

Huntington Forest Homeowner's Association (HFHOA)
2015 Annual Membership Meeting
Cameron United Methodist Church, 3130 Franconia Road, Alexandria VA 22310
Thursday, January 21, 2016 (Rescheduled from November 19, 2015)

Board Member Attendees: Kerry McCabe, Donna Clay, Steve Danz, Steve Piper, Laura Robinson, Jesse Schrum, Kathy Spitzer, Michael Tanner and Grace Washburn

Other Association Member Attendees: See attached List of Meeting Attendees

Non-Member Attendees: Kathleen Machado, Rees Broome PC, Tysons Corner VA, HFHOA's Attorney

Meeting called to order at 7:15pm by President McCabe welcoming attendees, presenting the meeting's agenda (see attached) and introducing the evening's guest speaker.

Guest Speaker – Homeowner Michael Cerino, Community Emergency Response Team (CERT) & Community Resiliency Committee (CRC) Chair (assisted by HFHOA Board & CERT Member Laura Robinson). See attached meeting handout. Discussion highlights include:

- Emphases on improving community safety and disaster preparedness/response; understanding community infrastructure; developing community needs/resources inventory, and interface/outreach with County Emergency Responders other Community Coordinators
- Neighborhood volunteers to expand this worthwhile effort are badly needed

Treasurer's Report – Presented by Board Treasurer Laura Robinson. See attached meeting handout. Discussion highlights include:

- The 2016 annual membership assessment of \$111.90 due February 29 represents a 5% increase over last year's assessment and advances our Treasury toward its target reserve of \$25,000 as recommended for an association our size.
- This past year's legal expenses exceeded budget – in addition to legal support of routine operations, these include support for governing document interpretations and revisions, support of covenant compliance enforcement, and responding to members' formal complaints.
- Improving homeowner awareness and compliance with our Covenants, thereby reducing enforcement costs, is Board's ultimate goal in amending our governing documents.

President's Report – Presented by Board President Kerry McCabe. See attached meeting handout. Discussion highlights include:

- An unusually busy year of Board activity that included:
 - Significant progress toward updating our Declaration and Articles of Incorporation.
 - Improved cooperation with local police to increase patrols, curtail crime and improve safety.
 - Improved coordination with County and Commonwealth to enhance street sweeping, street lamp repair, and snow plowing (especially cul-de-sacs).
 - A superbly planned and unusually well-attended Annual Block Party.
- Major challenges in coming year include:
 - Completing Declaration and Articles revisions and commencing Architectural Guidelines and By-Laws revisions.
 - Engaging Cemetery to address Common Area concerns of trespassing and long-standing drainage problems posing erosion risks to our adjacent homeowners.
 - Improve membership notification and understanding and ARC's conduct and reporting of Annual Compliance Walk-around inspections.

- Continued engagement of Commonwealth and County elected officials and government staffs on issues of pressing concern: Penn Daw/Fast Eddies/Office Depot site developments and accompanying neighborhood traffic, parking and mass transit concerns; and, School Street turning access (we need to prepare for pending County decision that might eliminate all except right-turns from and onto School Street).
- Continuing education and training for Board and Committee members tailored to specific needs of our Association.
- Backing up governing documents, meeting minutes, architectural/financial/legal records to cloud storage with accompanying e-mail address and storage changes.
- Continuing need of selfless, hard-working homeowner volunteers to our Board and our Architectural and Nominating Committees – contact Board Member Laura Robinson.
- Board’s ultimate objective in amending governing documents – to enhance homeowner awareness and compliance, thereby reversing escalating enforcement costs – cannot be overemphasized!

