbriar East Elementary School Cafeteria. All Pool members are welcome and are highly encouraged to attend.

Members are invited to run for the 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 will be given up to five minutes.

There are three open positions available on the pool board. Members in good-standing may nominate themselves or other Pool members prior to the General Membership Meeting (as noted in our January e-mail), or at the meeting itself.

Topics covered in this newsletter include details on 2023 fees and deadlines, operations and maintenance, and annual budget, among other data important to members. Please review this newsletter in full. Any questions can be directed to [pool@greenbriar.org](mailto:pool@greenbriar.org).

### **2023 Annual Meeting Agenda**

- Call to Order
- Opening Remarks
- Approval of 2022 Membership Meeting Minutes\*
- Financial Report\*
- Director Reports
- New Business
- Election of New Board Members and Vote on Proposed Bylaws change
- Meeting Adjourned

\* The 2022 General Membership Meeting Minutes is located at the end of this newsletter. The 2023 budget will be distributed separately the week of February 6.

---

**2023 Maintenance Fee payments will NOT be accepted before March 1, 2023.**



## **Table of Contents**

|   |           |
|---|-----------|
| <b>2023 General Membership Meeting</b>  | <b>3</b>  |
| <b>Significant Capital Expenditures in 2022 &amp; 2023</b>                        | <b>3</b>  |
| <b>2023 Maintenance Fee - \$475</b>   | <b>4</b>  |
| <b>Periodic Membership Audit (Carryover from 2022)</b>                            | <b>5</b>  |
| <b>Operations and Maintenance Update</b>  | <b>5</b>  |
| <b>IMPORTANT: Snack Bar Manager Sought</b>  | <b>6</b>  |
| <b>Dog Swim Day</b>   | <b>6</b>  |
| <b>Bylaws Modifications for Vote during the General Membership Meeting</b>        | <b>6</b>  |
| <b>Available Pool Board Seats</b>   | <b>7</b>  |
| <b>Member Splash Refresher</b>  | <b>7</b>  |
| <b>A Reminder About “Family” Members on a Membership</b>                          | <b>8</b>  |
| <b>Selling or Renting Your Membership</b>   | <b>8</b>  |
| <b>Pool Memberships for Sale by the Pool</b>                                      | <b>8</b>  |
| <b>Guest Passes</b>   | <b>9</b>  |
| <b>Swim &amp; Dive Team Brief Updates</b>   | <b>9</b>  |
| <b>Communications Round-Up</b>  | <b>10</b> |
| <b>APPENDIX A: February 16, 2022 General Membership Meeting - Meeting Minutes</b> | <b>12</b> |
| <b>APPENDIX B: 2023 Pool Season Budget</b>  | <b>15</b> |
| <b>APPENDIX C: Submitting Membership Audit Documentation</b>                      | <b>17</b> |



## **2023 General Membership Meeting**

As noted above, the General Membership Meeting will be held in person at Greenbriar East Elementary School cafeteria (located at 13006 Point Pleasant Dr, Fairfax, VA 22033) on February 22, 2023 at 7:30 p.m. ET. Please review the following “rules of the road” for the Membership Meeting if you plan to attend:

- Only registered Pool members in good standing (Maintenance Fees paid-in-full through the 2022 season) are eligible to attend (you will be required to include your Pool Membership Certificate Number when you sign in);
- Members participating may speak only if they have indicated their desire to do so in advance of the meeting and are added to the agenda, or as directed by the Board during the Membership Meeting;
- Please be courteous and respectful to other members and the Board during the meeting.

We look forward to seeing many of you at the upcoming Membership Meeting. Should you have any questions about the meeting, please reach out to the Pool Administrative Assistant at [pool@greenbriar.org](mailto:pool@greenbriar.org).

---

## **Significant Capital Expenditures in 2022 & 2023**

As highlighted in last year’s February 2022 newsletter, and included in numerous e-mail communications to Pool members over the course of 2022, the Board invested over \$55,000 into the Pool facility in 2022. The primary investments included: (1) complete overhaul, re-paving and update to include basketball and pickleball courts on the side parking lot, which was in disrepair and badly cracked/crumbling, (2) purchase of a new, bigger playground set for the sandpit/volleyball area, and (3) acquisition of a new primary pool pump at the recommendation of NV Pools to replace the 20+ year old pump that was past its useful life. These investments were carefully considered by the Board and well-received by the general Pool membership throughout the 2022 Pool season.

The Board opted to primarily utilize the Pool’s cash reserves for these improvements in 2022, and did not increase Maintenance Fees for 2022 to cover these expenses with the expectation that once these investments were completed, a commensurate Maintenance Fee increase for 2023 would occur or otherwise a one-time special assessment. One thing that the Board did not anticipate in early 2022 was the volatile macro-economic climate and increased inflationary environment that occurred throughout 2022, which in turn resulted in higher NV Pools service fees for 2023 (which increased 12% in 2023 to account for higher labor and material costs). This further informed the Board’s



decision to increase the 2023 Maintenance Fee to partially offset the investments described above from 2022, and offset the increased maintenance costs from NV Pools (see next section of newsletter for more details on the fee increase).

