



## REMINDER: 2022 General Membership Meeting

Wednesday, February 16, 2022

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 2022 Pool season. We were thrilled to open the Pool on a normal schedule for the Summer of 2021 and consider the 2021 Pool season a great success. As our members are well aware, a resurgence of Covid-19 and its variants in late 2021 has caused continued consternation in Fairfax County and the surrounding region. We've learned much during the 2021 Pool season how to operate safely during this unprecedented pandemic and plan to make every effort to ensure the pool is open in a normal capacity during the 2022 season. **The Board also reminds members it is conducting a routine audit of the membership prior to the start of the 2022 season** (see additional details below). **You MUST complete the audit in order to use the Pool this year.**

As we always do, we will kick off the season with our General Membership Meeting on February 16, 2022, at 7:30 p.m in the Greenbriar East Elementary School Cafeteria. All Pool members are welcome and are highly encouraged to attend. Due to the ongoing pandemic and the chosen venue being a public school, attendees are required by Fairfax County Public Schools' [mandate](#) to wear a mask to the meeting.

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

### 2022 Annual Meeting Agenda

- Call to Order
- Opening Remarks
- Approval of 2021 Membership Meeting Minutes\*
- Financial Report\*
- Director Reports
- New Business
- Election of New Board Members and Vote on Proposed Bylaws change
- Meeting Adjourned

\* The 2021 General Membership Meeting Minutes and the 2022 Pool Season Budget are located at the end of this newsletter.

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**2022 Maintenance Fee payments will NOT be accepted before March 1, 2022.**



topic before the Board is welcome to do so. Each speaker will be given up to five minutes.

There are open positions available on the pool board. Members in good-standing may nominate themselves or other Pool members prior to the General Membership Meeting, or at the meeting itself.

Topics covered in this newsletter include details on 2022 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).



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## **2022 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 16, 2022 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 2020 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; and
- Please be courteous and respectful to other members and the Board during the meeting.
- All members must be masked inside the school building.

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).

## **COVID-19 & Expectations for 2022 Season**

The Board is optimistic about opening the pool for the 2022 season in light of how things played out in 2021 with a successful opening. While Covid-19 cases are near an all-time high in our region at the time of the writing of this newsletter, the Board is committed to opening the pool for the 2022 season provided this can be done in a manner that will keep our members safe and that NV Pools can support. We will keep the membership apprised of continued developments in this regard over the coming months as we approach the 2022 Pool season.

## **Significant Capital Expenditures Planned for 2022**

The Board has been monitoring several significant capital improvements that will be required to be made to the Pool facilities in the near future. Specifically, during the 2021 season, it became increasingly apparent that the side parking lot had deteriorated to a point where not only has it become an eyesore, but it is also a liability for Pool member use due to cracked pavement and an uneven surface. The Board intends to obtain quotes to resurface the lot (and may also explore other ways to utilize that space as a multi-use area for Pool members), and to rehabilitate the side lot in 2022. In addition, the “big kid” wooden playground located in the sand pit area has fallen into



significant disrepair. The Board intends to replace that playset sometime in 2022. Both of these items will require a significant investment (with the side lot rehabilitation requiring tens of thousands of dollars of work, if not more). The Board agreed at the January 2021 monthly Board meeting that it would utilize the Pool's cash reserves for these improvements in 2022 and that the Board **would not increase Maintenance Fees for 2022** to cover these expenses. **However, please note that it is likely for the 2023 Pool season next year an increase in membership fees and/or a special fee assessment may be required to recoup these 2022 expenses.** We will keep the membership informed of additional updates regarding these likely investments in our Pool facilities in future communications.

## 2022 Maintenance Fee - \$450

### **Fee**

The Greenbriar Pool Club Maintenance Fee for 2022 is \$450, **no year-over-year increase** compared to 2021. The 2022 Maintenance Fee was approved by the Board of Directors at the January 2022 Board Meeting. **As noted above, depending upon large capital expenditures that may take place in 2022, it is expected that the Maintenance Fee may increase in 2023 and later seasons.**

### **How to Pay**

2022 Maintenance Fees must be paid through Member Splash starting on March 1, 2022: <https://greenbriar.membersplash.com/>

**PLEASE NOTE:** Due to the administrative burden and costs associated with processing paper checks, **ALL 2022 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 2022 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, 2022 Maintenance Fees must be paid no later than April 15, 2022. Members will receive the traditional five (5) guest passes with their renewal. There will be no "early bird" incentive in 2022.