Architectural Report – Presented by Board Architectural Chair Kathy Spitzer. See attached meeting handout. Discussion highlights include:

- The ten members (nine voting) of the Architectural Review Committee were introduced.
- The 13-step flow-charted change and approval process was presented and discussed.
- The past term’s monthly meeting scheduling practice and its resulting improvement in rapidity and consistency in the review and approval of submitted change requests was presented.
- Over 95 percent of this past term’s change applications were approved as submitted.
- It was emphasized that the goal of the Committee’s annual walk-around was to alert homeowners of developing problems BEFORE they become compliance and enforcement issues.
- The importance of homeowners timely communicating corrective actions to annual walk-around findings to the Committee was emphasized.
- “Lessons Learned” from the most recent walk-around included more reasonable corrective action response times, checklist standardization and training for all those performing the walk-around.
- Process improvements will be in place for the early Spring 2016 walk-around with response times of at least 30 days.
- Significant progress was made in 2015 term toward finalizing changes to the Architectural Guidelines consistent with the Covenant changes to be voted upon by our Membership in 2016.

Common Areas Report – Presented by Board Common Areas Manager Michael Tanner. See attached meeting handout. Discussion highlights include:

- Our Association’s boundaries include a significant amount of unimprovable areas in-common (i.e., shared ownership by all of the Association’s 119 lot owners under Board management).
- Our Board’s greatest challenges in managing the Association’s three Common Areas are: Trespassing and Erosion (both of the common areas and bordering homeowner lots and basements), with the latter being most severe due to Cemetery rainwater run-off and deposition of grave-digging spoils.
- President McCabe addressed the difficulty in working with the Cemetery to resolve continuing problems due to its recurring cancellation of scheduled meetings resulting from its inability to recruit and retain managers of sufficient employment duration.

Land Use Report – Presented by Homeowner Volunteer John Schaefer. No meeting handout was provided. Discussion highlights include:

- Lee District’s continuing problems and delays affecting redevelopment of the vacant PennDaw Shopping Center property is negatively impacting developer enthusiasm for other projects in Lee District.

- A proposed major mixed-use (residential and business) redevelopment of Kingstowne's Top Golf (miniature golf and driving range) property including addition of large retirement residential community could result in as much as a ten-fold increase in that area's traffic.

Closing Remarks:

- President McCabe encouraged Association members to consider volunteering their time to support the Board or one of the Association's Committees: ARC, Community Resilience or the Welcoming Committee. Sign up sheets were available at the registration table.
- Board Secretary Steve Danz announced that all ballots had been tallied and welcomed Dave Kolo (new), Frank Donahoe (returning) and Kerry McCabe (re-elected) to our Association's Board of Directors for the 2016 term.
- The meeting's floor was opened for a Community Forum for which there was one question asked of Architectural Co-Chair Kathy Spitzer, "Of this past year's 42 Architectural Change Request approvals, how many were returned to the submitting homeowners as incomplete and needing additional information?" Ms. Spitzer replied, "I'm not sure but it was not many."
- President McCabe asked for volunteers to assist Board Member Kathy Spitzer in working with VDOT to improve our neighborhood's cul-de-sac snow-plowing and pile deposition.
- President McCabe thanked the 2015 term's outgoing Board members Donna Clay and Jess Schrum.

A Motion to adjourn was made at 8:20 pm, was seconded and carried unanimously.