## 2023 Maintenance Fee - \$475

### Fee

The Greenbriar Pool Club Maintenance Fee for 2023 is \$475, **a \$25 increase over 2022**. This fee was approved by the Board in our January 2023 meeting. In addition to the capital improvements made in 2022 as described above, the existing NV Pools contract was up for re-negotiation this year, and NV Pools has raised their price about 12% from 2022 (and did an excellent job of explaining and justifying the increase). The Board negotiated lower out year renewal rates for 2024 and 2025, with a right to re-negotiate and terminate the contract should NV Pools attempt to increase those out year contract fees beyond what is included in our contract. Additionally, the Board expects that the Pool's utility bills and other costs of operating the Pool will go up. The Board felt that a larger increase might be warranted, but is also sensitive to how the broader economic changes affect our members, so a minimal increase was chosen.

### How to Pay

2023 Maintenance Fees must be paid through Member Splash starting on March 1, 2023: <https://greenbriar.membersplash.com/>

**PLEASE NOTE:** Due to the administrative burden and costs associated with processing paper checks, **ALL 2023 MAINTENANCE FEES MUST BE PAID VIA DEBIT OR CREDIT CARD.** Checks will no longer be accepted. Should you have issues accessing Member Splash to pay your 2023 Maintenance Fee, you may contact the Pool Administrator at [pool@greenbriar.org](mailto:pool@greenbriar.org) or call the number listed on the header.

### Deadlines

To avoid a late fee, 2023 Maintenance Fees must be paid no later than April 15, 2023. Members will receive the traditional five (5) guest passes with their renewal. There will be no "early bird" incentive in 2023.



## Periodic Membership Audit (Carryover from 2022)

While nearly all of our members completed the Membership Audit in 2022, there are still a small number of members that have not. The Pool Administrator will attempt to contact those members in March. **As a reminder, you MUST complete the audit in order to use the pool this year. For guaranteed access to the facility on opening weekend, you must submit your documentation no later than April 15, 2023; submissions after this date may delay your access to the pool.** Details about the audit can be found [HERE](#). An in-person opportunity to complete the audit MAY be scheduled in April, please check your e-mail and the pool web page ([www.greenbriar.org](http://www.greenbriar.org)) for information.

---

## Operations and Maintenance Update

The Pool Board's O&M team, led by Chance Putzke and Charlie Passut (with help from all the other Board members as needed), worked throughout the year to improve the pool and facilities in anticipation of the upcoming 2023 pool season. Most importantly, O&M has ensured that the Pool has been maintained consistently throughout the year and is pleased to report that at this time the Pool does not need any major repairs or replacements. Activities by O&M during 2022 included, but are not limited to, the following:

- Completely resurfaced the side parking lot, replacing the basketball hoops, painting new court lines, and adding two pickleball courts;
- Replacing the large playset in the "sand pit," which was a big hit with the kids (young and old) in the 2022 season;
- Replacement of the main Pool water pump that was over 20+ years old in need of replacement, as strongly recommended by NV Pools; and
- Revisited landscaping engagement with contractor and had beds and bushes around pool trimmed and mulched.

Looking ahead to 2023, we anticipate procuring a new robotic vacuum system for the Pool itself to do a more complete job of cleaning the Pool (something strongly recommended to us by NV Pools), are investigating the costs of re-sealing the asphalt main parking lot, and quoting having the fence gates surrounding the Pool rehung. In addition, we anticipate completing the installation of security cameras (a project that commenced in 2022). O&M is also investigating a guest WiFi network for the Pool, although that may not be something implemented in 2023. The Board and O&M team are also looking at ways to extend the use of the pickleball courts in the side lot beyond the normal Pool season. As a volunteer organization, the Pool Board, and particularly the O&M board members, work throughout the season to ensure the Pool is functioning as it should and is aesthetically pleasing. We welcome



feedback from the membership about maintenance items or other suggestions for facility improvements, which can be e-mailed to [pool@greenbriar.org](mailto:pool@greenbriar.org).

---

### **IMPORTANT: Snack Bar Manager Sought**

Tina Campbell served her last year as our Snack Bar Manager in 2022. Tina has been instrumental in keeping our small snack bar operation running smoothly for over 10+ years and we thank her for her hard work and commitment to keeping the snack bar running (no small feat, that includes hiring high school employees, monitoring the cash flows for the snack bar, and opening and closing the snack bar in conjunction with teen employees every day). The Board is looking for someone to step up and run our snack bar for 2023. The goal of the snack bar is not to make money for the club, but rather to give our members a chance to get snacks and drinks at the pool, and to give our young high school aged members a chance for their first job and lessons in customer service and responsible behavior. **If you are interested in interviewing for the role of the Snack Bar Manager, please contact our pool administrator at [pool@greenbriar.org](mailto:pool@greenbriar.org).** Tina has agreed to be helpful in training the new manager, so nobody will have to walk into this without any knowledge transfer. The pay for the position will be discussed during the interview process. **Please note that if we cannot hire a new manager for 2023 the snack bar will not open this season.** The Board is also exploring other possible alternatives to hiring a snack bar manager, such as outsourcing to a third-party vendor. However, preliminary inquiries to other neighboring pools and discussions with vendors that might do this have shown that it is not economically feasible in most cases.

