

**HUNTINGTON FOREST HOMEOWNERS ASSOCIATION  
BOARD MEETING**

**Tuesday, October 9, 2012**

**6231 Gentle Lane**

Attendees: Jesse Schrum, John Schaefer, Kathy Spitzer, Michael Tanner, Agnes D'Alessandro, Arienne Reilly, Debbie Halla, Kerry McCabe, Michelle Schafer (non-Board member)

**REPORTS:**

Motion to approve August 30, 2012 Regular Board Meeting Minutes... passed unanimously

**President's Report (Jess Schrum)**

- Recognized special invitee Michelle Schafer who is serving as the Association's webmaster.
- Discussed ReesBroome-drafted "Policies and Procedures for Responding to Requests for Examination and Copying of the Association's Records" and "Policy Required under Virginia Law for the Receipt and Resolution of Complaints"...passed unanimously and signed by into immediate effect by all Directors as Policy Resolutions 2012-01 and 2012-02 respectively (absent Director Doreen McKnight signed subsequent to the meeting and both resolutions were mailed to each homeowner on October 13, 2012.
- Discussed following agenda for Annual Membership Meeting to be held at 7:30pm, November 15, 2012 at Cameron United Methodist Church:
  - Voting for CY 2013 Directors (Debbie Halla)
  - Welcoming remarks and introduction of guest speaker (Jess Schrum)
  - Supervisor McKay's report – Guest Speaker Mr. Mike McClanahan, Lee District Supervisor Jeff McKay's Chief-of-Staff
  - Year in Review – Major accomplishments and upcoming challenges (Jess Schrum)
  - Treasurer's Report (Jess Schrum for Kathy Spitzer)
  - HFHOA Website Developments and Improvements (Jess Schrum)
  - Common Area Report (Michael Tanner)
  - Land Use Report (John Schaefer)
  - Architectural Review Report (Debbie Halla for Arienne Reilly)
  - Announcement of CY 2013 Director Election Results (Debbie Halla)
  - Closing Remarks (Jess Schrum)
- Notices of Annual Membership Meeting will be mailed to all homeowners by October 16 and will include:
  - Incumbent and New Director Nominations & Ballot
  - Secret Ballot Voting Procedure
  - Policy Resolution 2012-01, Policies and Procedures for Responding to Requests for Examination and Copying of the Association's Records
  - Policy Resolution 2012-02, Policy Required under Virginia Law for the Receipt and Resolution of Complaints

- Discussed whether a community bulletin board should be included on the Association's website. Two concerns were raised and discussed: (1) Protection of Association member's privacy, and (2) Absolving the Board of inheriting the role of "internet police" for Association member postings. Motion passed 7-to-1 to allow Michelle Schafer to establish a test bulletin board at hfhoa.info to prove its concept.
- Kerry McCabe was voted unanimously to fill the Board position vacated by Jack Eyler.

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

### **Treasurer's Report (Kathy Spitzer)**

- Discussed development of the CY2013 Operating Budget for approval at the Annual Membership Meeting
  - Proposal to increase budget for legal counsel to \$2,500 to respond to increasing regulatory requirements imposed upon common interest communities by the State of Virginia
  - Maintain at least \$20,000 as operating reserve
  - Need to apply CPI inflation factor to last year's recurring budget line items
  - Need to add expense of Quicken application upgrade

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

### **ARC (Arienne Reilly)**

- Expect to conduct annual compliance walk-through before the end of the calendar year
- Draft of revised Architectural Control Guidelines & Procedures needs to be finalized and board-approved for submission to ReesBroome for legal review prior to Board enactment

Motion to approve ARC report...passed unanimously

### **Other Issues**

- Land Use – nothing to report
- Common Area – nothing to report
- Board gathering to complete final preparations for Annual Membership Meeting tentatively scheduled for November 7 pending any post-Election Day conflicts; otherwise, board members will need to arrive at Cameron United Methodist Church at least 30 minutes prior to scheduled meeting start.

Meeting adjourned 10:00 pm