

## HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

**Board Meeting Date: February 15, 2022**

Meeting called to order at 7:01pm

**Location: Hiddenbrook Clubhouse**

**Attending:**

HOA Board Members	HOA Members	S&T Members
President – Clive Bayliss	Kimberly Hartsoe	Rob Dean – NV Pools Rep
Vice President – Kristin Leveto*	Joan Koss	Bob Yost
Treasurer – Eric Cangemi*	Pam Spencer*	
Secretary - Matt King*	Meg Hinders*	
Member at Large – Chris Gray*	Holly Calkins	
Prop. Manager – Shannon Cook		
Prop. Manager – Chelsea Miller		

\* -HOA and S&T Members

**Motion to approve the agenda:** Unanimously approved with changes. “Board reference packet” added under New Business. Under “Transition/Progress” the intent is address anything not listed.

**Motion to approve the December 2020 HOA Meeting minutes:** Unanimously approved.

### HOA Member Open Forum

Members noted that Fairfax County planned at the last moment to conduct a leaf pickup on 19 Feb 2022; Board would look to send a quick message to the HOA of this.

Members questioned whether the projected 2022 budget reflected the addition of the new property management company. It was noted that the new cost is not typically added/adjusted to a proposed budget and that the added costs would reflect on end of year financials which would then justify next year proposed budgets.

### S&T Open Forum

Nothing to report.

### Officer Appointments

Board members selected board positions, as reflected in the attendance information above.

\*TBD the need for a Board Orientation based on the new members.

## **Committee Chair/Liaison Appointments and Reports**

### **Activities –**

- 1) Committee Chair: Postpone Appointment
- 2) Board Liaison: Chris Gray
- 3) Nothing to report.

### **Pool –**

- 1) Committee Chair: Marcel van Vierseen (TBD – Need to confirm)
- 2) Board Liaison: Kristin Leveto
- 3) Question came up regarding water aerobics and whether it would occur this summer (2022). Joan Koss would look into it. Property management would confirm insurance coverage.

### **ARC –**

- 1) Committee Chair: Kimberly Hartsoe
- 2) Board Liaison: Matt King
- 3) No applications to discuss.
- 4) ARC committee members requested time to clarify new ARC process through Sequoia and the software used to process ARC applications. Tentative flow would consist of the following:
  - a. Applications due 1<sup>st</sup> Friday prior to ARC meeting.
  - b. Property management to process ARC applications within 48hours.
  - c. ARC Meetings held 2<sup>nd</sup> Tuesday of every month to review applications.
  - d. ARC Committee has a concern about the timeliness of processing applications.
- 5) ARC committee asked for Sequoia to provide 2 hard copies of applications prior to ARC meetings.
- 6) ARC committee requested that applications also include any physical “samples” provided in the application.
- 7) Property management noted that applications/samples can be sent to their office or placed in the clubhouse drop box, if the samples fit.
- 8) ARC files will be at the Property Management/Sequoia office and not at the clubhouse. Future discussion requested for placement of those files since ARC committed also requests access to existing files when addressing ARC application requests.
- 9) Property Management looking to create baseline inspection of community for ARC files.
- 10) Pam Spencer requested reimbursement of file boxes used to store previous ARC applications.

### **Communication –**

- 1) Committee Chair: Barbara \_\_\_\_\_ ; would need to confirm if anyone else is willing to help.
- 2) Board Liaison: Kristin Leveto
- 3) Articles due 24 Feb 2022.

**Tennis –**

- 1) Committee Chair: Postpone Appointment
- 2) Board Liaison: Matt King
- 3) Nothing to report.

**Clubhouse –**

- 1) Committee Chair: Pam Spencer (Interim)
- 2) Board Liaison: Eric Cangemi
- 3) Swim team storage room is damp and smells of mold; Property management to have maintenance personnel look into this. Swim team will need to pull items out for a thorough inspection can occur.
- 4) Need to place cover on the grill.
- 5) Shower curtains need to be cleaned.
- 6) At next Board meeting will need to look Clubhouse rental process.

**Swim Team –**

- 1) Board Liaison: Clive Bayliss
- 2) Swim Team President discussed a few topics.
  - a. Lifeguards. Requested rule on placement of lifeguards during swim meets as there is a requirement for the pump room/restrooms to be monitored. Anyone under 18 cannot be in the pump room.
  - b. Finances. Requested future consideration for donations. Increased costs creating challenge for team.
  - c. Fund Raising Activity. Request permission to have a variation of a yard sale by selling “spaces” to the community to sell their items. Activity would be in the parking lot in April, exact date TBD.
  - d. Kingston Chase Pool Use During Swim Meets. Look to reestablish access of Hiddenbrook Pool or Kingston Chase Pool for members on days of swim meets in order to accommodate non-Swim Team members.

**Property Management Report****Old Business –**

- 1) Transition Progress – Sequoia
  - a. Balances entered into the system.
  - b. S&T entries entered.
  - c. No issues identified with transfer from former property management to Sequoia.
  - d. TBD need to cancel phone and internet lines.
  - e. Workman’s Comp. Sequoia will look into cancelling as the only person on payroll was the previous bookkeeper.
  - f. “App”/Software for pool. Development still ongoing. Zoom call set for 28 Feb 2022 at 4:30pm.

- g. Electronic Meeting/Voting/Amendments. Sequoia will provide options/draft at next meeting on this option. \$600 for each vote; cost decreases with added "votes" on a request.
  - h. Invoice approval. Property management asked how often Board wanted to process invoices. At this time they will send once a week to the Treasurer.
- 2) Board meetings.
- a. Keep with the current meeting time and day.
  - b. Shannon would not be available for certain monthly meetings.

**New Business –**

- 1) Wading Pool. NV Pool addressed age (13yrs old) of pool and poor shape of plaster since the average use is 5yrs. Options include:
- a. Short Term: Replaster which extend life of pool 1-3yrs at a rough estimated cost of \$7-10K.
  - b. Long Term: Expand wading pool area and conduct extensive work with a rough estimated cost of \$40K-\$120K.
  - c. The Board to vote via email upon review of pricing for short term plan; will conduct additional research and discussion on a long term solution.
- 2) Board Reference Packet. Property management to look at how to create and forward packets for the board to access.
- a. Clive to look at creating online access and distribution.
  - b. TBD need to have lawyer oversee a Board orientation class.

**Treasurer/Bookkeeper Report**

- 1) Closure of old operating accounts completed.
- 2) Change of signer and mailing address. Property management will follow up with previous management. Need Board to sign new documents.
- 3) Previous mailbox used under former management company will be closed effective 1 Mar 2022.
- 4) Tax filing. Property management will look into this.

**Closed Session** – None.

**Meeting back in session** – Not applicable.

**Meeting Adjourned** – 9:13pm