---

### **Dog Swim Day**

Our first dog swim day, which occurred shortly after the Pool was closed for the 2022 season, was a success, and we intend to repeat it this year. After the Pool has closed for the season (for humans) we will wait a week for the PH of the Pool to normalize, and will pick a Saturday and open the pool for 3-4 hours where members can bring their well-behaved dogs to swim/fetch. Of course, this will be for members' dogs only, and members must sign a waiver of liability.

---

### **Bylaws Modifications for Vote during the General Membership Meeting**

As set forth in the Pool's Bylaws, members are invited to propose Pool Bylaw amendments. This year the Board has NOT received any proposals for changes to the bylaws.



## Available Pool Board Seats

Pool Board seats are three (3) year positions. We have three positions that will be vacant as of February of this year, and the Pool is looking for people to serve on the Board. The Bylaws specify that members may nominate themselves or other Pool members prior to the General Membership Meeting, or at the meeting itself. If you or anyone you know who is a Pool member is interested in running for the Board seat opening, you may nominate yourself or that person at the General Membership Meeting. We have existing Directors who will be running again, and we've had two members indicate their desire to serve on the Board.

Please send our admin ([pool@greenbriar.org](mailto:pool@greenbriar.org)) a message indicating that you'd like to run for the Board. Include your name and contact information. **If you want to be included on the ballot, we must receive your message by February 15th.** However, you may still propose your candidacy at the meeting and members may cast a write-in vote for you. We will send out a sample ballot, including biographies, on February 17th. Ballots will be printed and available at the annual meeting.

---

## Member Splash Refresher

In 2020, the Board rolled out the Pool's new membership management system, Member Splash, that allows all members to view and edit their membership details online in a secure portal and pay annual Maintenance Fees online with a debit or credit card without any additional service charges added for online payments. Member Splash is accessible here: <https://greenbriar.membersplash.com/>

Please review the below checklist for updating your membership profile in Member Splash for the 2023 Pool season:

- Pay your 2023 maintenance fee (an email will be sent to you when Member Splash is ready to accept payments, in early March 2023);
- Update the contact info for each household family member;
- Upload a picture of each household family member (used by NV Pools lifeguard staff to validate family members associated with each account); and
- Update the emergency contact info;
- Contact the pool admin ([pool@greenbriar.org](mailto:pool@greenbriar.org)) if a family member needs to be added to your account.

Please note that the Board uses the email delivery system Mailchimp, which is synced to your Member Splash account. **IMPORTANT:** Adding an email address to an individual's membership profile (such as for your child) **will sign that email address up for Pool-related email.** Please use



a unique email address for each person; if you use a shared email account, only add the email address to one family member's contact info.

---

## A Reminder About “Family” Members on a Membership

Our bylaws set out who can be on a single membership. "Family Unit" means the individuals either residing together or having custodial rights of minor children whose parent or guardian is a member. Essentially, everyone must reside in the same location, though children away at school may be listed on the membership. We do offer a “long-term guest” option for nannies/caregivers who don't live at the address. The maximum size of a “Family Unit is eight (8), though a larger membership MAY be granted with Board approval.

---

## Selling or Renting Your Membership

For information regarding procedures for selling/renting your membership, please visit our website for the specific instructions on how to do so: <https://greenbriar.org/selling-or-renting-your-membership>.

For those wishing to rent out their membership for the 2023 season, **the Board will not accept rental applications before April 15, 2023.** Owners must pay their 2023 maintenance fee and complete the membership audit prior to submitting a rental application. The Board will stop accepting rental applications a few weeks before opening weekend to ensure that applications are processed in time for opening weekend. An email with more information on renting will be sent to members in the coming weeks.

Please note that if you are looking to sell your membership, you may begin the process of advertising your membership for sale and looking for a buyer, and even completing the sale with the buyer, but the Pool will not begin to process sales of memberships and issuing the new certificates prior to March 1, 2023. **As a reminder, if you are selling your membership you will need your original membership certificate.** If you cannot locate it and need to have another one printed, please email [pool@greenbriar.org](mailto:pool@greenbriar.org). There is a \$25 fee to have your certificate reprinted. (There is no charge for the new certificate issued as part of the membership audit.)

