

Huntington Forest Homeowner's Association
Board Meeting
December 08, 2016

Meeting called to order at 7:02pm by Kerry McCabe, President. Meeting held at Montessori School of Alexandria, 6300 Florence Lane.

Board Member Attendees: Kerry McCabe, Steve Piper, Tim Rogers, Chris McCormack, Rhonda Crawford, Frank Donahoe, Grace Washburn, Kathy Spitzer, Dave Kolo

Homeowner Attendees: Janet Roberson, Pete Young, Dawn Hendrick, John Hendrick, Linda Kreuger, Jesse Schrum, Steve Danz, Diane Piper, Cindy Travia, Nancy Berthold, Bob Redmond

Kerry McCabe established that a quorum was present.

Motion to move to executive session to discuss: (1) homeowner complaint concerning ARC violation enforcement and (2) liens on unpaid assessments

- Steve Piper
- Second – Rhonda Crawford
- Carried unanimously

Ended executive session and returned to open session (7:30pm)

Discussion and vote on executive session issues

1. Homeowner complaint concerning ARC violation enforcement

- Kerry McCabe explained that the HOA's complaint form needs to be revised and clarified. The HOA's current complaint form is intended only for complaints that allege HOA violations of Virginia laws or Virginia regulations. These types of complaints must follow a process specified by the state and the resolution must be reported to the state. Complaints alleging that the HOA has not acted in accord with its own covenants and bylaws follow a different process which is not regulated by the state. The HOA guidance on filing complaints needs to be revised and clarified to show the two different types of complaints and the process for each.
- Regarding the ARC violation cited in the current complaint, Kerry McCabe explained that the board has initiated compliance action. The homeowner has been notified of the violation and given a deadline for compliance; appropriate action will be taken if the violation is not corrected by the deadline
- Motion to proceed on the ARC violation complaint as discussed in executive session; specifically, the ARC will follow the violation remediation process as documented in the ARC guidelines
 - Steve Piper
 - Second – Kathy Spitzer
 - Carried unanimously

2. Unpaid Assessments

- Board will attempt to personally contact these homeowners and will also send them a letter notifying them that payment is past due and advising them of collection action and filing of liens if not paid
- If assessments are not paid by the deadline, the accounts will be turned over to legal counsel for enforcement action (i.e., filing of liens with all associated fees being incurred by the homeowner not the HOA).
- Motion to proceed on three unpaid 2016 assessments as discussed in executive session and as advised by legal counsel.
 - Steve Piper
 - Second – Grace Washburn

- Carried unanimously

Secretary's Report – presented by Frank Donahoe

- Minutes from the Nov 10 board meeting and Nov 17 Special Meeting were reviewed
 - Motion to Approve the Secretary's Report and the minutes of the 11/10/16 board meetings and the 11/17/16 Special Meeting
 - Steve Piper
 - Second – Grace Washburn
 - Carried unanimously

Treasurer's Report – Presented by Steve Piper

- The only change to the financial status report of 11/29/16 (attachment 1) is receipt of payment for the 2016 annual assessment from one homeowner.
- The amount of a special assessment has not yet been determined. The HOA has not yet received a bill for November legal services. Also, the board will attempt to negotiate a meaningful reduction in legal fees. A special assessment must be approved by the membership.
- Bob Redmond suggested that there be two separate votes for a special assessment; one for the legal fees, the other to rebuild the reserve fund.
- Dawn Hendrick questioned the need for a reserve fund of \$15,000 and asked what it would be used for. Steve Piper explained that it was for unforeseen contingencies and the established guidelines for an HOA of our size recommends a reserve fund of \$25,000
- Motion to approve Treasurer's Report.
 - Kathy Spitzer
 - Second – Rhonda Crawford
 - Carried unanimously

President's Report – Presented by Kerry McCabe

- Information provided concerning two issues raised at the annual meeting
 - Reserve Fund Study. The Property Owners' Association Act only requires a reserve fund study every five years if the association has capital components. HF HOA does not have capital components so there is no requirement for a reserve fund study.
 - Fidelity Bonding. The Property Owners' Act requires either fidelity bonding or an employee dishonesty insurance policy to protect the association against theft or dishonesty by officers, directors or employees. HF HOA Directors and Officers insurance policy provides the required coverage.