Frank Donahoe

Secretary
3/10/16

January 21, 2016 Annual Membership Meeting Attendees

Huntington Forest Homeowners Association

1.	Andersen, Jerry	3305 Fallen Tree Court
2.	Britt, Beth	6283 Gentle Lane
3.	Browne, Hendrik	6211 Florence Lane
4.	Carlo, Earl	6269 Gentle Lane
5.	Cerino, Mike	6247 Gentle Lane
6.	Clay-Mendez, Debbie	6206 Gentle Lane
7.	Crawford, Peter	6267 Gentle Lane
8.	Danz, Steve	3313 Fallen Tree Court
9.	Decker, Robert	6212 Florence Lane
10.	Donahoe, Frank	6222 Gentle Lane
11.	Graf, Neil	6254 Gentle Lane
12.	Hage, Jeff	6215 Florence Lane
13.	Halla, Debbie	6245 Gentle Lane
14.	Hendrick, Dawn	3303 Wooden Valley Court
15.	Kilcoyne, Kevin	3316 Fallen Tree Court
16.	Kolo, David	6270 Gentle Lane
17.	Krueger, Linda	3301 Wooden Valley Court
18.	Kuhn, Bob	6260 Gentle Lane
19.	Kuhn, Cecilia	6260 Gentle Lane
20.	Manning, Dan	6205 Florence Lane
21.	Manning, Heather	6205 Florence Lane
22.	McCabe, Kerry	3304 Gentle Ct
23.	McCormack, Chris	6251 Gentle Lane
24.	McDonald, Nina	3302 Fallen Tree Court
25.	McDonald, Tom	3302 Fallen Tree Court
26.	Mendez, Bill	6206 Gentle Lane
27.	Mlynar, Maria	3312 Fallen Tree Court
28.	Piper, Steve	6202 Gentle Lane
29.	Regher, Darwin	3314 Fallen Tree Court
30.	Regher, Gretchen	3314 Fallen Tree Court
31.	Reilly, Arianne	6210 Gentle Lane
32.	Reynolds, Ed	6127 Florence Lane
33.	Ribich, David	6266 Gentle Lane
34.	Robinson, Laura	6226 Gentle Lane
35.	Rogers, Tim	6201 Florence Lane
36.	Rottenecker, Nancy	6279 Gentle Lane
37.	Schaefer, John	6286 Gentle Lane
38.	Schrum, Jesse	6231 Gentle Lane
39.	Sorenson, Jedd	6278 Gentle Lane
40.	Spitzer, Kathy	3300 Fallen Tree Court
41.	Tanner, Michael	3308 Fallen Tree Court
42.	Washburn, Grace	6129 Florence Lane
43.	Williams, Nancy	6244 Gentle Lane

Also present - Kathleen Machado – Rees-Broome

As of 1/13/16

**Huntington Forest Homeowners Association, Inc.
2013, 2014, 2015 & 2016 Operating Budgets**

	2013	2014	2014	2015	2015	2016	2016
	Actual	Budget	Actual	Budget	Actual	Year to Date	Budget
Income							
HOA Assessment Income	\$11,446.00	\$12,078.50	\$12,083.00	\$12,681.83	\$12,681.83	\$2,349.90	\$13,315.92
Disclosure Packets (2 X \$100 estimated)	\$500.00	\$200.00	\$600.00	\$200.00	\$400.00	\$0.00	\$200.00
Interest Income	\$11.91	\$12.00	\$33.85	\$75.00	\$101.72	\$3.84	\$90.00
Late Fees	\$5.51	\$0.00	\$10.58		\$10.23	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$154.48	\$0.00	\$0.00
Total Income	\$11,963.42	\$12,290.50	\$12,727.43	\$12,956.83	\$13,348.26	\$2,353.74	\$13,605.92
Expenses							
Annual Block Party	\$533.81	\$600.00	\$767.84	\$750.00	\$782.99	\$0.00	\$750.00
Annual Meeting	\$172.90	\$200.00	\$253.85	\$200.00	\$0.00	\$0.00	\$200.00
Burke & Herbert fees	\$0.00	\$0.00	\$0.00	\$0.00	\$8.05	\$0.00	\$30.00
Common Area Maintenance		\$2,000.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,000.00
CPA Fees	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$20.00	\$50.00	\$20.00	\$50.00	\$20.00	\$0.00	\$200.00
Insurance							
General Liability Insurance	\$1,253.00	\$1,500.00	\$1,422.00	\$1,500.00	\$1,457.00	\$0.00	\$1,500.00
Professional/Director Liability Insurance	\$1,242.00	\$1,500.00	\$1,365.00	\$1,500.00	\$1,365.00	\$0.00	\$1,400.00
Umbrella Liability Insurance	\$907.00	\$1,000.00	\$907.00	\$1,000.00	\$898.00	\$0.00	\$900.00
Meeting expenses other than for Annual Meeting	\$171.43	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Post Office Box Rental		\$190.00	\$378.00	\$198.00	\$194.04	\$0.00	\$240.00
Postage, Copies, & Office Supplies	\$259.34	\$500.00	\$736.97	\$300.00	\$577.60	\$0.00	\$300.00
Professional Fees							
Architect	\$0.00	\$0.00	\$0.00	\$0.00	\$202.50	\$0.00	\$1,000.00
Legal	\$7,988.01	\$8,000.00	\$7,216.75	\$5,000.00	\$12,515.50	\$3,293.52	\$5,000.00
Training for Directors	\$0.00	\$2,000.00	\$0.00	\$0.00	\$60.00	\$0.00	\$150.00
Quickbooks Online (\$26.95/month)	\$0.00	\$300.00	\$269.50	\$0.00		\$0.00	\$0.00
Virginia Corporate Registration Fee	\$26.00	\$26.00	\$0.00	\$0.00	\$46.00	\$0.00	\$46.00
Virginia Dept of Professional & Occupational Regulation	\$90.00	\$100.00	\$90.00	\$95.00	\$90.00	\$0.00	\$90.00
Website (paid through 8/2016)	\$540.34	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$281.62
Welcome Committee (2 X \$20 estimated)	\$0.00	\$0.00	\$60.00	\$40.00	\$50.00	\$0.00	\$40.00
Transfer to Reserve	-\$1,240.41	-\$6,320.50	-\$759.48	\$1,123.83	-\$5,118.42		\$278.30
Total Expenses	\$11,963.42	\$12,290.50	\$12,727.43	\$12,956.83	\$13,348.26	\$3,293.52	\$13,605.92
Balance in Operating Account						-\$939.78	
Reserve Fund (Cash on hand at year's end)	\$22,584.48	\$16,263.98	\$21,825.00	\$22,948.83	\$16,706.58		\$16,984.88