## 2022 Periodic Membership Audit

Per our prior correspondence regarding general Greenbriar Pool Club (Pool) updates sent on November 14, 2021, and a subsequent reminder sent on January 18, 2022, the Board is conducting a routine audit of the membership prior to the start of the 2022 season. Thank you to all of our members who submitted their documentation already. If you have not completed the audit, we ask that you complete this task in a timely manner. **Remember, 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, 2022; submissions after this date may delay your access to the pool.** Details about the audit can be found [HERE](#). If you wish to submit your documents in person, the next appointment date is Wednesday, February 16, 2022 (prior to the Membership Meeting). Appointments are still available but you must sign up using this link: [IN PERSON APPOINTMENT SIGN UP](#)).

Options for submitting your audit documentation (online, in person, or mailing in) can be found on the last page of this newsletter.

The 2022 Greenbriar Pool Membership Audit has a dual purpose: Ensure all Member Splash accounts are in compliance with the Bylaws definition of "Family Unit"; and to issue new original membership certificates to all members.

For this audit, you will need to list all members in your "Family Unit" and provide documentation showing that all members associated with your Member Splash account (18 years old or older) live together at the same address.

The reason for issuing new membership certificates is that the Pool membership certificates have changed in design over the years and many older certificates have out-of-date or inaccurate information printed on them. To remedy this, the Board is issuing a new certificate to ALL membership owners. Old certificates will no longer be accepted when transferring a membership (i.e., in the event of a membership sale) once new certificates are issued. As a reminder, membership certificates are binding ownership documents (akin to a motor vehicle title) and should be stored in a secure location. Upon receipt of the new membership certificate, it is the member's responsibility to destroy the old certificate.



## **Pool Rules Change on Child Use of the Dive Well**

Last summer there were several “incidents” noted by NV Pool staff related to unaccompanied minors swimming in the deep end of the Pool (the dive well). It was the Board’s understanding, as anecdotally also confirmed through discussions with Pool members and NV Pool staff, that the Pool Rules pertaining to young children swimming in the deep end of the Pool should be more clear. At the October 2021 monthly Board meeting, the Board voted to revise the Pool Rules to restrict the use of the deep end of the Pool by children under 13, UNLESS they are either (1) “swim safe” certified (having passed the swimming test administered by staff lifeguards), (2) Participating in a Swim Team Practice, or (3) receiving private instruction from a lifeguard-certified instructor.

## **Operations and Maintenance Update**

The Board member comprising the Pool’s O&M team, Chance Putzke (with credit also given to Charlie Passut and Jonathan Magwire who started on the O&M team in 2021 but departed the Board before year-end), worked throughout the year to improve the pool and facilities in anticipation of the upcoming 2022 pool season. Most importantly, O&M has ensured that the Pool has been maintained consistently and 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 2021 included, but are not limited to, the following:

- Competitively bid a process for a new landscaper and grounds maintenance vendor that was more responsive and more cost-competitive than the Pool’s prior vendor;
- Installed Commonwealth of Virginia and Fairfax County-mandated Covid-19 signage, sanitation stations (where required), among other related actions;
- Procured a security camera system for the Pool, which will be installed in 2022;
- Worked with NV Pools to replace the Pool’s main pump, which was over 20 years old and near its failure point; and
- Serviced the Pool’s snack bar and refrigerator (which were used heavily for Swim & Dive activities during the 2021 season in spite of the snack bar being closed).

Looking ahead to 2022, O&M will be involved with competitively bidding vendors to resurface the side parking lot as mentioned earlier, and will be responsible for replacing the “big kid” playground in the sand pit area. O&M will continue to look for ways to keep the pool maintained and running efficiently. We welcome input from members on ways we can fulfill this goal. Questions or suggestions for O&M should be directed to the [pool@greenbriar.org](mailto:pool@greenbriar.org) email.





