

**Hiddenbrook Homeowners Association
Board Of Directors Meeting
August 15, 2023 7:00pm
Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

Attendance:

Clive Bayliss	Shannon Cook, Sequoia Management Company
Chris Gray	Chelsea Miller, Sequoia Management Company
Judd Schulke	
Matt King (joined at 7:10pm)	

Absent

Eric Cangemi

Homeowners/Members Present:

Jackie Bulanow, Pete Bulanow, Owen Bulanow, Pam Spencer, Maureen Mehrer, Joan Koss, Beverly Martsters, Kimberly Hartsoe, Rachel White, Neal Jarvis, Keith & Lisa Brown, Beatriz Oliveira, Marcel Van Vierssen

Call to order:

Clive Bayliss called the meeting to order at 7:00PM.

Approval of Agenda:

Management inquired about adding the email request for the Oktoberfest request to the agenda. Added to Activities section.

Clive Bayliss motioned to accept the agenda as amended. Chris Gray seconded. All in favor. Motion passed.

Approval Of Minutes:

The Board reviewed the July 18, 2023 meeting minutes.

Clive Bayliss motioned to approve the July 18, 2023 meeting minutes as amended. Judd Schulke seconded. All in favor. Motion passed.

Resident Forum:

One resident inquired about having the landscaping company repair the bare lawn spot in front of the clubhouse.

(C) Clubhouse Committee to provide a list of recommended grounds items for further consideration.

One resident inquired about the water aerobic members using the clubhouse in September for a potluck dinner after the classes end.

One resident was present to inquire about how the pool/playground project research would be paid for.

One resident inquired about the parking resolution and requested clarification of the lot vs streets means.

One resident inquired about the ARC meeting not being on the calendar in the Mainstream and also suggested that the local ads/columns be removed for the Mainstream to focus on community updates only.

(C) Chris Gray will discuss the concerns and suggestions with the Communications Committee.

One resident suggested wording amendments to the parking policy and informed the Board that people are eating on the pool deck as well as lap swim is not being enforced by the guards when members are not doing laps.

One resident informed the Board that the umbrella on the life guard stand blew off and into the pool.

One resident was present to provide feedback on relocating the playground.

The Board reviewed a homeowner email providing suggestions on the playground project.

The Board reviewed a homeowner email with concerns related to the street lights being redone by the power company to LED and glassless fixtures.

Committee Reports:

Activities Committee:

Management informed the Board they have not received a budget request for the committee.

The Board reviewed the request for Oktoberfest to be held again this year.

Clive Bayliss motioned to approve the Oktoberfest even to be held again this year with the final date to be determined and an approved budget of \$400 for 2 - port-a-johns to be paid from activities. Matt King seconded. All were in favor. Motion passed.

(H/O) Marcel Van Vierssen to get with Jenn King on event date & finalize planning of the event and organize port-o-johns as needed.

The Board discussed the water aerobics request to use the clubhouse in September for the post season potluck dinner. Approved for use once date is determined.

(H/O) Pam Spencer to confirm date for management to add to calendar.

Pool/Swim Team Committee:

The Board reviewed the meeting minutes from the most recent pool committee meeting.

Management informed the Board that a project pool walk will be held on September 1, 2023 with two board representatives and NV representatives.

(M)Management to send Marcel Van Vierssen invite to walk.

Neal Jarvis discussed the request for adult swim to be added to the NV contract next year.

(C)Pool Committee to amend pool company RFP to add adult swim and add any additional feedback to the draft no later than August 25th.

Neal Jarvis informed the Board that the pool committee would be willing to help with the water aerobics program so long as they have help from one or two of the Swim and Tennis club members that want the program.

Neal Jarvis confirmed that there is no budget needed for the committee just regular requests that are already included in budget.

Architectural Committee:

The Board reviewed the meeting minutes from the most recent ARC Meeting.

The Board reviewed ARC recommendations for the amendments being made to the Architectural Guidelines/Standards.

The Board discussed the ARC recommendation to allow for trash cans to be put out the day before trash day in the new guidelines.