Committee Reports

ARC Report – presented by Steve Danz

- Steve Danz, the departing ARC chair, provided his suggestions for the composition of the 2017 ARC (attachment 2)
- A letter from Beasley Architectural Group which outlines the common features of New England Colonial and Colonial Revival homes was presented to the board (attachment 3). Steve Danz, who generously paid for this letter, provided it as a guide for the board and the ARC in making decisions on architectural guidelines.

Land Use Report – presented by Kathy Spitzer

- Lee District Land Use Committee will not meet in December; next meeting in January

Motion to approve Committee Reports

- Kathy Spitzer
- Second – Steve Piper

- Carried unanimously

Old Business

- Legal Bills
Board had a general discussion on the need to (1) negotiate a reduction in legal fees, (2) develop procedures or changes to governing documents that address deficit spending or drawing down reserve funds and (3) consider changes to governing documents that provide enforcement actions short of a lawsuit.

New Business

- Election of Officers for 2017
 - President:
 - Steve Piper – 5 votes (Donahoe, Rogers, Crawford, Washburn, Piper)
 - Kerry McCabe – 4 votes (Kolo, McCormack, McCabe, Spitzer)
 - Vice President:
 - Tim Rogers – 5 votes (Washburn, Spitzer, McCormack, McCabe, Rogers)
 - Kerry McCabe – 2 votes (Donahoe, Kolo,)
 - Grace Washburn – 1 vote (Crawford)
 - Abstained – Steve Piper
 - Treasurer
 - Frank Donahoe – unanimous
 - Secretary
 - Rhonda Crawford – unanimous
 - Vice Secretary
 - Chris McCormack – unanimous
 - ARC Chair
 - Dave Kolo – unanimous
- Motion to express appreciation to Kerry McCabe for his service as HOA president for the past two years
 - Steve Piper
 - Second – Frank Donahoe
 - Carried unanimously
- 2017 Meeting Dates
 - Regular Board meetings – 2nd Thursday of each month; except in November when it will be the 1st Thursday, November 2nd
 - Block Party – September 16th, with September 23rd as the ‘rain date’
 - Annual Meeting – November 9th

Open Forum

- Bob Redmond recommended that the HOA website include a link to the Virginia Property Owners Act and the Virginia Common Interest Community regulations
- Bob Redmond and Jess Schrum, both past HOA presidents, strongly recommended that HF HOA join the Community Associations Institute and take advantage of the resources they offer.
- Steve Danz asked whether the board will appoint Land Use and Common Area Committee chairs who are members of the board. Steve Piper said that he expects that we will do so.
- Kathy Spitzer volunteered to continue serving as the HOA’s rep to the Lee District Land Use Committee and was so designated.