---





## **Pool Memberships for Sale by the Pool**

The Pool presently has five (5) memberships that will be available for sale later in Spring of 2023. It's possible this number may increase between now and then. If you know of someone who is interested

in purchasing a membership, please have him/her email the administrative assistant at [pool@greenbriar.org](mailto:pool@greenbriar.org). When this Pool-owned membership becomes available for sale, interested persons will be entered into a lottery and names will be drawn at a Board Meeting prior to the Pool opening this year. Additional communication regarding these memberships will be e-mailed to the membership in the coming months.

---

## **Guest Passes**

All memberships will receive five (5) guest passes when the maintenance fee is paid. Additional passes may be purchased using MemberSplash.

---

## **Swim & Dive Team Brief Updates**

The Board is proud of the strong Greenbriar Dolphins Swim and Dive Teams. These organizations have served as multi-decade anchors to the Pool community and have remained competitive in the Northern Virginia Swimming League (NVSL) year-after-year. This is in addition to serving as a helpful training ground for numerous generations of Greenbriar Pool family members. The Board thanks Swim Team representatives, Dan Klanderman and Rob Wayment, and Dive Team representatives, Dawn Bray and Joel Waterfield, for their leadership and support of the Greenbriar Dolphins. A thanks to Board member, Amy Portofe, as our At Large board member responsible for engaging and coordinating with the Swim and Dive teams.

As a brief update, this year many athletes from the Greenbriar Swim and Dive Teams qualified as members of the 2023 Chantilly High School Swim and Dive Team.

### **Boys**

The Chantilly High School Boys Swim and Dive Team included four members from the Greenbriar Swim Team, Ben Clabeaux, Sky Lan, Nate Murphy, and Will Murphy, and six members from the Greenbriar Dive team, Matthew Bray, Michael Bray, Paxton Martinez, Mason Waterfield and Luke Jones. All of the boy swimmers and 4 of the 6 boy divers competed in the district meet and the **Chantilly High School Swim and Dive Team Boys emerged as the Boys Concorde District**



**Champions for the first time since 1988!** Ben Clabeaux, Sky Lan, Matthew Bray, Paxton Martinez and Mason Waterfield are all moving forward to the regional meet.

## Girls

The Chantilly High School Girls Swim and Dive Team included 2 members from the Greenbriar Swim Team, Lilly Nguyen and Natalie Tamerjan, and 3 members from the Greenbriar Dive Team, Hazel Flynn, Meghan Henderson and Hannah Quick. Hazel Flynn, Meghan Henderson and Hannah Quick all qualified for the district meet. Meghan was forced to scratch due to injury, but Hazel and team captain Hannah performed admirably.

---

## Communications Round-Up

In 2022 the Board continued its push to embrace additional communication channels to reach members. These included the Member Splash membership management platform and corresponding direct to member e-mail correspondence, upgrades to our website, and increased use of the Pool’s Facebook page and Twitter account. We received positive feedback from members on these efforts and plan to continue with these communications for the 2022 Pool season. As a reminder, starting at the beginning of the season, you can expect a weekly “This Week at the Pool” email listing all events and activities going on at the pool for the upcoming week. These events will also appear on the website’s calendar and posted on Facebook. The popular website feature **Today @ the Pool** is expected to be back this season, allowing members to see the pool’s current operating status and attendance levels.

---

## 2022 Board of Directors

|                    |               |                       |                |
|--------------------|---------------|-----------------------|----------------|
| President:         | Tim Metzinger | At Large (O&M):       | Chance Putzke  |
| VP/Communications: | Matt Robinson | At Large (O&M):       | Charlie Passut |
| Secretary:         | Bethany Quick | At Large:(Swim/Dive): | Amy Portofe    |
| Treasurer:         | Jeff McCurry  | At Large:             | Joe Brown      |
|                    |               | At-Large:             | Gus Perez      |



## Other Personnel

|                            |                              |
|----------------------------|------------------------------|
| Pool Administrator:        | Lauren Putzke                |
| Snack Bar Manager:         | <i>Currently Vacant</i>      |
| Swim Team Representatives: | Dan Klanderman & Rob Wayment |
| Dive Team Representatives: | Dawn Bray & Joel Waterfield  |
| Pool Management Company:   | NV Pools                     |

---

## Contact Information

### Mailing Address

13001 Point Pleasant Drive  
Fairfax, VA 22033

### Email / Web Address

[pool@greenbriar.org](mailto:pool@greenbriar.org)  
[www.greenbriar.org](http://www.greenbriar.org)

### Phone

Administrator: (703) 378-4421  
Front Desk: (703) 378-4423

---

## Social Media

Follow us on Facebook at "[Greenbriar Pool Club, Inc.](https://www.facebook.com/GreenbriarPoolClub,Inc)"

Follow us on Twitter at "[@GBPoolClub](https://twitter.com/GBPoolClub)"



## **APPENDIX A: February 16, 2022 General Membership Meeting - Meeting Minutes**

Wednesday, February 16, 2022 7:30 p.m.