Clive Bayliss motioned to allow for trash cans to be put out in the afternoon on the day before in the new guidelines. Matt King seconded. Clive Bayliss abstained. Motion passed. (3-0-1)

The Board discussed the ARC recommendation to allow for metal roofs in the new guidelines.

Clive Bayliss motioned to allow for metal roofs in the new guidelines. Matt King seconded. Clive Bayliss abstained. Motion passed. (3-0-1)

The Board discussed the ARC recommendation to only require applications for stepping stones in front or side of the home.

Clive Bayliss motioned to require applications for stepping stones only in front or side of the home. Matt King seconded. Judd Schulke opposed. Clive Bayliss abstained. Motion passed. (2-1-1).

The Board discussed the ARC recommendation to update the maximum width of walkways to allow for walkways to be the width of the entry way tapering down in the new guidelines.

Clive Bayliss motioned to update the maximum width of walkways to allow for walkways to be the width of the entry way tapering down in the new guidelines. Matt King seconded. Clive Bayliss abstained. Motion passed. (3-0-1)

The Board discussed the ARC recommendation to add all Trex deck and Timbertech colors to the new guidelines color palette.

Clive Bayliss motioned to add all Trex deck and Timbertech colors to the new guidelines color palette. Judd Schulke seconded. Clive Bayliss abstained. Motion passed. (3-0-1)

(B) Clive Bayliss to make amendments and submit for review at September meeting.

Tennis Committee:

Matt King reviewed the meeting minutes from the most recent committee meeting.

Matt King informed the Board that the reservation system should be able to roll out in the coming months.

The Board reviewed the committee budget request.

Communications Committee:

Chris Gray motioned to accept David Boldts resignation from the communications committee. Clive Bayliss seconded. All in favor. Motion passed.

Chris Gray informed the Board and all present that articles for the Mainstream are to be sent in by August 21, 2023 due to the editor being on vacation this month.

Clubhouse Committee:

Kimberly Hartsoe informed the Board that the committee is working on a master binder for the clubhouse committee.

Kimberly Hartsoe informed the Board that the meeting to discuss the playground/pool project options with the Tennis, Pool, and Clubhouse committee will be held on August 23, 2023 at 6:30pm at the Hiddenbrook Clubhouse.

(M)Management will add the meeting to the calendar and send out notice.

Kimberly Hartsoe informed that the committee would like to review the current clubhouse cleaning contract to determine what the regular clubhouse cleaning contract includes.

(M)Management to pass along information to Pam and Kim.

Management informed the Board that the front door, top lock has been replaced and that the code has been sent to those who need it. Old lock is being stored at the clubhouse in the case this is needed in the future.

The Board reviewed the HVAC inspection report.

Management informed the Board that the clubhouse cameras are going to be finished within the next few days as the vendor is awaiting some additional parts.

Old Business:

The Board discussed the owner forum options.

(M/B) Management to send Chris Gray the information for Town Square. Chris Gray to provide feedback and options.

The Board discussed the privacy communication channel for the Board.

(B) Judd Schulke will prepare a draft for the next budget/board package.

The Board discussed the pool contract request for proposal, no feedback to date from Board or Pool Committee.

(C)Marcel Van Vierssen to get feedback and amendments sent to management by August 25, 2023.

Management informed the Board that all guards are AED certified and that the pads and batteries are on back order but to be replaced.

The Board discussed the Swim and Tennis Club membership sales request in relation to giving HOA members first priority.

Clive Bayliss motioned to send an email to the HOA after outstanding memberships are reclaimed giving 15 days for HOA members to sign up before offering to outside residents. Judd Schulke seconded. All in favor. Motion passed.

The Board discussed the recommendation to selling the memberships at no cost. No action taken.

Management informed of no update at this time for the traffic calming request.

Management informed the tree trimming by the pool has been completed.

The Board reviewed the amendments to the hearing letter.

Clive Bayliss motioned to accept the amendments to the hearing letter. Chris Gray seconded. All in favor. Motion passed.

