

**Hiddenbrook Homeowners Association  
Board Of Directors Meeting  
September 19, 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	

**Absent**

Eric Cangemi

**Homeowners/Members Present:**

Steve Apergis, David Brown, Nancy Fiehtner, Chelsea Johnson, Maggie Douyon, Virgil Andrews, Pamela Marriott, Seth Mott, Sarah Mott, Saade Nuwayhid, Sharon Bonneau, Douglas Ahlert, Barton Bennett, Susan Helling, Ralph Updike, Jennifer Jackson, Joanna Wilbur, Kelly Delpino, Christine Ritchie, Craig Ritchie, Andrew Schaffer, Rachel White, Audrey Gassman, John Larence, Eugene Cutright, Shane Oh, Dian Tublin, Rob Martendorff, Kimberly Hartsoe, Walter Rivera, Vincent Xu, Beatriz Oliveira, Martine Honigsberg, Jesse Torgerson, Susan Benecchi, Ginger Bristow, Carla Moses, Lisa Brown, Keith Brown, Melissa Frasier, Lee Emery, Alan Clark, Greg Johnston, Holly Calkins, Mark Davies, Jennifer Dvorak, Joan Koss, Marc Piard, Steve Siker, Natalie Landsberg, Thomas Dickerson, Jackie updike, Mike Mahanay, Craig Ritchie, Lisa Craze, Rosa Milheiro, Jackie Bulanow, Pete Bulanow, Owen Bulanow, Maureen Mehrer, Steve Rogers, Todd Huse, Eric Ragusa, David Chanesman, William Arey, Elizabeth Arey, Robert Marriott, Robert Hughes, Susanna Propp, Sarah Foley

**Call to order:**

Clive Bayliss called the meeting to order at 7:02PM.

**Approval of Agenda:**

Clive Bayliss suggested adding the October meeting date discussion to the agenda.

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

**Approval Of Minutes:**

The Board reviewed the August 15, 2023 meeting minutes.

Clive Bayliss motioned to approve the August 15, 2023 meeting minutes as amended. Matt King seconded. All in favor. Motion passed.

**Resident Forum:**

Clive Bayliss clarified to all present that Management does not have any extra incentives for doing inspections or sending violation notices as their contract includes inspections at no additional charge.

Clive Bayliss clarified to all present that the Architectural Guidelines will not cost over \$1,000 as the document only requires a legal review before approval once all amendments are made.

Clive Bayliss clarified to all present that the Architectural Standard amendments are not being done behind closed doors and that there were multiple emails sent, reminders in the Mainstream, and the draft document was on the website for 45 days for homeowner feedback along with a town hall meeting being held for owners to provide additional feedback.

Clive Bayliss clarified to all present that the Board of Directors are not trying to change the character of Hiddenbrook but rather they want to provide clarity to all homeowners for when changes are going to be made to homes, applications are submitted, etc. Clive Bayliss also confirmed that this will help the ARC Committee with rendering decisions when reviewing applications as it will provide better clarification of what is permitted.

Clive Bayliss clarified to all present that the update to the Architectural Standards will not cost homeowners thousands of dollars to fix their homes and that there will not be any additional violations cited.

One resident presented a petition signed by 138 residents stating that the Architectural Standards were not amended with enough transparency and that many owners feel left out of the decision making process. The petition also requests that the association maintain the current guidelines (2014 edition).

One resident was present to inquire about the Architectural Standards getting passed to the new ARC Committee members and expressed concerns related to the extreme changes when small changes were anticipated by homeowners.

One resident was present to inquire about the managing agent and expressed concerns stating that they believe Management is too heavy handed with violations, etc.

Management spoke to their position and stated that the decisions are not made by Management but that we follow the directives and documents in place for the association.

One resident was present to inquire about the cost of management affecting the budget and inquired about the contract comes up for renewal.

One resident was present to inquire about the lack of information in their lot file that was passed along from prior management to the new management company and expressed concerns for potential violations of existing modifications that were not passed along.

Clive Bayliss informed all present that the Architectural Committee is in the process of doing a grandfathering policy to go with the amended Architectural Standards.

One resident was present to inquire about what would happen if they submitted an application and the guidelines were then updated.

Clive Bayliss confirmed that the modification would fall into the upcoming grandfathering policy.

One resident was present to ask for another townhall meeting to be held for those unaware of the amendments to provide their feedback.