NOTE: It is generally recommended that HOAs such as ours have about \$25,000 in reserve.

BALANCE SHEET

Assets

B&H Accounts

\$19,058.42

Accounts Receivable	\$895.20
Liabilities	
Accounts Payable	\$3,432.42
Members Equity	\$16,521.20

	<u>HFHOA Operations</u>	<u>Document Update</u>	<u>Covenant Enforcement</u>	<u>Response To Formal Complaints & Challenges</u>	<u>Total</u>
2014					
December	\$195.00	\$97.50	\$97.50	\$357.50	\$747.50
2015					
January	\$132.00	\$255.00	\$418.00	\$108.00	\$913.00
February	\$33.00	\$0.00	\$0.00	\$66.00	\$99.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$99.00	\$0.00	\$198.00	\$0.00	\$297.00
May	\$165.00	\$0.00	\$627.00	\$0.00	\$792.00
June	\$66.00	\$0.00	\$825.00	\$0.00	\$891.00
July	\$33.00	\$1,056.00	\$330.00	\$132.00	\$1,551.00
August	\$132.00	\$1,510.50	\$466.00	\$0.00	\$2,108.50
September	\$264.00	\$889.00	\$232.50	\$350.00	\$1,735.50
October	\$0.00	\$0.00	\$401.00	\$199.00	\$600.00
November	\$1,653.00	-\$560.00	\$132.00	\$1,556.00	\$2,781.00
December	\$483.53	\$0.00	\$198.00	\$2,612.00	\$3,293.53
2015 Total	\$2,772.00	\$3,248.00	\$3,727.00	\$2,768.50	\$12,515.50

HFHOA works on a calendar year, and cash basis. As a result the legal expenses charged and paid in 2015 are for the 12 months December 2014-November 2015.
The December 2015 bill was received and will be paid in January 2016.

Huntington Forest HOA

Annual Membership Meeting

January 21, 2016

Agenda

- 7:00pm Call to Order and Establish Quorum, Administrative Announcements and Introduction of Board Members — Kerry McCabe
- 7:05pm Community Emergency Response Team (CERT) & Community Resiliency Committee Presentation — Mike Cerino & Laura Robinson
- 7:15pm Treasurer's Report and Presentation of 2016 Budget — Laura Robinson
- 7:25pm President's Report and Message Looking to 2016 — Kerry McCabe
- 7:45pm Election Polls Close - Committee Reports (ARC, Land Use, Common Area, Committees) Welcome
- 8:00pm Secretary Announces Results of the Voting — Steve Danz
- 8:10pm New Business and Open Forum
- 9:10pm Farewell & Thank You to Outgoing Board Members - Meeting Concludes