Location: Greenbriar East Elementary School

Meeting Minutes - NOT APPROVED

Board members present: Tim Metzinger, Jeff McCurry, Matt Robinson, Sharon Grogan, Amy Portofe, Bethany Quick, Chance Putzke

8 members in attendance in addition to the Board members.

**Call to Order at 7:33 p.m.**

**Review of Meeting Expectations - Tim Metzinger**

**Approval of the 2021 Annual Membership Meeting Minutes**

- No questions or discussion.
- Motion by Kevin Corcoran to approve the minutes; second by Jess Sourwine.
- The motion passed without objection.

**Director's Reports**

President - Tim Metzinger

- Looking forward to a relatively normal 2022 pool season.
- Expecting minimal COVID restrictions; it will be up to members to protect themselves.
- The snack bar will be open this summer.
- Brief discussion of the membership audit.
- All insurance policies are up-to-date and paid.

Vice President - Matt Robinson

- 1 reverted membership for non-payment for sale by the pool this season; it will be sold via lottery.
- The Board will continue to keep the membership informed via email, the website, social media, etc.

Secretary - Sharon Grogan

- Overview of membership sales
  - Average: \$2,091
  - Median: \$2,420
  - Most common: \$2,500 (24 out of 54 sales)
  - Range: \$300 - \$3,000
- Membership Audit Update
  - Purpose: Ensure all memberships are in compliance with the Bylaws' definition of "family unit" and issue new membership certificates.



- To date 239 memberships have completed the audit.
- ALL members are expected to complete the audit.
- Audit documentation must be submitted and reviewed in order to gain access to the pool facility.
- Soft deadline of April 15 to guarantee access opening weekend.
- Comment from Matt Robinson - Reiterated that the club is overdue for an audit; the last one was done in 2016.

### Treasurer - Jeff McCurry

- Maintenance Fees
  - No increase for the 2022 season; it will remain at \$450 per membership.
  - There will likely be an increases starting in 2023
  - Comment from Tim Metzinger - Expenses going up generally; this will be reflected in 2023, 2024, etc.
- Upcoming expenditures
  - Repaving the side parking lot
  - Replacing the larger play structure
  - New freezer for the snack bar
- Previous expenditures
  - Security cameras
- Reserve Funds
  - Reserve funds were needed to cover expenses in 2020 (members were refunded or given a credit of half the maintenance fee)
  - Reserve funds will cover side parking lot and play structure projects
  - Goal will be to build up reserves over the next few years
- Thanked Lauren Putzke for her excellent admin work.
- Question: How much will the maintenance fee increase?
  - Answer from Tim: Likely in the range of \$50 to \$100; the Board will consider having a vote on the increase at the annual membership meeting.

### Swim & Dive - Amy Portofe

- Overview of the 2021 swim and dive seasons
- Overview of coaching staff and team representatives
- Overview of the Winter Swim program
- Information about the upcoming 2022 swim and dive seasons
- Question: Will there be a "Mini Dolphins" program? Answer: Possibly, but it will require more coaches.
- Question: Will Greenbriar be hosting any bigger meets? Answer: We are not planning to host divisionals this year.
- Comment: The swim team is celebrating its 50th season in 2022.

### O&M - Chance Putzke

- Security cameras were purchased and will be installed this spring.
- Working on getting the snack bar up and running.
- Currently working on ideas for how to use the side parking lot.
  - Discussion about sewer line running under the side lot.



- Concern about dive well needing to be deepened at some point; we risk losing our 1m board.
- Currently looking at options for replacing the “big playground” and renovating the sand pit.

### Special Activities - Bethany Quick

- Bethany started in 2021 in the special activities role.
- Activities were limited in 2021 due to COVID.
- Successful events included:
  - 2 Teen Late Nights
  - 2 Adult Late Nights- 1 canceled due to the weather
  - Movie Night
  - Lifeguard End-of-Season Party
- Looking for committee members and volunteers for the 2022 season.
- Looking at options for purchasing a ping pong table.

### Bylaws Proposals

Tim gave an overview of the three proposals.

Proposal A (regarding a required membership meeting for long-term voluntary pool closures)

- The proposal was approved by a majority of the members present.

Proposal B (regarding each membership to be audited at least every 6 years)

- The proposal was approved by a majority of the members present.

Proposal C (regarding allowing members to vote by proxy at membership meetings)

- Discussion about negative impacts of this proposal.
  - Concern about a single member receiving multiple proxy votes and having the ability to sway a vote disproportionately. Concern about members not hearing discussion before making a decision about how to vote.
- The proposal did not receive enough votes to pass (Yes - 0; No - 14; Abstain - 1)

### Board Member Vote

- Motion by Tina Campbell to vote by acclamation to approve the slate of board candidates; Second by Dan Klanderman.
- The motion passed unanimously.
- Gus Perez & Tim Metzinger will serve terms ending in February 2024.
- Matt Robinson, Joe Brown & Charlie Passut will serve terms ending in February 2025.

