

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.

*The results of our election for 3 Members to serve on the Board of Directors until November 2018 were:

Frank Donahoe	40
Dave Kolo	44
Kerry McCabe	50
Ed Reynolds	20
Jess Schrum	35

(Footnote to annual meeting minutes approved by Board on 10/13/16.)

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, Arienne 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