## 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. The Board received several bylaws change proposals which will be voted on at the General Membership Meeting. All have been reviewed by the Board and the Board recommends their adoption.

First is a proposal from member, Brian Mazanec, to alter the bylaws so that any extended voluntary closure of the pool must be approved at a meeting of the Membership.

### 1. Voluntary Extended Pool Closures

Amend Article IX (Miscellaneous), by adding a new Section 9. Specifically, add a new Section 9 titled "Voluntary Extended Pool Closures", which reads:

#### *ARTICLE IX- MISCELLANEOUS*

##### *Section 9. Voluntary Extended Pool Closures.*

*Any voluntary extended pool closure or delayed seasonal opening of twenty-one consecutive days or longer shall be approved by a majority vote of the members present (in person or by proxy) at a duly called annual or special meeting of members. The Board of Directors may authorize any pool closures of twenty consecutive days or less, if necessary. This provision only applies to voluntary closures and does not apply in instances where extended closure is required by local, state, or federal authorities, such as the Fairfax County Health Department or Virginia Department of Health.*

Second is a change proposed by Board President, Timothy Metzinger, to formalize our existing audit process in the bylaws.

### 2. Formalize the Membership Audit.

This change adds a new Section 8 to Article V-MEMBERSHIP of the bylaws. It formalizes the membership audit process that's been in place for over a decade and requires a membership to be audited at least once every six years. This is to ensure our records stay accurate and that the people associated with a membership physically reside with the owner(s) of that membership

#### *ARTICLE V – MEMBERSHIP*

##### *Section 8. Membership Audit*

*In order to ensure that the pool membership database is accurate, and that all members comply with the definition of a "Family Unit" as defined in Article V, Section 1.C, the Board shall conduct a periodic audit of the membership. The scheduling of this audit is left to the discretion of the Board, but each membership shall be audited at least once every six (6) years.*





Finally, we have one more change proposed, also by member Brian Mazanec, to make it possible for members who cannot attend a general or special membership meeting to send a proxy to represent them.

### 3. Enable Member Attendance/Participation by Proxy

Amend Article VI (Meetings of Members), as follows, to allow for proxy voting to increase member participation in meetings, especially as potentially needed to support the implementation of the proposed “voluntary extended pool closures” provision. Specifically adding the highlighted sentences to the sections below:

#### ARTICLE VI – MEETINGS OF MEMBERS

##### Section 1. Annual Meeting

*The annual meeting of members shall be held during the month of February at a time and place designated by the Board of Directors every calendar year. Written notice of the annual meeting, together with the list of nominees for office and a copy of the proposed budget for the current year, shall be given to the members at least fifteen (15) but not more than thirty (30) calendar days prior. Members may attend the meeting in person or by proxy in a manner prescribed by the Board in advance of the meeting. At the annual meeting and in addition to electing Board members and conducting other proper business, the President will present a financial and operational report for the previous year.*

##### Section 2. Special Meetings

*A. The Board of Directors may call a special meeting of members at any time. Members shall receive written notice of such special meetings not less than fifteen (15) calendar days prior. Such notice shall state the purpose of such meeting and no other business shall be transacted at such meeting, except as otherwise specifically provided herein. Members may attend the special meeting in person or by proxy in a manner prescribed by the Board in advance of the meeting.*

*B. A special meeting of the membership shall also be called by the President on the written request of not fewer than 50 members.*

##### Section 3. Quorum

*The members present (in person or by proxy) at the annual meeting and other meetings called by the Board of Directors shall constitute a quorum. At a special meeting requested by the general membership, fifty (50) members shall constitute a quorum.*

## Available Pool Board Seats

Pool Board seats are three (3) year positions. We have five 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. 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 whether you want to run for a seat that expires in 2024 (two vacancies) or a seat that expires in 2025 (three vacancies). **If you want to be included**



**on the ballot, we must receive your message by February 10th.** However, you may still propose your candidacy at the meeting and members may cast a write-in vote for you.