Motion to adjourn the meeting by Joel Waterfield; Second by Chance Putzke. The motion passed at 8:31 p.m.



### APPENDIX B: 2023 Pool Season Budget

|                                      | <i>Budget</i>                 | <i>Actual</i>                 | <i>Budget</i>                 | <i>Difference</i>              |
|--------------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|
|                                      | <b>Oct 2022-<br/>Sep 2023</b> | <b>Oct 2021-<br/>Sep 2022</b> | <b>Oct 2021-<br/>Sep 2022</b> | <b>Oct 2021-<br/>Sept 2022</b> |
| <b>Revenue</b>                       |                               |                               |                               |                                |
| Concession Receipts                  | \$ 13,000.00                  | \$ 15,704.00                  | \$ 13,000.00                  | \$ 2,704.00                    |
| Gate receipts                        |                               |                               |                               |                                |
| Front Desk Sales                     | \$ -                          | \$ 295.00                     | \$ -                          | \$ 295.00                      |
| Long term guest passes               | \$ 1,000.00                   | \$ 1,840.00                   | \$ 1,000.00                   | \$ 840.00                      |
| Prepaid Visitor's Pass               | \$ 1,000.00                   | \$ 3,710.00                   | \$ 1,000.00                   | \$ 2,710.00                    |
| <b>Total Gate receipts</b>           | <b>\$ 2,000.00</b>            | <b>\$ 5,845.00</b>            | <b>\$ 2,000.00</b>            | <b>\$ 3,845.00</b>             |
| Interest                             | \$ 25.00                      | \$ 11.67                      | \$ 25.00                      | \$ (13.33)                     |
| <b>Membership Revenue</b>            |                               |                               |                               |                                |
| Certificate Reprint                  | \$ -                          | \$ 25.00                      | \$ -                          | \$ 25.00                       |
| Late fees                            | \$ 1,750.00                   | \$ 4,525.00                   | \$ 1,750.00                   | \$ 2,775.00                    |
| Maintenance fees                     | \$ 285,000.00                 | \$ 265,413.88                 | \$ 270,000.00                 | \$ (4,586.12)                  |
| Est. Maintenance Fee - 2021 Credit   |                               | \$ -                          | \$ -                          |                                |
| Membership Sales                     | \$ 12,500.00                  | \$ 2,500.00                   | \$ 2,500.00                   | \$ -                           |
| Online Credit Card Payment Fee       | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Rental processing                    | \$ 3,500.00                   | \$ 5,500.00                   | \$ 3,500.00                   | \$ 2,000.00                    |
| Transfer fees                        | \$ 2,500.00                   | \$ 3,075.00                   | \$ 2,500.00                   | \$ 575.00                      |
| <b>Total Membership Revenue</b>      | <b>\$ 305,250.00</b>          | <b>\$ 281,038.88</b>          | <b>\$ 280,250.00</b>          | <b>\$ 788.88</b>               |
| Miscellaneous                        | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Special Events                       | \$ 400.00                     | \$ 400.00                     | \$ 400.00                     | \$ -                           |
| Refund of Payments                   | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Swim/Dive Fees                       | \$ 14,000.00                  | \$ 6,485.95                   | \$ 14,000.00                  | \$ (7,514.05)                  |
| Dive Team Revenue                    | \$ 6,000.00                   | \$ 4,234.87                   | \$ 6,000.00                   | \$ (1,765.13)                  |
| Winter swim                          | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Uncategorized                        | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Unapplied Cash Payment Revenue       | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| <b>Total Revenue</b>                 | <b>\$ 340,675.00</b>          | <b>\$ 313,720.37</b>          | <b>\$ 315,675.00</b>          | <b>\$ (1,954.63)</b>           |
| <b>Expenditures</b>                  |                               |                               |                               |                                |
| <b>ADMINISTRATIVE EXPENSES</b>       |                               |                               |                               |                                |
| Bank Charges                         | \$ 150.00                     | \$ 66.50                      | \$ 150.00                     | \$ (83.50)                     |
| Board Membership Purchase            | \$ 2,000.00                   | \$ -                          | \$ 2,000.00                   | \$ (2,000.00)                  |
| CC Processing Fees                   | \$ 8,500.00                   | \$ 8,426.21                   | \$ 6,500.00                   | \$ 1,926.21                    |
| Cell Phone                           | \$ -                          | \$ 58.91                      | \$ -                          | \$ 58.91                       |
| Corporate taxes/fees                 | \$ 100.00                     | \$ 310.58                     | \$ 100.00                     | \$ 210.58                      |
| Greenbriar.org Support               | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Directors' Dinner                    | \$ 400.00                     | \$ 320.00                     | \$ 400.00                     | \$ (80.00)                     |
| Insurance                            | \$ 14,000.00                  | \$ 14,230.95                  | \$ 12,500.00                  | \$ 1,730.95                    |
| Legal/Accounting                     | \$ 1,250.00                   | \$ 925.00                     | \$ 1,250.00                   | \$ (325.00)                    |
| Merchant fees                        | \$ -                          | \$ -                          | \$ -                          | \$ -                           |
| Miscellaneous admin                  | \$ 250.00                     | \$ -                          | \$ 250.00                     | \$ (250.00)                    |
| Office Supply/Mail                   | \$ 600.00                     | \$ 75.65                      | \$ 600.00                     | \$ (524.35)                    |
| Online services                      | \$ 6,000.00                   | \$ 6,542.74                   | \$ 6,000.00                   | \$ 542.74                      |
| Payroll Expenses                     | \$ 23,000.00                  | \$ 21,999.98                  | \$ 22,250.00                  | \$ (250.02)                    |
| Payroll Taxes-Admin                  | \$ 1,800.00                   | \$ 1,751.40                   | \$ 1,800.00                   | \$ (48.60)                     |
| Property taxes                       | \$ 600.00                     | \$ -                          | \$ 600.00                     | \$ (600.00)                    |
| <b>Total ADMINISTRATIVE EXPENSES</b> | <b>\$ 58,650.00</b>           | <b>\$ 54,707.92</b>           | <b>\$ 54,400.00</b>           | <b>\$ 307.92</b>               |