Clive Bayliss motioned to hold a second town hall meeting for the draft Architectural Standard amendments. Judd Schulke seconded. Clive Bayliss abstained. Motion passed. (3-0-1).

One resident was present to thank the Board for volunteering and expressed concerns on how the new regulations will be enforced when there are homes that are abandoned.

One resident was present to inquire about once the new Architectural Standards are released how the pre-existing modifications should be handled.

One resident was present to inquire about the ARC Committee doing inspections annual and for them to be required to do it yearly.

One resident inquired about resale fee and the reinspection fees.

Management informed all present that when there is a need for a reinspection they typically try to conduct the reinspection without the seller incurring any fees if they can.

One resident was present to inquire about the previous set of minutes not having their full concern regarding the ARC Committee meeting date missing from the Mainstream and asked for more details in the meeting minutes.

One resident inquired about the price increase for Managements contract and expressed concerns about the dues potentially being increased by 15% per the governing documents of the association. They also expressed concerns with the Architectural Standards needed to be done with everyone working together.

One resident was present to inquire about fines. Management informed that rules violation charges are not able to be assessed to accounts since the governing documents for the association do not allow for fees.

One resident was present to express that they purchased their home four (4) years ago and they are not sure how the grandfathering would work or what would be grandfathered.

Bart Bennett from the ARC Committee informed the resident that they can get a copy of their lot file from management.

One resident expressed that the association used to be poorly managed and that the Board is trying to do better for the future of the association.

One resident was present to inform those present that if a completed application sent to the ARC Committee is not voted on within 30 days that they can move forward as they will have been considered to have abided by the Architectural Standards.

One resident was present to inquire about what level a violation would need to be before court injunction occurs. Clive Bayliss confirmed that they would have to be at a hearing level but this is done on a case-by-case basis.

One resident inquired about the annual inspections being done and asked that if they have not received a violation is their home good to go at this time.

Management confirmed that the annual inspections have been done for the year and that if you have not received a violation notice as of yet your home is okay as of the most recent inspection conducted.

One resident was present to express that any modification under 2-feet is considered to be landscaping per Fairfax County.

One resident expressed concerns with the dues being consistent and making sure they reflect the community.

One resident was present to express the desire to get ride of Architectural Control all together.

One resident was present to discuss concerns with slate materials being listed as the primary option as someone who may need to update their walkway/stepping path soon.

One resident was present to express concerns with homeowner feedback being heard and used in the amended Architectural Standards and inquired about when the draft will be available for review.

One resident was present to talk about the trash days being changed to Friday and the potential of the leaf cleanup being stopped. The resident inquired about the Boards position on the leaf cleanup being stopped.

Clive Bayliss confirmed that the Board is due to approve a letter expressing concern over the service being stopped later in the meeting.

The Board reviewed a homeowner email requesting that the pool season be extended through September.

**(M) Management to inquire about price for extending the season when obtaining bids for the pool management company.**

Management informed the Board that a death threat was received via email and stated that this will not be tolerated and that the cops will be contacted.

Clive Bayliss called the meeting for a 5-minute recess for management to call the police and report the death threat.

**Committee Reports:**

**Activities Committee:**

The Board reviewed a proposal for two portable toilets to be used for the Oktoberfest event.

Clive Bayliss motioned to approve G.I. Johns proposal for two portable toilets for the Oktoberfest event at the rate of \$475. Matt Kin seconded. All in favor. Motion passed.

**Pool/Swim Team Committee:**

The Board reviewed pricing for a lane storage reel for the lane lines.

Clive Bayliss motioned to purchase the Nordesco small capacity storage reel at the rate of \$2,268.00. Matt King seconded. All in favor. Motion passed.

The Board reviewed pricing for a lane storage reel cover.

Clive Bayliss motioned to purchase the Kiefer Racing lane storage reel cover at the rate of \$123.95. Matt King seconded. All in favor. Motion passed.

The Board reviewed the water aerobics proposal. Tabled.

Management informed that we are awaiting proposals for the pool contract.

**Architectural Committee:**

The Board reviewed the ARC Meeting minutes from their September 7, 2023 meeting.

Clive Bayliss informed the Board that the ARC Committee recommends having an ARC Standard change request form.

Clive Bayliss motioned to approve the Architectural Standards change request form. Matt King seconded. All in favor. Motion passed.

Clive Bayliss informed the Board that the ARC Committee recommended to have community approval for large projects.

