

**Huntington Forest Homeowner's Association**  
**Board Meeting**  
**August 11, 2016**

Meeting called to order at 7:08 pm by President Kerry McCabe. Meeting was held at Montessori School of Alexandria, 6300 Florence Lane.

Board Member Attendees: Steve Piper, Laura Robinson (by phone), Dave Kolo, Grace Washburn, and Kerry McCabe

Homeowner Attendees: Jess Schrum, Agnes D'Alessandro

Kerry McCabe established that a quorum was present.

Secretary's Report – presented by Steve Piper in place of Frank Donahoe

- Frank Donahoe circulated a first draft of the minutes of the 7/14/2016 Board meeting, and has modified the draft in accordance with comments received. He subsequently circulated a final draft for approval.
- Motion to Approve minutes of the 7/14/2016 board meeting.
  - Grace Washburn
  - Second – Dave Kolo
  - Carried Unanimously

Treasurer's Report – Presented by Steve Piper in place of Laura Robinson

- 2016 budget, year-to-date and expected year-end data, and the Balance Sheet as of 8/11/16 are on the attached spreadsheet
- Items of particular interest are:
  - 2016 Annual Assessments are outstanding from 10 members.
  - The legal expenses year-to-date figure does not include any billings for June and July. Rees Broome has yet to send those bills to us. They are expected to be substantial.
  - The expected year-end figure of \$26,000 for legal expenses is, of necessity, a guesstimate. The expected year-end Reserve Fund figure depends significantly on the expected year-end legal expense figure.
- We should keep in mind that
  - If we prevail in the pending litigation we can expect substantial reimbursement of our legal expenses, resulting in our Reserve Fund being restored.
  - However, if we do not prevail, then we can expect substantial additional legal charges, payment of which can most likely be deferred until next year or at least until we can collect from a Special Assessment.
  - Discussion of a Special Assessment would be premature until we know how much — if any — would be needed.
- Burke & Herbert has said they would not give us a Line of Credit (LOC). This is actually not a problem. An LOC would have been drawn on only to pay legal fees. We would have needed a Special Assessment to pay off any drawings on the LOC.
- Our current deposits (\$8,245.26) at Burke & Herbert are more than sufficient to cover all expenses — except legal — remaining for 2016.
- Since August 2014 we have had a number of Certificates of Deposit at Burke & Herbert, in order to earn some interest on our Reserve Funds, which were more than \$20,000. We earned \$101.72 in 2015, and have earned \$33.92 to date this year.

- Last month the Board approved a motion to approve the Treasurer’s Report with the provision that treasurer notify homeowners of the financial status of the HOA and the options under consideration. That letter is currently being drafted.
- Motion to Approve Treasurer’s Report
  - Dave Kolo
  - Second – Grace Washburn
  - Carried Unanimously

President’s Report – Presented by Kerry McCabe

- Renewal of the HOA web hosting service is due in September. Kerry is discussing with BlueHost what coverage would be best for HFHOA. There was brief discussion, but no decision, as to whether we should renew for one year or for three years. (If for three years, we would have a lower monthly rate.)  
A decision on the HOA’s “motion for reconsideration” in the ongoing lawsuit is still pending.  
Kerry has spoken to and delivered an invoice to all homeowners with outstanding assessments, except for one who refused to speak with him. The next steps will be sending another invoice by Certified Mail and, for those still not paying, to file a lien on their property. The cost of filing the lien is to be added to the lien amount.

Motion to approve President’s Reports

- Steve Piper
- Second – Grace Washburn
- Carried unanimously

Committee Reports

ARC Report – presented by Dave Kolo

- The August meeting was cancelled “at the last minute” as there were no complete applications to act on.

Land Use – presented by Kerry McCabe

- Kathy Spitzer is following developments regarding the Richmond Highway Embark initiative.
- The County is discussing provisions related to home daycare businesses.

Common Area – Nothing new to report

External Affairs – Kerry is working with Kathy Spitzer to identify where snow should not be piled in our cul-de-sacs and at the end of Florence and Gentle Lanes. This is due soon, as we need to tell VDOT before the issue contracts for plowing for the 2016-17 winter season.