## 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 2022 Pool season:

- Pay your 2022 maintenance fee (an email will be sent to you when Member Splash is ready to accept payments, on or around March 1, 2022);
- 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.

## Communications Round-Up

In 2021 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.



## 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 2022 season, **the Board will not accept rental applications before April 15, 2022.** Owners must pay their 2022 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.

**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 one (1) membership that will be available for sale later in Spring of 2022. 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.

## Board of Directors

President:	Tim Metzinger	Operations & Maintenance:	Chance Putzke VACANT
VP/Communications:	Matt Robinson	Swim/Dive:	Amy Portofe
Secretary:	Sharon Grogan	Special Activities:	Bethany Quick
Treasurer:	Jeff McCurry	At-Large Board Member:	VACANT

## Other Personnel



Administrative Assistant:	Lauren Putzke
Snack Bar Manager:	Tina Campbell
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/GreenbriarPoolClubInc/)"

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



## **February 17, 2021 General Membership Meeting - Meeting Minutes**

### **Meeting Held Virtually Due to Covid-19 Restrictions**

**Present:** Sharon Grogan, Tim Metzinger, Charlie Passut, Amy Portofe, Bethany Quick, Matt Robinson, Jonathan Magwire, Jeff McCurry, and Chance Putzke

**Call to Order** – Sharon Grogan called the meeting to order at 7:35pm

**Approval of 2020 Minutes** – Motion to approve the minutes by Tim Metzinger, 2nd by Sharon Grogan, minutes approved unanimously.

**Approval of 2020 Annual Meeting minutes:** Tim made a motion to approve annual meeting minutes, 2nd by Sharon, all concur.

### **Officer/Committee Reports:**

- President
  - Sharon Grogan
    - Looking forward to 2021
      - High confidence of opening in some capacity
      - Advised to prepared for a different pool experience than previous years
    - If there is a possibility of another long-term closure then the board plans on calling a Special Membership Meeting
    - Member Splash Update
      - Help us prepare for the upcoming season by completing these tasks:
        - Make your 2021 payment (starting March 1); payment deadline April 15
        - Add family members & upload pictures
        - Update your contact info and emergency contact person
    - Questions from member:
      - If you don't pay the pool membership dues if the pool does not open? Answer: It is still your responsibility to pay the annual maintenance fee.
      - If we are operating in a Stage 3 capacity then would there be swim and dive? Answer: We will take our cue from NVSL and then put forth our plan.
  - Tim Metzinger
    - Insurance - All policies are up to date. We received a refund on our workman's comp policy based on their audit of our actual 2020 payroll.
    - In March the board will meet and review sales information to set the baseline membership price for 2021. Anticipate in late April or early May, when we are confident of an opening, we will hold a lottery.
    - Question from member:
      - How can the pool own memberships? Answer: If an owner does not pay their



dues for 2 years then it reverts back to the pool and the pool will sell it to recoup the lost dues. We will also buy back pool memberships if a member would need to sell it. The board can also own a membership for disciplinary issues.

- Secretary
  - Bethany Quick
    - Review of membership sales for the past 12 months. Overall Average- \$2,430, Median Price- \$2,500, and Most Common Price- \$2,500.
- Treasurer
  - Jeff McCurry
    - No increase to 2021 annual dues - \$450
    - No unusual large expenditures expected in 2021
    - Over-refunded 2020 dues by about \$65 per membership.
    - Re-signed contract with NV Pools.
    - Budget is cash basis so the refunds that members did not want refunded but wanted applied to 2021 dues is showing in the budget.
- Communication
  - Matt Robinson
    - The goal is to continue to push additional communication channels to reach members.
      - Emails will be sent through Member Splash, please update your account, membership management platform (launched 2020)
        - Email - Coordinated through Member Splash
      - Website and calendar will also be regularly updated.
      - Facebook/Twitter
    - This Week @ the Pool-
      - “This Week at the Pool” email sent out weekly starting late May through the end of July followed by 2 or 3 emails for events happening in August and September.
      - Similar updates will be posted on the pool website
    - Today @ the Pool is linked to twitter and the pool website.
      - Near real-time pool operating status and attendance levels
- Swim/Dive
  - Amy Portofe
    - Although NVSL did not have a 2020 swim/dive season, most area high schools have had a winter swim/dive season and club swim/dive teams continue to operate, so we are hopeful we will have the 2021 Greenbriar swim/dive season.
    - Greenbriar’s own Matthew Bray dove for Chantilly High School this winter and on February 10, 2021 won states and is now the Virginia State Class 6 Champion! The entire Chantilly High School dive team for the 2021 season was comprised of Greenbriar Swim Club divers.
    - Summer 2019 Swim and Dive Overview
      - Combined Swim & Dive Team: 169 athletes (~101 unique memberships)
      - Swim: 139 athletes (2018 was 146 athletes), Dive: 37 athletes (2018 was 24 athletes)
    - Swim Team Highlights 2019