Community Resiliency Committee (CRC)

In December, the Board approved the establishment of a committee to address the resiliency of our community in case of a disaster

Get Educated, Get Prepared, Get Connected

CRC Mission: To educate the community on matters related to disaster preparedness and to coordinate with the Board and Fairfax County authorities with regard to preparedness and disaster response (Draft)

- CRC Task List (Notional)
 - Build the neighborhood CRC!
 - Promote preparedness in the community
 - Advocate for CERT (Community Emergency Response Team)
 - 2 CERT trained members currently comprise the CRC
 - 1 is team leader for 22310 zip code CERTS
 - Improve community safety (Fire Hydrants and ???)
 - Meet with utility POCs (Water, Electric, Sewer, Gas)
 - Understand our infrastructure
 - Create relationships with people who can help restore us
 - Develop a community ‘needs’ inventory
 - Neighbors with special needs

CRC Task List (Notional) Continued

- Develop a community ‘resources’ inventory
 - Equipment (4W drives, Chainsaws, etc.)
 - Capabilities (medical trained neighbors, HAMS, CERTS)
- Facilitate use of school community service hours
- Publish periodic ‘News You Can Use’
 - Emails/newsletter articles related to preparedness
- Outreach to Volunteer Fairfax (County Community Resiliency Coordinators)
- Community interface with County emergency response infrastructure
- Conduct periodic Informational meetings

If you wish to know more please pick up a CERT brochure and sign up
for CRC information and updates on the signup sheet or email
HFHOACRC@gmail.com

Treasurer's Report

- This year, the Board voted to increase the annual assessment by 5% with a goal of covering our annual expenses and moving toward a goal of \$25,000 in reserve.
- Legal costs are the most significant expenditure in 2015 and 2016. The legal costs are comprised of some predictable expenses and some unpredictable expenses.
 - Predictable expenses for 2015 included the review and change of the governing documents and legal reviews in the normal course of business.
 - Unpredictable legal expenses include legal support for covenant enforcement and responses to formal complaints.
- In a continued effort to improve clarity and reduce legal costs associated with covenant enforcement, the Board will continue improving the governing documents.

QUESTIONS?

Huntington Forest HOA
President's Report
Annual Membership Meeting

January 21, 2016

2015 Year in Review

- Governing Documents Update
 - Articles of Incorporation
 - Declaration of Covenants, Conditions and Restrictions
 - Initiated concurrent review of architectural guidelines
 - Identified some needed By-Law updates

Goal is to clarify and synchronize the Association's documents

2015 Year in Review

- Standardized Board and ARC meeting times and location
- Updated agreement with police on common area trespassing
- Added early morning police patrolling to discourage vandalism and auto theft
- Road and neighborhood area maintenance:
 - Spring street sweeping
 - Streetlight repairs
- Block party

2015 Year in Review

- Annual Inspection/Walk-Around
- Tracking County land issues affecting our neighborhood
 - - School Street / N. Kings intersection
 - Fast Eddie's
 - Penn Daw
 - Transit issues (Bus Routes)

2016 Challenges Ahead

- Updated Declaration
 - Workshop Session — February/March
 - Voting on Updated Declaration — April/May
- By-Laws and Architectural Guideline revisions
- HOA Records
 - Conversion to digital from paper
 - Migration to cloud-based storage with backup
- Working with Mt Comfort Cemetery:
 - Trespassing
 - Long-term drainage issues in common area
- Road and neighborhood area maintenance:
 - Spring street sweeping
 - Cul-de-sac snow plowing (VDOT)

2016 New Start Initiatives

- Neighborhood CERT training and organization
 - Community Resiliency Committee established at December 2015 Board Meeting
- Focused / tailored training for the Board and ARC
- Migration from G-mail to our web hosted accounts and storage