Motion to Adjourn – 9:40 pm

- Kathy Spitzer
- Second – Frank Donahoe
- Carried Unanimously

**Huntington Forest Homeowners Association, Inc.
2014, 2015, 2016 & 2017 Operating Budgets**

As of 11/29/16

	2014	2015	2016	2016	Expected 2016	2017	
	Actual	Actual	Budget	Year-to-Date	Year-End	Budget	
Income							
HOA Assessment Income	\$12,083.00	\$12,681.83	\$13,315.92	\$13,016.30	\$13,315.92	\$13,982.50	\$117.50 per lot
Disclosure Packets @ \$100	\$600.00	\$400.00	\$200.00	\$300.00	\$300.00	\$200.00	
Interest Income	\$33.85	\$101.72	\$90.00	\$39.62	\$40.92	\$1.00	
Late Fees	\$10.58	\$10.23	\$0.00	\$99.38	\$118.90	\$0.00	
Miscellaneous	\$0.00	\$154.48	\$0.00	\$25.18	\$25.18	\$0.00	
Total Income	\$12,727.43	\$13,348.26	\$13,605.92	\$13,480.48	\$13,800.92	\$14,183.50	
Expenses							
Annual Block Party	\$767.84	\$782.99	\$750.00	\$152.59	\$152.59	\$350.00	
Annual Meeting	\$253.85	\$0.00	\$200.00	\$390.25	\$540.25	\$250.00	
Burke & Herbert fees	\$0.00	\$8.05	\$30.00	\$1.05	\$1.05	\$0.00	
Common Area Maintenance	\$0.00	\$0.00	\$1,000.00	\$0.00	\$500.00	\$1,000.00	
CPA Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dues and Subscriptions	\$20.00	\$20.00	\$200.00	\$20.00	\$40.00	\$200.00	
Insurance							
General Liability Insurance	\$1,422.00	\$1,457.00	\$1,400.00	\$1,430.00	\$1,430.00	\$1,460.00	
Directors & Officers Liability Insurance	\$1,365.00	\$1,365.00	\$1,500.00	\$1,365.00	\$1,365.00	\$1,400.00	
Umbrella Liability Insurance	\$907.00	\$898.00	\$900.00	\$907.00	\$907.00	\$925.00	
Meeting expenses other than for Annual Meeting	\$0.00	\$200.00	\$200.00	\$200.00	\$350.00	\$350.00	
Post Office Box Rental	\$378.00	\$194.04	\$240.00	\$0.00	\$200.00	\$250.00	
Postage, Copies, & Office Supplies	\$736.97	\$577.60	\$300.00	\$544.08	\$500.00	\$500.00	
Professional Fees							
Architect	\$0.00	\$202.50	\$1,000.00	\$270.00	\$270.00	\$750.00	
Legal	\$7,216.75	\$12,515.50	\$5,000.00	\$5,749.53	\$8,200.00	\$6,000.00	
Training for Directors	\$0.00	\$60.00	\$150.00	\$69.00	\$69.00	\$500.00	
Quickbooks Online (\$26.95/month)	\$269.50		\$0.00	\$0.00	\$0.00	\$0.00	
Virginia Corporate Registration Fee	\$0.00	\$46.00	\$46.00	\$20.00	\$20.00	\$20.00	
Virginia Dept of Professional & Occupational Regulation	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	
Website (paid through 8/2019)	\$0.00	\$0.00	\$281.62	\$277.65	\$277.65	\$0.00	
Welcome Committee (2 X \$20 estimated)	\$60.00	\$50.00	\$40.00	\$0.00	\$0.00	\$40.00	
Total Operating Expenses	\$13,486.91	\$18,466.68	\$13,327.62	\$11,486.15	\$14,912.54	\$14,085.00	
Balance in Operating Account				\$1,994.33			
Transfer to Reserve (withdrawn, if negative)	-\$759.48	-\$5,118.42	\$278.30		-\$1,111.62	\$98.50	

**Huntington Forest Homeowners Association, Inc.
2014, 2015, 2016 & 2017 Reserve Budgets**

	2014	2015	2016	2016	2016	PROPOSED 2017	
	Actual	Actual	Budget	Year-to-Date	Year-End	Budget	
Carry Forward	\$22,584.48	\$21,825.00	\$16,706.58	\$16,706.58	\$16,706.58	-\$62,405.04	
Year-end Addition from Operating Budget	\$0.00	\$0.00	\$278.30	\$0.00	\$0.00	\$98.50	
Special Assessment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,350.00	\$650 per lot
Year-end Subtraction from Operating Budget	\$759.48	\$5,118.42		\$1,489.13	\$1,111.62	\$0.00	IF approved by
Extra-Ordinary Legal Expenses	\$0.00	\$0.00		\$68,210.95	\$78,000.00	\$0.00	Members
Year-End	\$21,825.00	\$16,706.58	\$16,984.88	-\$52,993.50	-\$62,405.04	\$15,043.46	