- Team Reps: Dan Klanderman and Rob Wayment
- 1 win/3 losses and 1 tie in Division 6 in 2019
- Winter Swim (2019-2020)
  - Team Rep: • Adam Segal (returning for 3<sup>rd</sup> year)
  - 48 athletes registered (last year was 37)
- Dive Team Highlights 2019
  - Team Reps: Rich McFadden and Dawn Bray
  - 4 wins 1 loss finishing 2<sup>nd</sup> in Division 6
  - Earned 2<sup>nd</sup> highest point total of any team in NVSL regardless of Division at 213 points
  - 2 Divers Qualified for All-Stars while a Third was competing in USA Diving Nationals
- 2021 Swim Season
  - Team Reps for 2021 season: Dan Klanderman (4<sup>th</sup> year)/Rob Wayment (3<sup>rd</sup> year)
  - New Head Coach, Hannah Miller
  - Swim must hire at least one additional developmental coach this summer, but we expect several of our other assistant and developmental coaches to return.
- The overall schedule of the season is already established with practices scheduled to begin on June 1<sup>st</sup>.
- 2021 Dive Season
  - Team Reps for 2021 season: Joel Waterfield and Dawn Bray
  - Head Coach, Samson Miller (in negotiations), Asst. Coach Matthew Bray and Asst. Coach Wesley Green
  - The Dive Team has three home matches this year. They are currently scheduled: June 29, July 6, July 20
  - We remain in Division 6.
- O&M
  - Chance Putzke
    - 2020 Completed:
      - Parking lot sealed and restriped.
      - Section of side parking lot repaired; discussing few alternative uses for side lot since it overlays multiple underground pipes.
      - Removed three dead trees from the main parking lot perimeter.
      - Reminder that a water bottle filling station has been added to the common area.
    - 2021 Goals:
      - Security Camera system - Researching and presenting options.
      - Three hand sanitizer stations have been installed.
- Special Activities
  - Bethany Quick (Starting in 2021)
    - 2021 Anticipated events (Subject to change with COVID restrictions)





- Opening Weekend
- 4th of July
- Closing weekend
- Teen and Adult Late Nights
- Will form a committee to help with planning and executing successful events
- Will discuss feasibility of additional events (example: farmers market in side parking lot)
- Will need to account for and plan on how to allow for events with COVID restrictions.

### New Business:

- Bylaws Proposal to be voted on:
  - Enhanced transparency guidelines in the Bylaws, in relation to board meetings. This change codifies the way the Board has been conducting business for more than a decade, ensuring that the transparency we currently practice cannot be rolled back without another change being made to the Bylaws.
    - Board Meetings (Routine) are open so that members may observe. Members may submit a request in advance to address the board on a topic of their choosing.
    - Executive sessions for confidential matters may be held by the Board, but the date of that executive session, a summary of the topic(s) covered, and any decision(s) made shall be included in the minutes of the next Routine Board Meeting.
    - Board would not want to be secretive in anything we do have reviewed the amendment and would plan to adopt and vote on the changes

### Proposed Change:

A. A majority of the Directors shall constitute a quorum at any Director's meeting, and except as otherwise specifically provided, all decisions shall be made by a majority of those present, after due notice in writing of time and place to all Board members. A notice mailed 10 days or more prior to the meeting shall be due notice for all purposes herein unless stated to the contrary in a particular By-Law.