The Board reviewed the due process resolution amendments.

Clive Bayliss motioned to approve the due process resolution as amended, upon management verification from legal on final amendments to appeal language. Matt King seconded. All in favor. Motion passed.

The Board reviewed the Code of Conduct resolution.

Clive Bayliss motioned to approve the Code of Conduct resolution. Chris Gray seconded. All in favor. Motion passed.

(M)Management will process and send something to communications committee for the September Mainstream.

New Business:

The Board reviewed feedback on the draft parking policy.

(M/B)Management to send Clive Bayliss examples of parking resolutions for Clive Bayliss to draft for next meeting.

The Board reviewed the July 2023 financials.

(M)Management will investigate the reason for the phone increase.

The Board reviewed the snow service contract renewal proposal & map of service areas.

Clive Bayliss motioned to accept the HEMAX snow service renewal proposal for truck plow at all inches, ice melt, and snow shoveling of sidewalk as indicated on the service map. Matt King seconded. All in favor. Motion passed.

Clive Bayliss motioned to ratify the below:

VA Ground Cover – Playground Mulch - \$1,200.70

Matt King seconded. All in favor. Motion passed.

The Board reviewed a homeowner concern regarding the potential cancellation of the leaf collection by Fairfax County.

(B) Matt King to draft a letter of concern from the HOA, regarding the potential cancellation of the leaf collection for review at the next meeting.

The Board reviewed the operational calendar.

The Board reviewed Pam Spencers reimbursement request for clubhouse consumable items.

Clive Bayliss motioned to approve Pam Spencers reimbursement request in the amount of \$89.11 to be paid from the clubhouse budget. Matt King seconded. All were in favor. Motion passed.

Executive Session:

Clive Bayliss motioned to go into executive session to discuss aging reports, and collection status reports etc. at 9:15pm. Matt King seconded. All in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 9:22pm. Matt King seconded. All in favor. Motion passed.

Adjournment:

Clive Bayliss made a motion to adjourn the meeting at 9:23pm. Matt King seconded. All in favor. Motion passed.

ACTION ITEMS	Date Assigned	Assigned To	Status
Matt King to work with management to get reservation system implemented and number courts as needed.	June 20, 2023	Matt King & Management	IN PROCESS
To look at alternative options for the Hiddenbrook community members to have an open forum.	June 20, 2023	Chris Gray	IN PROCESS
To verify tennis court repair work was properly completed and communicate to management in order to submit final payment.	June 20, 2023	Matt King/Eric Cangemi	OPEN
Provide feedback on pool modifications suggested by Neal Jarvis	July 18, 2023	Pool Committee	OPEN
Work with Clive to set up GoDaddy Microsoft 360 for Board	July 18, 2023	Management & Board(Clive Bayliss)	OPEN

ACTION ITEMS	Date Assigned	Assigned To	Status
Meet and provide a plan of recommendations for replacement of the playground by the September meeting	July 18, 2023	Committees (Pool, Tennis, Clubhouse)	OPEN
Draft 2024 budget for Board feedback	July 18, 2023	Management	OPEN
Provide feedback on repairs to the bare lawn spot in front of the clubhouse.	August 15, 2023	Clubhouse Committee	OPEN
Confirm date of Oktoberfest	August 15, 2023	Marcel Van Vierssen/Jenn King	OPEN
Confirm date for clubhouse use	August 15, 2023	Pam Spencer	OPEN
Send Marcel Van Vierssen invite for September 1, 2023 walk.	August 15, 2023	Management	OPEN
Amend RFP to add adult swim and send to Management by August 23, 2023	August 15, 2023	Pool Committee (Marcel Van Vierssen)	OPEN
Make amendments of ARC recommendations approved to draft guidelines	August 15, 2023	Clive Bayliss	OPEN
Send notice for meeting to be held on August 23, 2023 at 6:30pm	August 15, 2023	Management	OPEN
Send monthly cleaning information to Kim and Pam	August 15, 2023	Management	OPEN
Send Chris Gray the information for Town Square.	August 15, 2023	Management	OPEN
Prepare a draft recommendation for Board privacy communication email.	August 15, 2023	Judd Schulke	OPEN
Process Code of Conduct resolution and send article to communications committee	August 15, 2023	Management	OPEN
Look into phone increase	August 15, 2023	Management	OPEN
Send Clive Bayliss examples for parking resolution	August 15, 2023	Management	OPEN
Draft parking resolution	August 15, 2023	Clive Bayliss	OPEN