Clive Bayliss motioned for the Board to require community approve for any large project. Judd Schulke seconded. Clive Bayliss, Chris Gray, and Judd Schulke opposed. Motion failed. (1-3-0).

Clive Bayliss informed the Board that the ARC recommends for allowing rain barrels to be allowed on the side of the home so long as it is not visible from the street.

Clive Bayliss motioned to allow for rain barrels to be allowed on the side of the home so long as it is not visible from the street. Chris Gray seconded. All in favor. Motion passed.

The Board discussed the draft Architectural Standards being placed on the website for a 45 day review period prior to the town hall meeting and confirmed that November 16, 2023 will be the town hall meeting date.

**(M)Management to put the draft document on the website, send notice, and put the town hall meeting date on the reader board.**

**Tennis Committee:**

Matt King informed that the pickleball nets will need to be replaced.

Clive Bayliss made a motion to approve new pickleball nets being purchased NTE \$500. Matt King seconded. All in favor. Motion passed.

Matt King informed he will be getting with Ryan to finalize the tennis court reservation system after playing with the system setup.

**Communications Committee:**

Chris Gray informed no meeting was held.

**Clubhouse Committee:**

Management confirmed that the swing will be installed next week.

Kimberly Hartsoe informed that the clubhouse committee will be getting a formal recommendation at their next meeting related to the playground.

Kimberly Hartsoe and Pam Spencer confirmed that another meeting will need to be held at a TBD date.

**Old Business:**

Chris Gray informed that he is still in the process of researching an owner discussion forum for the association.

Judd Schulke informed the Board that he is still in the process of researching the Board communication channel.

The Board reviewed and discussed the due process policy and confirmed that it needs to be updated.

**(M)Management to made amendments according to current due process taken.**

The Board reviewed the draft parking resolution.

Clive Bayliss motioned to approve the parking resolution. Matt King seconded. All in favor. Motion passed.

The Board discussed the response from the county regarding the light update and confirmation that this is county ordinance.

The Board reviewed the draft letter to Supervisor Foust regarding the potential cancellation of the leaf removal service beginning Fall 2024.

Clive Bayliss motioned to approve and send the letter to Supervisor Foust regarding the potential cancellation of the leaf removal service beginning Fall 2024. Matt King seconded. All in favor. Motion passed.

The Board reviewed proposals for removing a dead tree near the tennis court.

Clive Bayliss motioned to approve Premiers proposal to cut and remove the dead tree near the tennis court at the rate of \$795. Matt King seconded. All in favor. Motion passed.

Clive Bayliss recommended that a dehumidifier should be installed in the clubhouse. Tabled for a vendor/contractor to provide feedback on where one can be installed in the clubhouse.

**New Business:**

Clive Bayliss spoke about the Take Hiddenbrook Back website/blog and informed that most of the clarifications that he previously spoke about in resident forum are in response to the claims on the website.

The Board reviewed the August financials.

Management informed the Board that the audit is in process and reviewed legal feedback and recommendations.

The Board reviewed the 2024 draft budget. Tabled for further discussion at October meeting.

The Board discussed the call for candidates for the 2024 year. To be put in Mainstream and emailed out.

The Board reviewed the operational calendar and discussed the October meeting date.

The Board changed the October meeting date from October 16, 2023 to October 19, 2023.

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 10:03pm. Chris Gray seconded. All in favor. Motion passed.

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Matt King to work with management to get reservation system implemented and number courts as needed.	June 20, 2023	Matt King & Management	<b>IN PROCESS</b>
To look at alternative options for the Hiddenbrook community members to have an open forum.	June 20, 2023	Chris Gray	<b>IN PROCESS</b>
Meet and provide a plan of recommendations for replacement of the playground by the September meeting	July 18, 2023	Committees (Pool, Tennis, Clubhouse)	<b>IN PROCESS</b>
Provide feedback on repairs to the bare lawn spot in front of the clubhouse.	August 15, 2023	Clubhouse Committee	<b>OPEN</b>
Send Chris Gray the information for Town Square.	August 15, 2023	Management	<b>DONE</b>
Prepare a draft recommendation for Board privacy communication email.	August 15, 2023	Judd Schulke	<b>DONE</b>
Inquire about pricing for the pool season to be extended through September	September 19, 2023	Management	<b>DONE</b>
Post draft Architectural Standards to website, send notice of the draft Architectural Standards being on the website and informing of the town hall meeting date, add the town hall meeting date to the reader board.	September 19, 2023	Management	<b>OPEN</b>
Make amendments to the due process resolution	September 19, 2023	Management	<b>OPEN</b>