2016 Volunteers Needed

- Officer Positions
 - Secretary and Vice-Secretary
 - Treasurer and Vice-Treasurer
- Committees
 - Architectural Review
 - Common Area
 - Community Communications (newsletter?)
 - Community Resilience
 - Land-Use
 - Welcome

2016 Nominating Committee

To recruit and certify candidates for Board of Directors
Election in November 2016

- Laura Robinson, Chair
- Dawn Hendrik
- Lisa McCormick

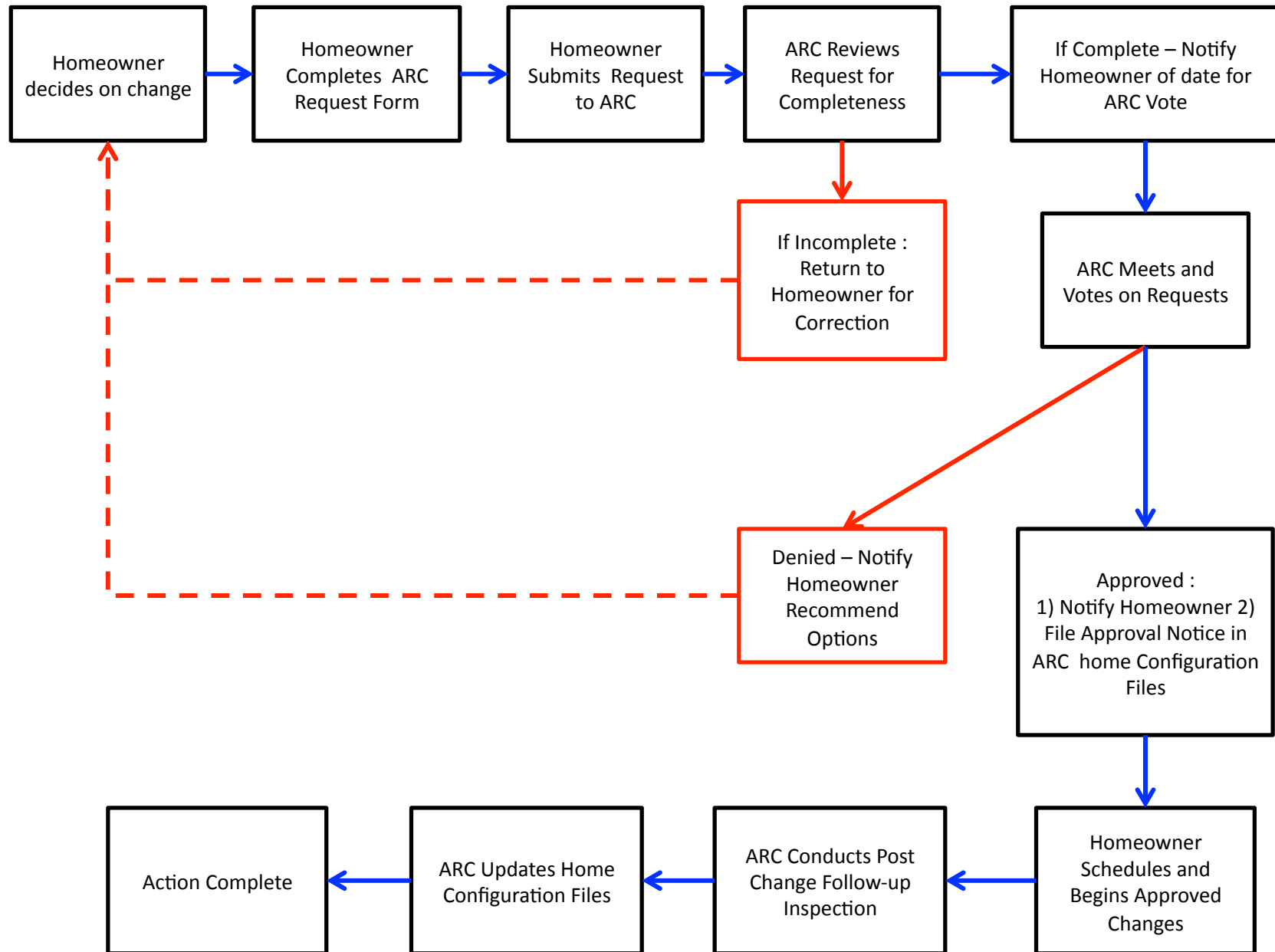
Architectural Review Committee

- Chair – Donna Clay
- Vice Chair – Kathy Spitzer
- Board Member – Grace Washburn
- Pia Bojanowski
- Beth Britt
- Deb Halla
- Rita McCauley-Redmond
- Arienne Reilly
- Kim Wilson
- Secretary – Steve Danz (non-voting)

ARC Meetings

- Regular Monthly Meetings
- First Tuesday of Month
- COMPLETE ARC Requests Due by Last Tuesday of Month
- Meeting allows homeowner to receive rapid decision at the meeting
- Homeowner can answer any questions the ARC may have about their application

ARC Review and Approval Process



2015 Results

- Approvals – 42
- Disapprovals – 2
- Incomplete Applications – work with homeowner to complete

Annual Walk Around

- Required to protect the Association
- Goal is to inform homeowners of violation or potential violation requiring action
 - ARC needs to know you received the note
 - ARC needs your plan to fix any violation

Annual Walk Around

- 2015 was year two; we learned some lessons
- Letters – Specifically, the date to respond
- Standardize all inspection sheets
- Revisions being made and will continue to improve in 2016.

Annual Walk Around

- Top Three in 2015
 - Rusted Vent Pipes
 - Degrading Mortar / Bricks
 - Mold / Stains on Siding
- What to Expect in 2016
 - Will happen in Early Spring
 - Letter response time will be at least 30 days
 - Upon remediation, please notify us so you can be removed from tracking

ARC Guideline Updates

- Significant work achieved in 2015
- Final changes awaiting our Covenants vote
- To be finalized in 2016
- Attend meetings to provide input

Words From the Woods of Huntington Forest