ACTION ITEMS	Date Assigned	Assigned To	Status
Draft letter of concern for potential leaf collection cancellation for review at September meeting	August 15, 2023	Matt King	OPEN

AGENDA

hiddenbrookarc@sequoiamgmt.info -

Hiddenbrook Homes Architectural Review Committee Regular Meeting

August 7th, 2023 @ 6:30 pm

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

Item	
1. Call to order / introductions	<p><u>Present:</u> Melissa Frasier, Cheryl White, Clive Bayliss, Maureen Mehrer, Walter Rivera</p> <p><u>Absent:</u> Eric Cangemi</p>
2. Approve agenda	Walter motioned to approve agenda - Unanimous approval
3. Approve previous meeting minutes	Walter motioned to approve previous minutes- Unanimous approval
4. Members open forum	<p>* Resident requested information regarding previously identified ARC violations. Clive explained that these are being discussed at executive session of the board, but that the blue siding was a color previously approved and that is being taken off of the approved standards going forward.</p>
5. Review Applications	<ul style="list-style-type: none">○ Lot 9 - 1519 Hiddenbrook - Garage Door Replacement - Owner present - Are changing the color to white. Is planning on changing the front door, at a later time to white as well, with an additional application.○ Lot 179 - 1545 Powells Tavern - Remove deck and replace with patio -Owner not present.○ Lot 301 - 12727 Longleaf lane - Roof Replacement - Owner not present

- Lot 189 - 12813 Longleaf lane- Front Porch, Walkway, Patio - Owner not present

6. Unfinished
business

- a. update the Due Process Document to indicate that after an appeal has been decided by the board the decision is final. Walter motioned to send the action item to the board: All present in favor.
- b. Architectural guidelines certification process - no update
- c. Architectural Guidelines Revision:
 - o Per Legal: Clive has removed the parking rules and created a separate document for that to be considered at the next board meeting. Still pending - Remove vision statement, Remove mention of Fairfax County standards, combine section on satellite dishes into the document.
 - o Maureen brought several possible changes/amendments to the ARC Standards for discussion
 - Maureen motioned to change wording of Trash Put out to "Afternoon of the day before". Motion passed unanimously: 5-0-0
 - Discussion around the number of pots allowed in the front yard and the requirement for approval for them. The concern that it is not a big enough issue to have this impact the entire community. Mention was made that there are industrial style pots being used that are unsightly. Maureen motioned to amend the Standards to include delete the mention of number of pots and what kind are approved to specify *only* what types of pots are *not* approved. Motion did not pass: 2- 3 (Clive, Walter, Melissa)- 0

- Discussion around adding metal roofs to the ARC standard because concrete driveways were added to Standards even though it was not approved previously. However, the metal roof was approved but not added to the new Standards. Walter motioned to add metal roofs for contemporary model homes as an approved material for roofs to the Standards. Motion passed: 4 - 1 (Clive)- 0
- Mailbox concern - the neighboring communities have mailboxes in a variety of formats similarly. This is a burden to the community. The topic was moot as many styles are now included in the most current version of the standards.
- Door types for Contemporary homes - It was explained that Contemporary homes can have the same entry way door styles as the traditional or the approved modern styles.
- Concern about stepping stones and the necessity. Burden on the homeowner for approval when it is not a large scale issue. There have been some cases of haphazardly placed stepping stones which was unsightly. According to ARC previously, it is considered hardscaping, although landscapers do not label it that way. Maureen motioned to amend the guidelines to require approval for front and side yard

stepping stones, not the backyard:

