

HUNTINGTON FOREST HOMEOWNERS ASSOCIATION
BOARD MEETING
Thursday, August 30, 2012
6286 Gentle Lane

Start: 7:48 p.m.

ATTENDEES: Jesse Schrum, John Shaefer, Kathy Spitzer, Michael Tanner, Agnes D'Alessandro, Arianne Reilly, Debbie Halla, Doreen McKnight (via speakerphone), Michelle Schafer (non- Board member)

MEETING MINUTES:

Motion to approve amendment to Feb 14, 2012, Board Meeting Minutes... passed unanimously

Motion to approve May 31, 2012 Board Meeting Minutes... passed unanimously

REPORTS:

President's Report (Jesse Schrum)

- HFHOA Website
 - Recognized new HOA member and special invitee, Michelle Schafer, who has updated our website and will be making additional revisions to allow Board Members to update webpage sections within their areas of responsibility.
 - Discussed whether access to some areas of the website should be restricted to only HOA members for reasons of privacy. A suggestion was made that we consider a common user logon and password for all HOA members with the requirement that it not be shared outside the HOA. Michelle Schafer will report back to the Board on website security and privacy options and any resources potentially required of the Board for approval.
 - Jess will send an updated table to reflect expiration of Board members' terms
- Discussed status of the annual HOA Member Directory that should be updated and made available before or at the Annual Membership Meeting, and how best to distribute it.
- Annual Membership Meeting must be conducted in the month of November. It was agreed to target the week of November 12 with the date depending on Cameron United Methodist Church's ability to accommodate and availability of Lee District Supervisor McKay or a senior member of his staff to attend.
 - Debbie Halla will invite Supervisor McKay or a senior member of his staff
 - Debbie Halla and Jess Schrum will develop the secret balloting process to be used for election of HOA directors
 - Kathy Spitzer will chair the nomination committee with assistance from Debbie Halla and Jess Schrum
- Ongoing Major Revision to the Architectural Control Guidelines and Procedures (ACG&P)
 - Suggestion was made that ACG&P undergo a final review by all Board members before submitting it for legal review by Rees Broome

- Jess Schrum would like ReesBroome to have at least one full week to review, with one additional week for the Board to implement recommended changes and finalize the document before discussing major changes at the Annual Membership Meeting. It was unanimously agreed that final approval of the document will rest with the Board following consideration of any HOA feedback received at the annual meeting.
- The advantage of conserving postage costs by including the annual newsletter with mailing of the announcement and ballot for the Annual Membership Meeting was discussed.
 - It was agreed that each board member will write at least one article for the newsletter to be submitted to John Schaefer for compilation and generation of the newsletter. Announcement of the Annual Meeting must be mailed in time for its receipt no later than October 16.
- The Association Complaint Procedure mandated by the Virginia State Common Interest Community Board (CICB) was discussed. Jess Schrum opened for voting of those items to be included in the procedure that are at each individual HOA Board's discretion:
 - By whom the Complaint shall be received on behalf of the Board: The President
 - Length of time to acknowledge receipt and acceptance of Complaint: 7 days
 - Length of time for Board to complete its initial review of an accepted Complaint: 30 days
 - Length of time for Complainant to submit additionally requested documentation: 14 days
 - Length of time of advance notice for Complainant to attend hearing before the Board: 14 days
 - Board consensus required to respond with issue of an ADVERSE Decision: 2/3 approval
 - Length of time for Board to issue Notice of Final Decision following a Hearing: 7 days

NOTE: Subsequent to the meeting, the Board of Directors unanimously approved the retention of ReesBroome to develop our Association's Complaint Procedure and our Association's Policies and Procedures for Responding to Member Requests for Examination and Copying of the Association's Records.

Motion to approve the President's report ... passed unanimously

Treasurer's Report (Kathy Spitzer)

- All 2012 homeowners dues have been paid
- No outstanding bills
- Income of \$375 from Resale Disclosure Packets
- Total assets \$25,262.25
- Debit card should come in about 10 days – it will be used as a credit card for purchases that can't be made by check – limit \$200 for any debit transaction
- Annual dues increase for 2013 will be 5% rounded down for a total of \$97 per Lot

Motion to approve Treasurer's report... passed unanimously

ARC (Arienne Reilly)

- Annual compliance walk-through needs to occur – an e-mail notice will go out advising all HOA members with an e-mail address on file with the Association when this walk-through will occur
- Discussion whether photos should be taken. It was agreed that reference photos will be taken along with baseline photos of any homes which were not photographed during last walk-through.
- Discussion whether renters or other non-owner occupants should be allowed to sign for Neighbor Awareness on ARC Change Requests when homeowners are not readily available. It was agreed that a non-owner occupant should be allowed to sign for Neighbor Awareness only if such signature is made “by direction” of the homeowner. Otherwise, a reasonable effort by the ARC Chair or HOA President will be made to obtain Neighbor Awareness signatures from non-occupying homeowners if they have on file with the Association either a current e-mail address or phone number.

Motion to approve the Architectural Review Report... passed unanimously

Other Issues

- Annual Block Party
 - Scheduled for September 15 with a September 22 adverse weather makeup date.
 - Moon Bounce has been ordered and must be cancelled no later than 72 hours prior to delivery to avoid non-refundable payment in full.

NOTE: Subsequent to the meeting, the Board agreed to change the Block Party dates to September 22 with a September 29 adverse weather makeup in response to a request by a homeowner who previously had scheduled a September 15 block party for the residents of her street.

- Common Area – All periodic inspections, expenditures and actions are current with no outstanding issues.
- Neighborhood Enhancement Partnership Program (NEPP) – John Schaefer discussed the availability of Fairfax County matching funds for such things as block parties and common area improvements, and the procedures for applying for such matching funds. It was agreed that no formal applications will be made for any near-term activities or events.

Meeting adjourned 10:45 pm