## AGENDA

### Hiddenbrook Homes Architectural Review Committee Regular Meeting

September 12, 2023 @ 6:30 pm

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

#### 1. Call to order

Meeting called to order at 6:32 pm with the following attendees:

- ☒ Walter Rivera (Chair)
- ☒ Maureen Mehrer (Secretary)
- ☒ Clive Bayliss (Liason)
- ☒ Barton Bennett
- ☒ Cheryl White
- ☒ Melisa Fraiser
- ☒ Eric Cangemi

Introductions were made to the community.

#### 2. Approval of agenda

Motion to approve agenda by Melissa seconded by Cheryl as written. Vote unanimous

#### 3. Approval of previous meeting minutes

Motion to approve meeting minutes of regular meeting held on 8/8, by Walter, seconded by Clive, as written. Unanimous.

Motion to approve meeting minutes of special meeting held on 9/7, by Walter, seconded by Clive as written. Unanimous

#### 4. Resident Open Forum:

- a. 12709 Sailors Creek - resident for 20 years. Questions about the changes to the ARC guidelines. Why? We are opening ourselves up to expenses and contention that we don't need. We will end up spending a lot of money on legal fees. When will we be addressing the comments that were posted on the website? Explained further: When there are draconian rules in an HOA, there is a lot of money spent to

defend those rules regardless of whether it is a win, lose or draw. We don't need to spend the money on this. What I would be in favor of is a sign designating our neighborhood. It would be appropriate to get involved if there is lack of upkeep to the house, as in things are falling down. Having regulations around the color of mulch is not appropriate.

- i. Response: Clive -We are open to litigation even now. This new document is providing clarity to the homeowner. We are not changing up the rules so much. Before there was a sense that there was random approval of applications. Walter - ARC vs. the Board. The ARC did not create the guidelines. The board did. Maureen - We, the committee, are not of one mind regarding the guidelines. Bart - What is the appropriate method to have a town hall? The Open Forum doesn't give sufficient time for dialogue. Walter - Can we make a motion to the board to have a town hall? Clive - There has already been a town hall, but we can motion for that. The committee makes recommendations and the board makes the decisions.
  - ii. Bart made a motion to recommend to the Board to host a town hall meeting to receive additional feedback from the community regarding the new ARC Standards. Walter seconded the motion. The motion passed 5-1 (Clive) - 0. (Board)  
*Committee Discussion:* Bart - We have not had issues that warrant the great changes that are being proposed. There is a lot of community discontent around these changes. Maureen - Most people are not aware of these changes. If we don't have community support then we are not representing the community. Cheryl - Agreed that the community is not aware. Clive - There was adequate review. What is going to be different now than before? We have been at this for 18 months. Cheryl - Not everyone is tech savvy and isn't aware. Walter - The Board did host opportunities for the community to provide feedback. However, many people were not in time for providing feedback and then the opportunities were gone. Yes, it has been 18 months but it is important to have the support, regardless of the time. Melissa - In agreement to give time to the community to approve the town hall. All in favor 5 - 1 (Clive) - 0
  - iii. Bart explained about the need to have violations taken care of before selling the house.
- b. Another resident -18 months ago we agreed that we were grandfathered in. This will be a great burden and expense to the homeowner.
    - i. Clive - this is going on already. This will not be any change.
  - c. Jackie Bulanow , 12644 Stoa Court - Asked to be put on the agenda for the board and was told, by Clive, to speak to the ARC instead. She explained that many residents are concerned about the guidelines. The last guidelines were put into the June Board packet but hasn't been disseminated to the public at large. There is a concern about the change from "Guidelines" to "Standards" seemingly to be able to pass fines. We ask for a petition to the board to retain the 2014 guidelines and to request the majority of community approval before any large scale changes can occur. You have to get the buy in from the bottom up to have a basis of support.
    - i. Discussion: Clive - There was a review period. Resident - there have not been responses to all of the questions and concerns that were brought up. Walter - there is a possibility to overrule the board if you have 75% of the community to vote.