Motion passed: 4-1 (Clive) -0

	<ul style="list-style-type: none">• Walkways - Concern was raised about width to match existing entryways. Contemporary homes generally have a front entry way of 8 feet in width. - <u>Maureen motioned to change the width from a maximum of 4 feet to a maximum of the width of the original entry way to taper down to the established end point:</u> Motioned passed unanimously: 5-0-0
7. Architectural guidelines certification process	<p>a. The informational letter will include the WHY we are requiring a certification process, WHAT is required and HOW it can be accomplished. We want to articulate the benefits of base-lining, why we are updating the standards, the effective date for the new standards and the deadlines for self-baselining. Include in the letter that if the item is NOT in the Standards, then it does not need to be included in the application.</p> <p>b. Responsibility: Walter and Clive - Will be done by next ARC meeting 9/12/23.</p>

<p>8. Architectural guidelines update process (community voting)</p>	<p>a. As residents propose changes, they would be added to the web sight for resident review.</p> <p>b. In October there would be a collection of all proposed changes received between quarter-4 of the previous year (from October 1, of the previous year) to quarter 3 of the current year (until September 30 of the current year). The suggested changes will be listed on the annual Board of Directors voting form. Members may vote for or against each change.</p> <p>c. There would be notification in the Mainstream as well as online about an upcoming town hall for a Q & A regarding the proposed changes. Residents who proposed the changes would be invited to be present to participate.</p> <p>d. The proposed town hall would be scheduled for the beginning of November.</p> <p>e. The packet with the letter for dues, the upcoming Board Candidates and a succinct explanation of the proposed changes would be sent out by November 31st to be voted on in January to coincide with the voting for board members</p>
<p>9. Guidelines change request form</p>	<p>No updates.</p>

10. New business	<ul style="list-style-type: none"> a. Checklist of items for inspecting homes for multiple standards when a new application is submitted - Eric had brought this up previously. - no updates b. Maureen motioned to abandon the previous action item: Motion passed unanimously: 5-0-0 c. Previous question was raised by a resident around whether the community has input into how the board votes. <i>Answer:</i> the community does not have a say in the board votes. They have opportunities for community input in the open forums and committee meetings. d. Composite Deck Colors - Reviewed the different color options from the two companies: Trex and Timbertech. Clive motioned to add all of the colors from those two companies to the ARC standards. Motion passed unanimously: 5-0-0
11. Closed session (to debate applications)	<p>Walter motioned to go into closed session at 8:18 pm - The motion passed unanimously. 5-0-0</p> <p>Walter motioned to exit the closed session 8:29</p>
12. Application decisions	<p><u>Lot 9</u>- 1519 Hiddenbrook - Garage Door Replacement - Walter motioned to approve - unanimous approval</p> <p><u>Lot 179</u> -1545 Powell's Tavern - replace deck with patio- Walter motioned to approve - unanimous approval</p> <p><u>Lot 301</u> - 12727 Longleaf lane - Roof replacement- Walter motioned to approve - unanimous approval</p> <p><u>Lot 189</u> - 12813 Longleaf lane - front porch walkway and patio- Walter motioned to approve - unanimous approval</p>
13. Confirm next meeting date.	9/12/23