# GREENBRIAR POOL CLUB, INC. • February 2023 Newsletter

13001 Point Pleasant Drive, Fairfax, VA 22033 • [www.greenbriar.org](http://www.greenbriar.org) • (703) 378 - 4421

|                                     |                      |                       |                      |                       |
|-------------------------------------|----------------------|-----------------------|----------------------|-----------------------|
| <b>CONCESSION</b>                   |                      |                       |                      |                       |
| Maintenance                         | \$ -                 | \$ 5,068.18           | \$ -                 | \$ 5,068.18           |
| Other                               | \$ -                 | \$ 45.00              | \$ -                 | \$ 45.00              |
| Payroll Taxes-Snack Bar             | \$ 700.00            | \$ 628.82             | \$ 700.00            | \$ (71.18)            |
| Salaries                            | \$ 8,500.00          | \$ 3,250.00           | \$ 8,500.00          | \$ (5,250.00)         |
| Sales Tax                           | \$ 900.00            | \$ 269.88             | \$ 900.00            | \$ (630.12)           |
| Supplies                            | \$ 6,500.00          | \$ 7,273.27           | \$ 6,500.00          | \$ 773.27             |
| <b>Total CONCESSION</b>             | <b>\$ 16,600.00</b>  | <b>\$ 16,535.15</b>   | <b>\$ 16,600.00</b>  | <b>\$ (64.85)</b>     |
| <b>Depreciation Expense</b>         |                      |                       |                      |                       |
| <b>OPERATIONS</b>                   |                      |                       |                      |                       |
| Capital Improvements                | \$ 7,500.00          | \$ 55,000.00          | \$ 7,500.00          | \$ 47,500.00          |
| Contract Services                   | \$ 135,000.00        | \$ 138,134.85         | \$ 135,000.00        | \$ 3,134.85           |
| Furniture                           | \$ 5,000.00          | \$ 1,213.12           | \$ 5,000.00          | \$ (3,786.88)         |
| General Maintenance                 | \$ 15,000.00         | \$ 649.46             | \$ 10,000.00         | \$ (9,350.54)         |
| Lawn Care                           | \$ 13,000.00         | \$ 15,200.00          | \$ 7,500.00          | \$ 7,700.00           |
| Other                               | \$ 3,500.00          | \$ 561.79             | \$ 3,500.00          | \$ (2,938.21)         |
| Supplies                            | \$ 1,500.00          | \$ 1,987.49           | \$ 1,500.00          | \$ 487.49             |
| Special Events/Parties              | \$ 5,000.00          | \$ 5,382.07           | \$ 5,000.00          | \$ 382.07             |
| <b>Utilities</b>                    |                      |                       |                      |                       |
| Electric                            | \$ 7,000.00          | \$ 7,205.51           | \$ 7,000.00          | \$ 205.51             |
| Gas                                 | \$ 150.00            | \$ 196.86             | \$ 150.00            | \$ 46.86              |
| Telephone                           | \$ 3,500.00          | \$ 2,476.03           | \$ 3,500.00          | \$ (1,023.97)         |
| Trash Collection                    | \$ 3,500.00          | \$ 5,439.43           | \$ 3,500.00          | \$ 1,939.43           |
| Water                               | \$ 3,500.00          | \$ 3,229.07           | \$ 3,500.00          | \$ (270.93)           |
| <b>Total Utilities</b>              | <b>\$ 17,650.00</b>  | <b>\$ 18,546.90</b>   | <b>\$ 17,650.00</b>  | <b>\$ 896.90</b>      |
| <b>Total OPERATIONS</b>             | <b>\$ 203,150.00</b> | <b>\$ 236,675.68</b>  | <b>\$ 192,650.00</b> | <b>\$ 44,025.68</b>   |
| <b>Payroll Expenses</b>             |                      |                       |                      |                       |
| Payroll Expenses                    | \$ -                 | \$ -                  | \$ -                 | \$ -                  |
| Taxes                               | \$ -                 | \$ 1,318.06           | \$ -                 | \$ 1,318.06           |
| Wages                               | \$ -                 | \$ 13,658.00          | \$ -                 | \$ 13,658.00          |
| <b>Total Payroll Expenses</b>       | <b>\$ -</b>          | <b>\$ 14,976.06</b>   | <b>\$ -</b>          | <b>\$ 14,976.06</b>   |
| <b>SWIM/DIVE TEAMS</b>              |                      |                       |                      |                       |
| Coaches wages                       | \$ 21,000.00         | \$ 15,063.16          | \$ 21,000.00         | \$ (5,936.84)         |
| Dive Team Expenses                  | \$ 2,200.00          | \$ 3,051.96           | \$ 2,200.00          | \$ 851.96             |
| Equipment                           | \$ -                 | \$ 640.00             | \$ -                 | \$ 640.00             |
| NVSL Dues                           | \$ -                 | \$ 345.79             | \$ -                 | \$ 345.79             |
| Payroll Taxes - Swim/Dive           | \$ 1,800.00          | \$ 1,186.13           | \$ 1,800.00          | \$ (613.87)           |
| Winter swim expense                 | \$ -                 | \$ 4,234.87           | \$ -                 | \$ 4,234.87           |
| <b>Total SWIM/DIVE TEAMS</b>        | <b>\$ 25,000.00</b>  | <b>\$ 24,521.91</b>   | <b>\$ 25,000.00</b>  | <b>\$ (478.09)</b>    |
| <b>Reconciliation Discrepancies</b> |                      |                       |                      |                       |
| Reconciliation Discrepancies        | \$ -                 | \$ -                  | \$ -                 | \$ -                  |
| Unapplied Cash Bill Payment Expend  | \$ -                 | \$ 8.00               | \$ -                 | \$ 8.00               |
| <b>Total Expenditures</b>           | <b>\$ 303,400.00</b> | <b>\$ 347,424.72</b>  | <b>\$ 288,650.00</b> | <b>\$ 58,774.72</b>   |
| <b>Net Operating Revenue</b>        | <b>\$ 37,275.00</b>  | <b>\$ (33,704.35)</b> | <b>\$ 27,025.00</b>  | <b>\$ (60,729.35)</b> |
| Reserve                             |                      |                       | \$ (25,000.00)       |                       |
| <b>Net Cash</b>                     | <b>\$ 37,275.00</b>  | <b>\$ (58,704.35)</b> | <b>\$ 27,025.00</b>  | <b>\$ (1,954.63)</b>  |
| Est. Credit applied to 2021         |                      | 0                     | 0                    | \$ -                  |
| <b>Net Income</b>                   | <b>\$ 37,275.00</b>  | <b>\$ (33,704.35)</b> | <b>\$ 27,025.00</b>  | <b>\$ (1,954.63)</b>  |





