

**HUNTINGTON FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, December 3, 2012
6215 Gentle Lane**

Meeting convened 7:16 pm

ATTENDEES: Jesse Schrum, John Shaefer, Kathy Spitzer, Doreen McKnight, Arienne Reilly, Michael Tanner, Agnes D'Alessandro, Kerry McCabe, Donna Clay (Incoming Board Member), Debbie Halla (Outgoing Board Member); Absent Board Members: None; Non-Board Members in attendance: Deborah Clay-Mendez

OPENING MOTIONS: Motion to adopt a rule that any attendee intending to audio or video record any portion of the meeting provide notice was made and approved unanimously. Non-Board Member attendee Mendez announced that she would be audio-taping the meeting.

MEETING MINUTES:

- Minutes of the October 9, 2012 Regular Board Meeting were approved unanimously.
- Minutes of the November 15, 2012 Annual Membership Meeting are still being drafted. Motion to approve those minutes by separate Board action outside of a meeting was passed unanimously.

REPORTS:

President's Report (Jesse Schrum)

- Reported that both the Association's Formal Complaint Procedure and the Association's Policies and Procedures for Responding to Member Requests for Examination and Copying of the Association's Records had been unanimously approved as Policy Resolutions by the Board, posted on the Association's website, and hardcopies included with October's mailing of the Annual Membership Meeting Notice to every lot owner.
- Discussed several issues worthy of an Annual Newsletter. It was agreed that each Board Member will send at least one article to John Schaefer, who will compile the newsletter, preferably in time to be included with the January mailing of the annual dues notice; otherwise, it would be mailed to the membership with the annual directory update in the Spring..
- Discussed the annual directory update. Last year's annual assessment notice was the first in which lot owners were requested to provide renter information for Board contact purposes but not for inclusion in the directory. For the upcoming directory update it was agreed that renter contact information should be included if provided by the lot owners.
- A motion was made to donate \$150 to Cameron United Methodist Church in recognition of their continuing support in hosting our Annual Membership Meetings... passed unanimously.

- In addition to a thank you card to Cameron United Methodist Church, Jesse Schrum will send one to Supervisor McKay for making available his Chief-of-Staff, Mike McClanahan, as the guest speaker for our Annual Membership Meeting.

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

Treasurer's Report (Kathy Spitzer)

- The November Balance Sheet and Profit-and-Loss Report could not be finalized in time to support the meeting and will be approved by separate action of the Board.
- The 2013 Annual Budget, including its assessment of \$97 per lot, was approved unanimously by all lot owners in attendance at last month's Annual Membership Meeting.

NOTE: Subsequent to the meeting, the Board of Directors unanimously approved as an action without a meeting to upgrade the Association's subscribed version of QuickBooks Online from the current SIMPLE START level at \$155.40 per year to the ESSENTIALS level at \$323.40 per year.

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

Architectural Review Committee (ARC) Report (Arienne Reilly)

- The annual compliance walk-through, including baseline photography of any homes not photographed during last year's walk-through, still needs to occur.
- Unbagged leaves collecting at the curbs and carried by wind and rain to neighborhood low elevation points are obstructing storm drains and causing localized street flooding.
- Temporary sidewalk repairs by VDOT remain unsatisfactory. Arienne has provided VDOT with a prioritized list of temporary repairs needing to be made permanent and has obtained VDOT agreement that repairs will be made on that priority basis as weather permits.

NOTE: Subsequent to the meeting, on December 10, VDOT renewed temporary repairs to sidewalks between 6224-6226 Gentle Lane and in front of the Montessori School. On January 4 the visiting mother of one of our homeowners tripped over the height difference between two sidewalk sections in front of 6254 Gentle Lane and sustained minor injuries. This incident was reported to Supervisor McKay's office by Board Member Kerry McCabe.

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

Land Use Report (John Schaefer)

- The only Lee District Land Use meeting was to consider a plan amendment for the Phase I expansion of the Burgundy Farm Country Day School. The next meeting will be in January.

Motion to approve the Land Use Report... passed unanimously

Common Area Report (Michael Tanner)

- All periodic inspections, expenditures and actions are current with no outstanding issues.

- A post-Hurricane SANDY inspection for damage, weakened trees/limbs, and storm debris removal will be scheduled as soon as footing is again safe but needs to be added as an unbudgeted item to the Treasurer's Report.

Motion to approve the Common Area Report... passed unanimously

ELECTION OF NEW OFFICERS FOR THE 2013 TERM:

- Jess Schrum was unanimously elected to serve a second term as President.
- John Schaefer was unanimously elected to serve a second term as Vice President and will assume new duties as Vice Treasurer and Internal Affairs Advocate, but will be stepping aside as Land Use Representative to the Lee District Supervisor's Office while continuing as the Alternate for that function.
- Doreen McKnight was unanimously elected to relieve Kathy Spitzer as Treasurer.
- Agnes D'Alessandro was unanimously elected to relieve Doreen McKnight as Secretary.
- Arienne Reilly was unanimously elected to a fourth term as Architectural Review Committee Chairperson until relieved by Donna Clay upon completion of an ongoing revision to the Architectural Control Guidelines & Procedures, at which time Arienne will become that committee's Vice Chair.
- Michael Tanner was unanimously elected to a third term as Common Area Advocate.
- Kathy Spitzer was unanimously elected to relieve John Schaefer as Land Use Representative to the Lee District Supervisor's Office and will assume new duties as Vice Secretary.
- Kerry McCabe was unanimously elected to assume new duties as External Affairs Advocate and Common Area Alternate.
- Donna Clay was unanimously elected to assume new duties as Architectural Review Committee Vice-Chairperson and will relieve Arienne Reilly of that committee's chairmanship upon completion of an ongoing revision to our Architectural Control Guidelines & Procedures.
- Outgoing Board member Debbie Halla offered her volunteer services as a continuing advisor to the Board and to the Association's representatives to the Lee District Land Use Committee.

NOTE: Subsequent to the meeting, the President formally notified Supervisor McKay's office in writing of the changes to Huntington Forest's representation on Lee District's Land Use Committee.

As the meeting was coming to closure, Non-Board Member attendee Mendez presented to the President unsolicited recommendations for the Board's ongoing review and revision of the Association's By-Laws. The President reminded Ms. Mendez that while such informal recommendations could be considered, the drafting of revisions to the Association's governing documents prior to their submission to the Association Membership for comment and votes of approval is the responsibility of the Board of Directors with assistance from the Association's cognizant committees; and, that any Association member desiring to influence the drafting of such revisions should instead volunteer their time and services to the Association either as a committee member or as a candidate for election to the Board of Directors.

Meeting adjourned 8:25 pm