14. Adjournment	meeting ws adjourned at 8:32 pm

Committee Action Items	Date Assigned	Owner	Status
Need to <u>update the Due Process Document</u> to indicate that after an appeal has been decided by the board the decision is final. Walter motion to send the action item to the board: All present in favor	8/8/23	HOA Board	Closed
Architectural guidelines certification process 5/9: Draft flow diagram for process created 6/13: Update flow diagram presented. Walter to updated and email to committee for review. 7/13: Updated based on feedback provided. Clive to incorporate in guidelines to ensure that they are aligned with the new standards. 8/7: Clive and Walter will create explanatory letter for the community to be completed by 9/12 and presented for review at the next ARC meeting	3/14/2023	Clive & Walter	In-progress
Architectural guidelines revisions 5/9: No update. 6/13: Revisions from committee feedback to be completed by 6/16. Final comments by 6/18. 7/13: Reviewed by legal, Clive to update guidelines to address feedback. 8/8 : Clive has removed the parking rules and created a separate document for that to be considered by board at the next board meeting. <u>Still pending</u> - Other updates to be incorporated: remove vision statement, remove Fairfax County standards, combine section on Satellite dishes into the document	5/9/2023	Clive	In-progress
Architectural guidelines certification letter 7/13: No updates. 8/8: No updates	6/13/2023	Walter & Clive	Not started
Architectural guidelines update process (community voting) 7/13: No updates. 8/8: The process for proposing a change/addition to the ARC standards was discussed and revisions made (see detailed minutes).	6/13/2023	Clive	In - progress
Architectural guidelines change request form 7/13: Draft presented to ARC. Clive to create instructions on how to fill in form. 8/8: Not discussed further	6/13/2023	Walter & Clive	In-progress
Create checklist for inspecting homes when a new application is submitted 8/8: this item was unanimously removed as an action item.	7/13/2023	Eric	Not started
Follow up with board on requirements to adopt a new document that will be enforceable 8/8: not discussed further.	7/13/2023	Eric	Not started

Hiddenbrook Homes Association

Clubhouse Committee

Meeting Minutes

August 3, 2023, 6:30 p.m.

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

Committee Attendees: Eric Cangemi, Laura Hamilton, Joan Koss, and Pam Spencer

Absent: Brandon Butler and Kimberly Hartsoe

Other Attendees: None

Meeting Called to Order: 6:40 p.m.

Agenda Approved: 6:42 p.m. with the movement of the "Determine and Vote on Committee Roles" moved to the end of the agenda.

Discussions/Motions:

- The 7-17-2023 special meeting called regarding the budget and quarterly walk-through minutes were reviewed.
 - **Motion:** Approved (Unanimous) the 7-17-2023 minutes as amended with the type of meeting added.
- Clubhouse Rental Documents were discussed:
 - Rental Agreement- Noted that a clause should be added for pool season rentals that guests of the renter must go through the lifeguard entrance for admittance to the pool.
 - Noted that clarification on the form should include rental start and end time as well as event start and end time and that in the event of a clubhouse emergency requiring entry would be communicated to take place during the rental period but avoiding the event time.
 - Inspection report – Post Rental remains under revision by Laura.
 - Quarterly Walk Through Checklist (inside and outside) to be developed.
 - Cleaning/Review Checklist – the committee is unsure what the cleaning company's been assigned to perform for monthly cleanings as well as post rental cleanings.
 - **Motion (approved – Unanimous) :** Request the board approval Sequoia Management to provide a list of what the cleaning contracting covers for monthly and after rental cleanings
 - Committee Meetings – Electronic Resolution was discussed
 - **Question to Board:** What are the options to open our meetings electronically to the members of our community and what platforms should be used?

- Collective Committee Meeting (with the Tennis and Pool Committees) relative to the playground was discussed.
 - **The Committee is proposing – 8/23 at 6:30 p.m. at the Clubhouse for a kickoff meeting with the following draft agenda:**
 - Define Objective
 - Outline Options to explore and timeline
- Discussed the roles for the Clubhouse committee. Unanimously determined to assign individuals as Chair, Co-chair, Secretary and Sergeant at Arms.
 - **Motion:** A motion was and unanimously approved to fill the roles with:
 - Chair – Kimberly
 - Co-chair – Pam
 - Secretary – Joan
 - Sergeant at Arms – Laura
- Rest of the agenda items were tabled to the next meeting to avoid exceeding two hour meetings.

Meeting Adjourned: 8:43 p.m.