Motion to approve Committee Reports

- Steve Piper
- Second – Grace Washburn
- Carried unanimously

Old Business

- Block party. It was agreed that the Association would provide hamburgers, hot dogs, and soft drinks as in previous year. Grace Washburn has the lead and agreed she could work within a \$350 budget. She asked for Board volunteers for the orchestration of the Block Party and will send a sign-up spreadsheet to the Board. She also noted she would send Kerry the initial Block Party email for the neighborhood.

Motion to approve a \$350 budget for Block Party

- Steve Piper

- Second – Grace Washburn
- Carried unanimously
- 
- Unpaid Assessments. Steve Piper moved that, as provided by our By-Laws, the Board suspend the voting rights, whether in person or by proxy, of any Member who is in default in the payment of the 2016 annual assessment and interest thereon, as of November 10, 2016. The motion was seconded by Dave Kolo and passed unanimously.
- Welcome Committee Packet Review. Kerry McCabe suggested that discussion be deferred as Kathy Spitzer was not present. Steve Piper noted that the Welcome Committee was initiated by then-Vice President Arienne Reilly in March 2014. A Welcome Letter was prepared and used, together with a packet of information. The Welcome Committee made regular written reports to the Board in 2014 and 2015. (Of course, they only had reports when someone had moved into our community.)
- Community Resiliency Working Group (CRWG). Laura Robinson provided an update on the purpose and current activities of the CRWG.
- Updating Resolutions 2012-01 and 2012-02. Last year the Board agreed to update the contact information in
  - POLICY RESOLUTION NO. 2012- 010 Regarding Policies and Procedures for Responding to Requests for Examination and Copying of the Association’s Records)
  - POLICY RESOLUTION NO. 2012- 020 (Policy Required under Virginia Law for the Receipt and Resolution of Complaints).

That has not yet been formally done. Steve Piper suggest that at its September 8 meeting the Board approve a motion to amend:

POLICY RESOLUTION NO. 2012- 010 by changing the bottom of page 6 to read:

Completed Forms shall be sent by postal mail or e-mail to:  
 Huntington Forest Homeowners Association, Inc.  
 President  
 PO Box 10099  
 Alexandria VA 22310-0099  
 e-mail: hfhoanews@gmail.com

POLICY RESOLUTION NO. 2012- 020 by changing Paragraph 1 on the first page to read:

Complaint Form. In order to properly submit a complaint, the complaining party must fully complete the Complaint Form attached hereto as Exhibit A and send it by postal mail or e-mail to:  
 Huntington Forest Homeowners Association, Inc.  
 President  
 PO Box 10099  
 Alexandria VA 22310-0099  
 e-mail: hfhoanews@gmail.com

and by changing the instructions at the top of Exhibit A to read:

You must use this form to file a complaint. Please complete, sign and date this form and send it by postal mail or as a pdf file attached to an e-mail to  
 Huntington Forest Homeowners Association, Inc.  
 President  
 PO Box 10099  
 Alexandria VA 22310-0099

e-mail: hfhoanews@gmail.com

New Business

Montessori School facilities. Steve Piper moved that, as the Board did last year, the Board make a \$200 donation to the Montessori School for the use of its facilities for Board and ARC meetings. The motion was seconded by Dave Kolo and passed unanimously

Schedule for 2016 Board Election. With the annual meeting being November 10, Steve Piper noted that the 30-day notice must be mailed not later than October 11; he suggested October 1 as the target date for that mailing. As announced at the 2015 Annual Meeting, the members of the 2016 Nominating Committee are: Laura Robinson, chair; Dawn Hendrick; and Lisa McCormick. They need to have the proxy ballot ready for mailing by October 1. Laura made some suggestions as to the approach to solicit volunteers for the Board. She will prepare the correspondence for Board consideration. [

Website. Steve Piper brought up the need to re-organize the drop-down menus on our website so that things are easy to find. For example, Board meeting minutes are under **Permanent Records:** Association Membership and Board of Director Meeting Minutes; under Covenants and By-Laws on the Documents Drop-down menu. There was general agreement that the website needs to be re-structured.

Open Forum: There was no discussion.

Motion to Adjourn – 8:10 pm

Steve Piper

Second – Dave Kolo

Carried Unanimously

Steve Piper for Frank Donahoe, Secretary 816/16/