## **APPENDIX C: Submitting Membership Audit Documentation**

To submit your audit documentation, choose **ONE** of the following options:

### **OPTION 1: Electronic form - Upload PDF(s) or picture(s) of documentation**

- Scan or take pictures of your documentation and complete an electronic form where you'll upload electronic versions of your documents.
  - Please save your files in the following format: CertificateNumber\_LastName\_FirstName
  - For example, 000\_Smith\_John
- [Click HERE to access the form for membership certificate numbers 1 - 300](#)
- [Click HERE to access the form for membership certificate numbers 301 - 600](#)

A note about security: We are utilizing Google Forms for collecting the 2022 Greenbriar Pool Membership Audit proof of residency information. Files uploaded to Google Forms are protected utilizing Google's cloud-based encryption protocols. Should you have any concerns about uploading your documentation online, we have provided Options 2 and 3 (i.e., mail and in-person) as alternatives. The Board will only utilize proof of residence information for the 2022 Greenbriar Pool Membership Audit and will delete all provided files by the end of 2022.

### **OPTION 2: Paper form - Mail in copies of documentation**

- Fill out a paper form and mail it, along with paper copies of your documents, to the pool administrator
- [Click HERE for the Mail In Paper form PDF](#)

### **OPTION 3: Paper form - In person appointment**

- Please keep an eye on the website for any scheduled in person appointments. There are currently no in person appointment sessions scheduled.
- [Click HERE for the In Person Paper form PDF](#)

We appreciate your cooperation with the continued 2022 Greenbriar Pool Membership Audit. This audit will ensure that the Pool's records are kept current and reflect the true composition of our member families.