**Hiddenbrook Homes Association
Playground Joint Committees Meeting
(Clubhouse, Tennis and Pool Committees)
August 23, 2023**

Attendees

Clubhouse Committee: Kimberly Hartsoe, Laura Hamilton, Pam Spencer, Eric Cangemi, Joan Koss

Tennis Committee: Matt King, Tony Roane, Allison Robinson

Pool Committee: Neal Jarvis, Marcel vanVierssen, Casey Cassara

Audience: Holly Calkins, Pete, Jackie and Owen Bulanow, Diane and Gary Tublin, Maureen Mehrer, Kelly Delpino

Meeting Called to Order at 6:34

- **Introductions** of the three committees' members and audience attendees were conducted.
 - **Meeting Purpose Summary:** The committees were asked to come together to discuss individual project activities and goals and ensure that all parties are informed and to identify any project overlap.
 - The Board tasked the HOA property management company, Sequoia Management, to have an inspection conducted of the playground in early spring 2022.
 - The inspection findings report from April 2022 stated that our playground is aged and doesn't meet current safety specifications. The report listed many items that could be addressed by providing adequate depth of approved playground mulch.
 - The Board and Sequoia Management worked to obtain pricing for repairs and steps to address the findings but struggled to find an approved vendor to supply parts and complete the actual repairs. The Board tabled the playground initiative in consideration of combining it with a request to expand the pool deck area and completing both projects in tandem with each other.
 - The Clubhouse Committee was tasked in June of 2023 to move forward and develop a project plan and direction for a playground rejuvenation/replacement.
 - The Pool Committee is beginning to research the possibilities and requirements for a pool deck expansion that is based on direction

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(Clubhouse, Tennis and Pool Committees)
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from the Board and takes into consideration the current playground project being led by the Clubhouse Committee.

- The Tennis Committee is involved as any relocation or recommendations to move the playground to the end of the tennis courts may impact the tennis players and also the gas pipeline right-of-way.
- **Additional Background Information:**
The Clubhouse committee worked with the Board to address many of the safety concerns with the installation of playground carpet mulch in July 2023. Need to determine how to update the playground with the introduced topic of expanding the pool deck and moving the playground.
- **Matt presented the current options under consideration:**
 - Demolish the existing playground without replacement at approximately \$12,000.
 - Rejuvenate the playground in its current location – appears to be the quickest and least expensive solution.
 - Relocate the playground to another space on the common grounds but possibilities are limited and costly.

- **Discussions**

- The Clubhouse Committee shared research conducted to date and stated that additional research is needed to make a fully informed recommendation and plan proposal to the Board.
 - Committee members visited the Fairfax County Building, Zoning and Planning & Development offices, spoke with county employees regarding general information about the property and specific zoning regulations for the property at 1508 A Sadlers Wells Dr. The findings are as follows:
 - The area behind the pool at the rear lot line is county property – an extension of the Dranesville Elementary parcel and has an easement that must maintained for

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Columbia Gas who has a 4' pipeline installed along the length of the boundary of the neighborhood.

- The clubhouse property is zoned R-3. There is no special designation as a community property or club.
- We are constricted by building regulations and setbacks as defined for R-3 cluster development.
- There are no proffers on the land (these are commitments from the developer on the land which reduces the impact of development on neighboring properties – i.e. maintain a 10 ft wide screen of trees and vegetation along the lot lines.
- The current footprint of the playground encroaches on school property by approximately 9 feet. We will need to reduce the size of the playground footprint to confirm that the playground is fully on the HOA property and abide by all setback rules. (This reduces the current footprint by a third).
- Playgrounds are termed Freestanding Accessory Structures. We cannot erect any structure that is more than 12' from the level of the adjacent land - not the level of the mulch. Exceeding a 12' height would bring into play new setback guidelines which would prohibit any installation of a usable or safety compliant playground.
- We should keep the footprint of the playground less than 2,500 sq. ft. or we will incur oversite from several county departments and will accrue permit fees and require project inspections. It also will result in an increased timeline for the project.
- Went online and requested documents – of which we have copies at the meeting tonight.
- After studying the documents, the county offices were revisited for answers to follow-up questions.
- To pour a concrete pad and extend the pool deck would be considered an extension of the building because the pool deck is an extension of the lower level of the clubhouse and therefore is included as part of the building's principal

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structure. The current deck footprint is at the maximum allowable extent of the building per rear setback rules for R-3 development.