- d. Pamela Marriott - Saylor's Creek - Split Foyer home. She read that there would be a change to door allowances. She has a double door entry way and that is the only way to get furniture in and out. The new standards state that you have to go with one door and 2 glass panels. Bob Marriott - we are still awaiting answers to our questions which also have to do with our doors. How do we get the information regarding our homes?
  - i. Response: Clive - those specific doors were just shown as examples. In some regards adding pictures was detrimental because people interpreted them as the only options, but that was not the intent. The intent was to show options. Walter - those would be grandfathered in. We want to implement a process where there is grace period to submit applications for upgrades that were not previously approved. If it is the original style you should not have to do anything. Clive - if you want to change the doors you will have to submit an application. Walter - You would request a Lot File from Chelsea@sequoiamanagement.com. Sequoia needs this information to complete a resale disclosure packet. When you go to sale, Sequoia will come around to inspect and if they see violations on file you will have to fix them. Then Sequoia would come by again to inspect. Once everything is taken care of the new owner would never have to deal with anything that was previously done.
- e. Another Resident - All of this is just more work for everyone that no one cares about. There are issues that DO need to be attended to like vacant houses, peeling paint, basic lack of upkeep and maintenance of properties.
- f. Kimberly Hartsoe - She has been in the community for over 20 years. There are so many rules being created because of individual homes when they could be taken care of by a violation of having trash in the yard, etc. It is unnecessary to create new ARC rules when there are other ways to address the problem already. Question - If the ARC has approved 2 applications for something that is outside of the guidelines then would it be approved into the guidelines? There is a house on Sadler's Well Dr. They requested a color change to blue. It was denied and other options were given, but the house was painted blue anyway. There is another house on Garberry Ct. with blue siding and it isn't even finished. It is finished on 3 sides only. Are we approving blue now?
  - i. Walter - No. Clive - the current guidelines do not say a specific color. It recommends using the builder's colors. The idea was not to approve blue, but gray. The color ended up more blue than gray. Cheryl - That is my daughter's house and we are waiting on approval from the county for an addition to a sunroom. Then it will be finished. We had approval for the color. Walter read from page one of the ARC regarding how colors/ARC guidelines are applied "they evolve from prior decisions of the ARC in reviewing applications involving similar facts and circumstances."

## 4. Architectural Applications (Board)

### 4.1 Review

#1

Lot: 104

Address: 1414 Sadler's Wells Drive

Decryption: Flower box

Retrospective: ☒

Home owner present: ☒

Home owner comments:

Committee feedback:

Vote: Motion to approve application by Walter, seconded by Bart as presented. Unanimous

#2

Lot: 131

Address: 1531 Powells Tavern

Decryption: Replace Shutters and Paint Front Door

Retrospective: ☒

Home owner present: ☒

Home owner comments:

Committee feedback:

Vote: Motion to approve application by Clive, seconded by Bart as presented/with the following provisions: that they are painting the shutters and front door black, not replacing. Unanimous

#3

Lot: 133

Address: 1535 Rudds Store Rd.

Decryption: Siding, Roof, Gutters, Driveway, Walkway

Retrospective: ☒

Home owner present: ☒

Home owner comments: Sequoia sent over questions late this afternoon. In response to Committee questions. The shingles are Certainteed Landmark Pro which are very similar to what is there now, in the Clapboard style. The driveway is 20 feet wide, but half is gravel. So we are not changing the footprint, but just making it all asphalt. 10 feet setback from property line.

Committee feedback: The application was not clear as to what materials were being used. (Manufacturer and colors). We would like clarity on that. For driveway, it wasn't clear how wide it was going to be extended to.

Vote: Motion to approve application by Walter seconded by Bart as presented with the following provisions: that the driveway width does not exceed 20 feet and that the setback is 10 feet. describe provisions. Unanimous

#4

Lot: 143

Address: 1543 Youngs Point Place

Decryption: Ground level deck

Retrospective: ☒

Home owner present: ☒

Home owner comments:

Committee feedback:

Vote: Motion to approve application by Walter, seconded by Bart, as presented. 5 - 0 - 1 (Clive)

#5

Lot: 143

Address: 1543 Youngs Point Place

Decryption: Storm door

Retrospective: ☒

Home owner present: ☒

Home owner comments:

Committee feedback:

Vote: Motion to approve application by Walter seconded by Bart, as presented. 3-2-1 (Clive)

#6

Lot: 336

Address: 12710 Longleaf Lane

Decryption: Tesla Charger

Retrospective: ☒

Home owner present: ☒

Home owner comments:

Committee feedback:

Vote: Motion to approve application by Walter, seconded by Bart, as presented. Unanimous

#7

Lot: 326

Address: 12805 Briery River

Decryption: Replace Fence Sections

Retrospective: ☒

Home owner present: ☒

Home owner comments:

Committee feedback:

Vote: Motion to approve application by Walter, seconded by Clive, as presented. 0—6-0 Reason for rejection: The proposed fencing replacement is not consistent with the existing front facing fencing on the other side of the house. They should match.

