

Huntington Forest Homeowner's Association
Board Meeting
March 10, 2016

Meeting called to order at 7:06 pm. Meeting held at Montessori School of Alexandria, 6300 Florence Ln.

Board Member Attendees:

Kerry McCabe, Steve Piper, Laura Robinson (7:50 PM), Steve Danz, Kathy Spitzer (dial-in), Grace Washburn, Frank Donahoe, Michael Tanner (dial-in)

Homeowner Attendees:

Jedd Sorenson, Diane Piper, Heidi Gaines, Jess Schrum

Kerry McCabe established that a quorum is present

Secretary's Report – presented by Frank Donahoe

- Motion to Approve minutes of the 01/21/2016 annual membership meeting with the inclusion of the following attachments to the minutes: (1) addresses of members in attendance, (2) Treasurer's Report, and (3) meeting handouts.
 - Kathy Spitzer
 - Second – Steve Piper
 - Carried Unanimously
- Motion to Approve minutes of the 02/11/2016 board meeting
 - Steve Piper
 - Second – Kathy Spitzer
 - Carried Unanimously
- Motion to Approve Secretary's Report
 - Steve Piper
 - Second – Kathy Spitzer
 - Carried Unanimously

Treasurer's Report – Presented by Steve Piper

- Payment of 2016 annual assessments was due on 2/29/16; to date, 80 members have paid. Payments not received by 3/30/16 will accrue interest from 3/1/16 at a rate of 8% per annum. A reminder to pay the assessment will be sent to homeowners.
- Legal expenses are high due to the ongoing court case. There was a question whether the HOA liability insurance should cover these legal fees. Kerry McCabe will contact the HOA insurance agent for clarification.
- Motion to Approve Treasurer's Report
 - Steve Danz
 - Second – Frank Donahoe
 - Carried Unanimously

President's Report – Presented by Kerry McCabe

- Insurance
 - A summary of current policies and coverage was provided.
 - The need for an additional policy which covers volunteers at HOA activities was discussed; it was determined that the policy is not needed. The policy covers volunteers performing physical labor for the HOA; our volunteers are not involved in physical labor.
 - If needed, event coverage is available at low cost for the block party and similar events. [Note: Current policies do not cover the "moon bounce" at the block party. If we have a moon bounce, our agent recommends that the moon bounce provider be covered for \$1M/\$2M with HOA as additional insured.]

- Community Resiliency Working Group (CRWG) members are not covered under current HOA policies. In order to avoid any HOA liability issues, there should be no formal affiliation between the HOA and the CRWG.
- Volunteers are needed to assist with HOA IT support.
- Motion to Approve President's Report
 - Kathy Spitzer
 - Second – Steve Piper
 - Carried Unanimously

Committee Reports

ARC Report – presented by Steve Danz

- No March meeting because there were no applications received.

Note for the Record – 7:50 pm: Board Member Laura Robinson arrived.

- Recommendations for 2016 ARC membership
 - Ten association members expressed an interest in being on the ARC in 2016. Criteria used evaluate potential ARC members were: (1) ability to meet time commitment, (2) interest in performing ARC duties, and (3) background.
 - Six are recommended for membership: Jess Schrum, Grace Washburn, Arienne Riley, Kim Wilson, Nina McDonald, and Jedd Sorenson. [Note: This is in addition to the ARC chair, Steve Danz, and Vice-Chair, Dave Kolo].
 - Beth Britt withdrew from consideration because they were unable to commit to the time requirement. Dawn Hendrick, Heather Manning and Sandra Sawin did not respond to the ARC questionnaire for additional information and thus were not considered.
 - Motion to Approve the recommendations for 2016 ARC membership with the provision that all nominees must be current in payment of their association assessment.
 - Steve Piper
 - Second – Kathy Spitzer
 - Carried Unanimously
- Huntington Forest Style Manual.
 - The need for a style manual was discussed. It was agreed that a style manual would benefit both the ARC and homeowners.
 - Details of a style manual will require further discussion and homeowner involvement.
 - The ARC will begin work on a style manual in the next 2-3 months.
- Williams appeal of ARC decision
 - Jerry and Nancy Williams submitted an appeal of ARC disapproval of their front door (attached)
 - The ARC decision was based on their assessment that the window style in the front door is not consistent with the New England colonial style of the homes in the community.
 - There board reviewed the Williams appeal, the procedures used by the ARC, and the style of the door.
 - Motion to Approve the Williams appeal
 - Steve Piper
 - Second – Frank Donahoe
 - Ayes: 2 (Steve Piper and Frank Donahoe)
 - Nays: 6 (Kerry McCabe, Steve Danz, Laura Robinson, Grace Washburn, Mike Tanner, Kathy Spitzer)
 - Appeal denied

Land Use – presented by Kerry McCabe

- Nothing new to report

Common Area – presented by Michael Tanner

- Nothing new to report

External Affairs – presented by Kerry McCabe

- Reflective markers for fire hydrants are not available from VDOT, but possibly from the Fairfax County Fire Department. If not, they will have to be purchased from a commercial vendor. This information will be provided to the CRWG.

Motion to Approve all Committee Reports

Steve Piper

Second – Michael Tanner

Carried Unanimously

Old Business

- Review of 2/11/16 board decision on prior approval of all architectural or legal expenses
 - Motion to rescind the requirement for prior board approval for any architectural or legal expenses and that board approval can be with six “Aye” votes if requested outside a board meeting.
Steve Piper
Second – Michael Tanner
Carried Unanimously
- CRWG Charter
 - Board had approved the CRWG charter by e-mail subsequent to the February board meeting. Concerns were raised about potential liability issues of a formal affiliation between the HOA and the CRWG.
 - Motion to rescind board approval of the CRWG charter and to have no HOA affiliation with the CRWG.
Steve Piper
Second – Laura Robinson
Carried Unanimously

New Business

- A spring community yard sale is planned for April 24 or May 1. Marie Devine-Ahl will coordinate this event.

Open Forum

- No homeowner in attendance had any comments or questions

Motion to Adjourn – 9:53 pm

Steve Piper

Second – Grace Washburn

Carried Unanimously

Frank Donahoe

Secretary

4/13/2016