- In addition, the total removal of the playground should not be an option as the playground (tot lot) is listed as an amenity in our governing documents.
 - The Clubhouse committee is in support of maintaining the playground amenity.
 - The playground area needs to be rectified for the overage onto the county property.
 - Investigated moving the location of the playground and learned it will involve more permitting, zoning, and county engineering, etc.
 - Also learned that we cannot pour a concrete pad to expand the pool deck in that area, due to the 25-foot setback requirement for the building. That is why the pool deck stops where it does.
 - The Clubhouse Committee believes that doing this research now is needed to avoid future costs or unknown expenses.
 - In addition, the HOA property line runs through the existing three trees at the end of the tennis courts.
 - Considering the need to switch the direction of the current equipment to find the maximum space will be considered and recommendations will be based on what we can fit into our legitimate footprint.
 - Current requirements include some shading be available for the playground or adjacent area.
 - Consider picnic tables and mulch in the area behind the tennis courts to offer a shade area for playground users.
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- **All committees agreed that a playground should continue to be provided to the HOA and S&T members.**
 - Options to consider are repairing the current playground equipment and staying in place, purchasing new playground

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equipment and staying in place, or purchasing new playground equipment and moving to the end the tennis courts. Options of moving to any other space are limited.

- This project is only focused on the playground. Pool deck expansion may be impacted depending on the direction taken.
- The Pool and Tennis Committees shared that if we keep the playground at the same location, the pool deck expansion project will be impacted. If the playground is moved, then it opens the possibility of expanding the pool deck (grass only)
- The Clubhouse committee plans to make a recommendation on what we can fit into our legitimate footprint behind the pool deck.
- All committees understand and agree that developed options and proposed costs must be presented and shared with the HOA and S&T members for a 2/3 consent via vote.
- The committees collectively compiled a list of questions that need to be addressed and individuals agreed to obtain more information:
 - Matt and Eric will check on:
 - If the playground is relocated, would it become a capital improvement expense or could reserve funds be utilized? (Matt/Eric)
 - Whether the playground is revitalized at the current location or if it is moved and reserve funds can be utilized, is there a specified budget constraint to consider? (Eric/Matt)
 - Is there a dollar amount the board would consider putting forth?
 - If there is the need for additional funding, what are the options (special assessment)? Is a mailing needed? Believe that everyone must vote for something that occurs on the common grounds and needs 2/3 vote to move forward. Keep in mind that dues can only be raised by a specified percentage.

**Hiddenbrook Homes Association
Playground Joint Committees Meeting
(Clubhouse, Tennis and Pool Committees)
August 23, 2023**

- What is the game plan for communicating and working with the community?
- Would expansion of the pool deck be an assessment to the S&T members and/or the HOA members?
- Neal will check with the Gas pipeline company to learn how far can we go onto the pipeline with the playground?
- ?? Investigate how to ask for a county variance to encroach on the setback.
- All committees are not aware of a master plan for improving the facility and grounds. Is there one? (Matt)

Audience Open Forum

- Question was asked on what the S&T and Swim Team want to make for an interrelated discussion.
 - Marcel responded on behalf of the Swim Team – The area behind the pool deck would give them more space but doesn't really help and could be a problem more than help. The pipeline is used for large events. The decision on the playground location has no impact for them. A question was posed about what the Swim Team would like to see occur. Marcel shared that nothing we are discussing has anything to do with the swim team.
 - S&T response: the deck expansion would be beneficial to members. (The current pool capacity is 225 and 9 for baby pool.) Matt has asked for the usage numbers for this pool season.
 - S&T would like to see a cover over the picnic area, and the baby pool expanded. Address ADA accessibility for wheelchairs. There is not adequate space for a wheelchair to get by on the parking lot edge with the chairs in place.

Next Meeting will be 9/13 6:30 pm

Adjourned at 8:24 p.m.