## 4.2 Closed Session Debate

Motion to enter closed session at 8:20 pm to consider applications by Walter, seconded by Clive. Vote Unanimous

Motion to exist closed session at 8:52 pm by Walter, seconded by Clive. Vote Unanimous

## 4.3 Decisions

Committee voted on applications; see section 4.1

## 5. Unfinished business

### 5.1 Standards Revisions

Review updates approved by Board:

- Time to put out trash cans
- Standing seam metal roofs for contemporary homes
- Stepping stone approval only for front and side yards
- Walkway can expand to width of entrance way

Committee Comments: none

### 5.2 Community Notification of Standards Update

Review proposed notification letter

Walter has created an initial version but it still needs feedback from our committee. We will return to it. **(Committee)**

### 5.3 Standards Change Process

Review updated process document -

Committee Comments: Why are 4 people needed? We wanted a minimum support to validate a request for a change. Clive - explaining the process. Each year we will collect requests for proposed changes to the ARC Standards. In the end they will be voted on by the community when they also vote for the board. Walter - we need to pay for the electronic voting ballot. Each item has a fee so we want to ensure that they are not frivolous. There will be a town hall for the person proposing the change to be able to explain. Will this be put out on the website so that our residents know about it? Yes. There will also be a letter, right? The letter is more about baselining the home and process. We should add

Motion to recommend to the board to adopt the standards change process and the standards change request form. Clive amended to recommend to the board to adopt the standards change process. Walter 4-1 - 0 **(Board)**

### 5.4 Standards Change Request Form

Review updated change request form

Motion to recommend to the board to adopt the change request form. Clive. Walter seconded. unanimous. **(Board)**

## 6. New Business

### 6.1 Acceptable Materials for Walkways

Discuss driveway materials

Committee Comments: Need to increase options for walkways. The walkway materials suggested are already in the proposed ARC standards.

## 6.2 Rain Barrel Locations

Discuss rain barrel locations

Committee Comments: We removed the color restriction so it was moved to the back yard. Maureen motioned to allow rain barrels on the side yard with the caveat that they not be visible from the street. If they are visible from the street they must be screened. Clive seconded. Unanimous approval **(Board)**

## 6.3 Community Knowledge of Proposed Changes

Discuss community knowledge of proposed Standards Changes

Committee Comments - stricken as this was discussed in the open forum.

### 6.4. Motions:

a. Motion to retain the 2014 guidelines: Maureen Motioned - Bart seconded. Clive thinks that they should be updated. Cheryl and Melissa agreed that there is a need for community involvement but they do need to be updated. Maureen - They may need to be updated but without community support we should not be moving forward. 2- 4 (Melissa, Cheryl, Clive, Walter) - 0

b. Motion to have a majority of community approval before any large scale changes can occur. Maureen Motioned - Bart seconded. Bart we need the Town Hall to ensure that we have community support. Clive - it may not be feasible. To have 75% is difficult to achieve. Walter - right now we are relying on the board to make the decision to approve the guidelines without 75% of the community approval. the only thing about the standards that is in the CCR is the trash cans. Every change requires an application. the only things enforceable are the requirement to submit an application and that the trash cans, plus a couple of other things. 5 - 1 (Clive) - 0 - **(Board)**

6.5 Eric Cangemi has resigned - Maureen motioned to accept his resignation. -Melissa Seconded - unanimous **(Board)**

## 7. Confirm next meeting date

Next meeting confirmed for 10/10 @ 6:30 pm

## 8. Adjournment

Motion to adjourn meeting at 9:10 pm by Walter, seconded by Maureen. Vote Unanimous

Committee Action Items	Date Assigned	Owner	Status
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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 8/31 sent to ARC members	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). 8/13 update process was voted on and approved	6/13/2023	Clive	Closed
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	Closed
Follow up with board on requirements to adopt a new document that will be enforceable 8/8: not discussed further.	7/13/2023	Eric	Closed