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

BALANCE SHEET

Assets	
B&H Accounts	\$7,598.58
Accounts Receivable	\$473.60
Liabilities	
Accounts Payable	\$59,876.87
Members Equity	-\$51,804.69

2017 ARC Suggestions

I've asked the ARC members who served in 2016 if they're interested in serving again in 2017.

Jedd S - would like to, but cannot attend Tuesday / Thursday meetings.

Nina M - is happy to serve another year if needed.

Jess S - may consider serving another year.

All other members have not responded - this includes:

Steve Danz - leaving board, not serving in 2017

Dave Kolo - still on Board in 2017, current ARC Co-Chair

Grace Washburn - still on Board in 2017

Kim Wilson - no official response, but I believe leans "no"

Arienne Reilly - no official response, but I believe leans "no"

The board did not approve the slate last year for the three years as called out in Appendix A of our CURRENT guidelines, the 2017 board has a full slate to fill.

Also, the same Appendix A specifically says at least one member of the ARC "shall be a member of the Board of Directors". My recommendation for 2017 on this is that the board fill the "one member as a Board member" rule as the Chair of the committee and the remaining members of the committee should be filled as such:

One Year Term - two members (plus previously mentioned Chair)

Two Year Term - three members

Three Year Term - three members

This is a total of nine members of the committee, as has historically been done (save for 2016). Though, only THREE members are required per the Appendix A. So you could simply have the above mentioned two year and three year term filled with one member, thus completing the committee with the one year term of the Chair. Lots to consider for 2017.

Thank You,
Steve Danz
ARC Chair



Beasley Architectural Group, LLC

Architecture & Consulting

November 28, 2016

Huntington Forest HOA
PO Box 10099
Alexandria, VA 22310

Dear Members of the Huntington Forest HOA,

Homes in the Huntington Forest neighborhood were designed and constructed with the New England Colonial architectural theme. Technically, however, any home constructed after the 1700s, is not a true colonial, but rather a Colonial Revival or Neo-Colonial. This theme's key architectural design elements include double hung windows with muntins/grids and shutters. Siding was typically clapboard or wood shingle. It is these design elements that give scale and proportion to the homes and tie its individual architectural theme to that of the Huntington Forest neighborhood community.

True New England Colonial homes had the following characteristics:

- Usually located in the northeastern USA, mostly in Massachusetts, Vermont, Connecticut, New Hampshire, and New York.
- Steep roof with side gables
- Lean-to addition with saltbox roof
- Narrow eaves
- Large chimney at the center
- Two stories
- In some cases, the second story slightly protrudes over the lower floor
- Wood framed with clapboard or shingles (brick in the south)
- Small casement or double hung windows, some with diamond-shaped panes
- Little exterior ornamentation

Typical design features associated with Colonial Revival homes have the following features:

- Accentuated front door with decorative pediment supported by pilasters or extended forward and supported by slender columns to form entry porch
- Fanlights (above the door) and sidelights common
- Façade symmetry; centered door; aligned windows
- Double-hung sash windows usually with multi-pane glazing; frequently in adjacent pairs; multi-pane upper sash with single pane lower sash and bay windows (not historically accurate) are popular
- Faux lapped siding (Vinyl, Hardi-Plank, etc.)
- front door styles may range from six-panel solid to partial glazing within a panel door.

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Since Colonial Revival homes are an abstraction of true Eastern Colonial architecture, it's elements are certainly subject to interpretation. The aforementioned elements of style are common features that are key to tying each home to a common community style. I remain available to assist you as you develop, refine or implement community design standards.

Sincerely,



Kim Allen Beasley, Architect