B. The Board of Directors shall meet at such time as they may deem necessary. When so requested in writing by any one Director, the President shall convene a special meeting of the Board.

C. Meetings of the Board of Directors covering routine pool business (Routine Meeting) shall be open to members. If a member wishes to address the Board of Directors during a Routine meeting, a written request must be submitted at least seven calendar days prior to the meeting. The written request shall include the topic of discussion.

D. The Board of Directors may meet in a closed "executive session" at its discretion, to privately cover confidential issues including, but not limited to, personnel matters; consulting legal counsel; discussion and awarding of contracts; discussion of probable or pending litigation; and disciplinary matters. Minutes shall be kept of the closed session and approved by the Board at the conclusion of that session or at the next closed session. A high level summary of the closed session, including any decisions made, shall be presented at the next Routine meeting and included in the minutes of that meeting.

- Board agreed to call for volunteers to help form two committees. To review and advise the board on:
  - Review the membership functions and flexibility in voting. Looking at the possibility of online voting or submitting votes in advance via email would be covered by the committee.



- Discussion on forming a committee to review long term closures. Board outlined the steps that were followed last year prior to the pool closure.

**Election of board members:**

- Candidates for a term ending in February 2023
  - Jonathan Magwire
  - Jeff McCurry
- Call for nominations from the floor. No one stepped forward to run for the board.
- Members will elect up to 3 candidates to serve terms ending in February 2023

**Review of Voting Process:**

- Link was shared in the chat to vote
  - The ballot will include:
    - Board member candidates (choose up to 3)
    - Bylaws proposal
- Once the link is shared, the ballot will be open for 5 minutes.
- Cast one vote per membership.
- Information submitted on the ballot form will be verified against the RSVP form.
- Official results will be shared in communications after the meeting once the votes are verified and tabulated.

Meeting adjourned at 8:31.