Hello residents of Huntington Forest! Although it is the middle of winter, I suspect some of you are planning to enjoy and take in my sights and smells of your common area come Spring. While you are always welcome, in order to preserve my home in its natural state (and make sure that it stays that way for future residents of Huntington Forest to enjoy), I just ask a few things:

If your residence does not back to the woods, please make sure that you use one of the common entrances so that you do not trespass on another resident's property.

When out in the woods, please remember that anything you take into the woods needs to be brought out. Trash is for trash cans, not my home!

My woods are in a natural state for all to enjoy. Therefore, **please do not cut, pull, move, clear or remove any of my trees, shrubs, vines or other vegetation or make any other alterations to my natural habitat.** If you do. I may have to send all my little critters and friends after you!! 😊

If while in the woods, you happen to see any of my trees that you think may be in danger of falling, please feel free to contact Michael Tanner or any other Board member so that this tree can be looked at by a professional arborist to determine whether or not it needs to be removed.

Camping is not permitted in the woods. If you happen to see anyone you think is camping or living in the woods, please contact Michael Tanner or the Fairfax County Police non-emergency line at 703-691-2131. I have a special arrangement with Fairfax County that ensures people camping or living in my woods are made to leave.

I want to wish you all a very happy Spring and enjoyable Summer!!

Fondly—

Your Huntington Forest Woods

Welcome Committee

This past year, the Welcome Committee was pleased to greet new neighbors to our community...

6214 Florence Lane	— Dustin & Melissa Wade
6262 Gentle Lane	— Joshua Baca and Jennifer Corey
6237 Gentle Lane	— Keith & Lauren Robertson
6267 Gentle Lane	— Peter & Lauren Crawford
6277 Gentle Lane	— Michael Ahl & Maureen Devine-Ahl

The Welcome Committee greets newcomers. When greeted, they are asked for HFHOA file information (email & phone numbers). This information is then passed on to the president and the treasurer, so that their address files can be updated.

Respectfully submitted:

Bellita Collins	— 6213 Gentle Lane
Norma Conroy	— 6209 Gentle Lane
Diane Piper	— 6202 Gentle Lane