## 2022 Pool Season Budget

	Budget Oct 2021- Sep 2022	Actual Oct 2020- Sep 2021	Budget Oct 2020- Sep 2021	Difference Oct 2020- Sep 2021
<b>Revenue</b>				
Concession Receipts	\$ 13,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)
<b>Gate receipts</b>				
Front Desk Sales	\$ -	\$ -		\$ -
Long term guest passes	\$ 1,000.00	\$ 1,050.00	\$ 500.00	\$ 550.00
Prepaid Visitor's Pass	\$ 1,000.00	\$ 1,415.00	\$ 1,500.00	\$ (85.00)
<b>Total Gate receipts</b>	<b>\$ 2,000.00</b>	<b>\$ 2,465.00</b>	<b>\$ 2,000.00</b>	<b>\$ 465.00</b>
Interest	\$ 25.00	\$ 189.52	\$ 20.00	\$ 169.52
<b>Membership Revenue</b>				
Certificate Reprint	\$ -	\$ 25.00	\$ 100.00	\$ (75.00)
Late fees	\$ 1,750.00	\$ 1,925.00	\$ 500.00	\$ 1,425.00
Maintenance fees	\$ 270,000.00	\$ 190,100.00	\$ 270,000.00	\$ (79,900.00)
Est. Maintenance Fee - 2021 Credit	\$ -	\$ -	\$ (80,000.00)	\$ 80,000.00
Membership Sales	\$ 2,500.00	\$ 20,000.00	\$ 2,500.00	\$ 17,500.00
Online Credit Card Payment Fee	\$ -	\$ -		\$ -
Rental processing	\$ 3,500.00	\$ 3,900.00	\$ 2,000.00	\$ 1,900.00
Transfer fees	\$ 2,500.00	\$ 2,850.00	\$ 2,000.00	\$ 850.00
<b>Total Membership Revenue</b>	<b>\$ 280,250.00</b>	<b>\$ 218,800.00</b>	<b>\$ 197,100.00</b>	<b>\$ 21,700.00</b>
Miscellaneous	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Special Events	\$ 400.00	\$ 400.00	\$ -	\$ 400.00
Refund of Payments	\$ -	\$ -	\$ -	\$ -
Swim/Dive Fees	\$ 14,000.00	\$ 13,520.00	\$ 28,700.00	\$ (15,180.00)
Dive Team Revenue	\$ 6,000.00	\$ 6,194.33	\$ -	\$ 6,194.33
Winter swim	\$ -	\$ -	\$ -	\$ -
Uncategorized	\$ -	\$ -	\$ -	\$ -
Unapplied Cash Payment Revenue	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 315,675.00</b>	<b>\$ 241,568.85</b>	<b>\$ 233,820.00</b>	<b>\$ 7,748.85</b>
<b>Expenditures</b>				
<b>ADMINISTRATIVE EXPENSES</b>				
Bank Charges	\$ 150.00	\$ 116.17	\$ 400.00	\$ (283.83)
Board Membership Purchase	\$ 2,000.00	\$ 7,700.00	\$ -	\$ 7,700.00
CC Processing Fees	\$ 6,500.00	\$ 6,032.87	\$ 5,000.00	\$ 1,032.87
Cell Phone	\$ -	\$ -	\$ 250.00	\$ (250.00)
Corporate taxes/fees	\$ 100.00	\$ 75.00	\$ 50.00	\$ 25.00
Greenbriar.org Support	\$ -	\$ -	\$ -	\$ -
Directors' Dinner	\$ 400.00	\$ -	\$ 500.00	\$ (500.00)
Insurance	\$ 12,500.00	\$ 10,539.95	\$ 16,000.00	\$ (5,460.05)
Legal/Accounting	\$ 1,250.00	\$ 1,025.00	\$ 5,000.00	\$ (3,975.00)
Merchant fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous admin	\$ 250.00	\$ -	\$ 250.00	\$ (250.00)
Office Supply/Mail	\$ 600.00	\$ 538.24	\$ 1,000.00	\$ (461.76)
Online services	\$ 6,000.00	\$ 5,527.83	\$ 6,000.00	\$ (472.17)
Payroll Expenses	\$ 22,250.00	\$ 20,425.00	\$ 25,000.00	\$ (4,575.00)
Payroll Taxes-Admin	\$ 1,800.00	\$ 1,672.41	\$ 1,900.00	\$ (227.59)
Property taxes	\$ 600.00	\$ 1,085.40	\$ 500.00	\$ 585.40
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>\$ 54,400.00</b>	<b>\$ 54,737.87</b>	<b>\$ 61,850.00</b>	<b>\$ (7,112.13)</b>



# GREENBRIAR POOL CLUB, INC. • February 2022 Newsletter

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	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
	<b>Oct 2021- Sep 2022</b>	<b>Oct 2020- Sep 2021</b>	<b>Oct 2020- Sep 2021</b>	<b>Oct 2020- Sep 2021</b>
<b>CONCESSION</b>				
Maintenance	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 110.00	\$ -	\$ 110.00
Payroll Taxes-Snack Bar	\$ 700.00	\$ -	\$ 500.00	\$ (500.00)
Salaries	\$ 8,500.00	\$ -	\$ 6,500.00	\$ (6,500.00)
Sales Tax	\$ 900.00	\$ -	\$ 500.00	\$ (500.00)
Supplies	\$ 6,500.00	\$ -	\$ 8,000.00	\$ (8,000.00)
<b>Total CONCESSION</b>	<b>\$ 16,600.00</b>	<b>\$ 110.00</b>	<b>\$ 15,500.00</b>	<b>\$ (15,390.00)</b>
Depreciation Expense			\$ -	
<b>OPERATIONS</b>				
Capital Improvements	\$ 7,500.00	\$ -	\$ 7,500.00	\$ (7,500.00)
Contract Services	\$ 135,000.00	\$ 125,161.07	\$ 120,000.00	\$ 5,161.07
Furniture	\$ 5,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)
General Maintenance	\$ 10,000.00	\$ 4,791.58	\$ 10,000.00	\$ (5,208.42)
Lawn Care	\$ 7,500.00	\$ 8,368.50	\$ 6,000.00	\$ 2,368.50
Other	\$ 3,500.00	\$ 3,095.00	\$ -	\$ 3,095.00
Supplies	\$ 1,500.00	\$ 1,122.30	\$ 2,500.00	\$ (1,377.70)
Special Events/Parties	\$ 5,000.00	\$ 3,903.67	\$ 5,000.00	\$ (1,096.33)
<b>Utilities</b>				
Electric	\$ 7,000.00	\$ 6,851.60	\$ 4,000.00	\$ 2,851.60
Gas	\$ 150.00	\$ 152.47	\$ 200.00	\$ (47.53)
Telephone	\$ 3,500.00	\$ 3,353.57	\$ 2,750.00	\$ 603.57
Trash Collection	\$ 3,500.00	\$ 3,434.27	\$ 2,500.00	\$ 934.27
Water	\$ 3,500.00	\$ 2,919.13	\$ 6,000.00	\$ (3,080.87)
<b>Total Utilities</b>	<b>\$ 17,650.00</b>	<b>\$ 16,711.04</b>	<b>\$ 15,450.00</b>	<b>\$ 1,261.04</b>
<b>Total OPERATIONS</b>	<b>\$ 192,650.00</b>	<b>\$ 163,153.16</b>	<b>\$ 171,450.00</b>	<b>\$ (8,296.84)</b>
Payroll Expenses	\$ -	\$ -	\$ -	\$ -
Taxes	\$ -	\$ -	\$ -	\$ -
Wages	\$ -	\$ -	\$ -	\$ -
<b>Total Payroll Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SWIM/DIVE TEAMS</b>				
Coaches wages	\$ 21,000.00	\$ 19,350.00	\$ 20,000.00	\$ (650.00)
Dive Team Expenses	\$ 2,200.00	\$ 2,109.46	\$ 5,000.00	\$ (2,890.54)
Equipment	\$ -	\$ 3,219.28	\$ -	\$ 3,219.28
NVSL Dues	\$ -	\$ -	\$ 300.00	\$ (300.00)
Payroll Taxes - Swim/Dive	\$ 1,800.00	\$ 1,660.26	\$ 1,900.00	\$ (239.74)
Winter swim expense	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)
<b>Total SWIM/DIVE TEAMS</b>	<b>\$ 25,000.00</b>	<b>\$ 26,339.00</b>	<b>\$ 28,700.00</b>	<b>\$ (2,361.00)</b>
Reconciliation Discrepancies	\$ -	\$ (1,972.28)	\$ -	\$ (1,972.28)
Unapplied Cash Bill Payment Expend	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 288,650.00</b>	<b>\$ 242,367.75</b>	<b>\$ 277,500.00</b>	<b>\$ (35,132.25)</b>
<b>Net Operating Revenue</b>	<b>\$ 27,025.00</b>	<b>\$ (798.90)</b>	<b>\$ (43,680.00)</b>	<b>\$ 42,881.10</b>
Reserve	\$ (25,000.00)	\$ -	\$ -	\$ -
<b>Net Cash</b>	<b>\$ 2,025.00</b>	<b>\$ (798.90)</b>	<b>\$ (43,680.00)</b>	<b>\$ 42,881.10</b>
Est. Credit applied to 2021	0	0	\$ 80,000.00	
<b>Net Income</b>	<b>\$ 2,025.00</b>	<b>\$ (798.90)</b>	<b>\$ 36,320.00</b>	



## **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

- Fill out a paper form and schedule an in-person appointment where you'll show a Board Member your documentation
- In person appointments are available on the evenings of December 7, 2021, January 19, 2022 and February 16, 2022
- [Click HERE for the In Person Paper form PDF](#)
- [Click HERE to sign up for an IN PERSON appointment](#)

We appreciate your cooperation with the 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, allowing for equitable access to the Pool facilities for the 2022 Pool season. The Pool's Board of Directors have all already submitted their own documentation as part of this audit.