

HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

Board Meeting Date: August 16, 2022

Meeting called to order at 7:00pm

Location: Hiddenbrook Clubhouse

Attending:

HOA Board Members	HOA Members	S&T Members
President - Clive Bayliss	Joan Koss	Bob Yost
Vice President- Kristin Leveto	Pam Spencer	Marcel Van Vierssen
Treasurer- Eric Cangemi (Arrived at 7:40pm)	Kimberly Hartsoe	
Secretary - Matt King		
Member at Large- Chris Gray (Arrived at 7:15pm)		
Sequoia MGMT- Shannon Cook		
Sequoia MGMT- Chelsea Miller		

Approval of Agenda.

- i. **Motion** to approve agenda. Motion by Clive and 2nd by Kristin. All Approve.

Approval of Minutes.

- i. **Motion** to approve June meeting minutes with 1 minor correction. Motion by Clive and 2nd by Kristin. All Approve.
- ii. **Motion** to approve July meeting minutes with 3 minor corrections. Motion by Clive and 2nd by Kristin. All Approve.
- iii. **Motion** to approve ARC meeting minutes from 9 Aug 2022. Motion by Clive and 2nd by Kristin. All Approve.

Homeowner/S&T Open Forum.

- i. Email complaint about boat and trailers.
- ii. Email sent to HOA about what has been done to place speed bumps on roads. Property manager asked if board wanted to reach out to HOA members about previous attempts at speed bump placement and how they could set up a committee. This included the idea about placing flashing signs. More to follow on this.

Committee Reports

a. Activities.

- i. Activities not discussed until after Pool/Swim and Architectural reports.
- ii. Octoberfest Party Proposal
 1. Discussed the Octoberfest party request on 24 Sept 2022 in the clubhouse parking lot.
 2. Fire pits. Use in the parking lot does not sound like a good idea. If used, the expectation is that pits would remain overnight. Recommend propane pits.
 3. Use of food trucks would need to be discussed further much like how they were proposed by the S&T committee.
 4. Motion to approve the Octoberfest Party would be held via email based on receipt of additional information on the party.
- iii. Activities created a google doc for the meeting notes.
- iv. Use of the clubhouse for activities to be determined.
 1. Need to consider janitorial/cleaning needs based on the activity, food onsite, etc.
 2. The committee needs to realize funds are limited in the activity budget. The committee will need to outline activities for next year (2023) by Oct 2022 in order to propose increase in 2023 budget.
 3. Ideas for activities included a game night.
 4. Recommended that a mainstream article go out to request ideas from the homeowners.

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b. Pool/Swim Team.

- i. Swim team had nothing to report as the season ended.
 1. Recommended for next year the swim team provide an agenda or committee topic reports based on meetings held.
 2. Noted that they have 236 kids total on the swim team.
 3. Swim team thanked the HOA for their support during the season.
- ii. Dog Swim.
 1. Idea brought up to Marcel.
 2. The Board does not want to allow a dog swim at the end of the pool season.
- iii. Pool repair.
 1. Caulk cleaning – TBD at the end of the pool season.
 2. End of year walkthrough of the pool area with NV Pools tentatively set for 29 or 31 Aug 2022.
 - a. Grill. Pool committee will clean the grill.
 - b. Lost and Found will be addressed the last two days the pool is open.
 - c. Swim team closet needs to be emptied and concessions removed so the electrical work can occur in the off-season.
 - d. NV Pools will come evaluate the furniture to see what needs to be repaired or replaced.
 - e. "NO EATING AREA" signage. Add this to the walkthrough list of items to procure for the swim season in 2023.
 3. Minor Site Plan.
 - a. Concrete work required throughout the deck, hoop, lifeguard chairs, and deck wall near the parking lot.
 - b. The board will table this discussion. Will tie in work to ongoing efforts to validate Fairfax County permit requirements tied to any potential major renovation of the pool/playground area.
 - c. Engineer inspection requirements TBD.
 4. Umbrellas.
 - a. Still on order.
 - b. Silver colored umbrellas have a longer lead time than white colored, so white was ordered.

c. Architectural.

- i. Monthly meeting occurred on 8/9/22.
- ii. Two applications were approved and one ratified.
- iii. Special ARC Meeting continuation. The second half of the Special ARC meeting set for 9/6/22 at 6pm.
- iv. If any person sees an architectural violation, the recommendation is to advise Sequoia
- v. Annual inspection.
 1. Over 300 violations noted during the annual inspection by Sequoia and noticed mailed to homeowners.
 2. Follow-on inspections based on the violations to occur in 30 days (typically 30-45 days after an inspection).
 3. Repeat violations will include a "hearing" with the board.
 4. Sequoia already received two appeals.
 - a. House with coolers in the front of the house. Family belongs to a co-op.
 - b. House with snow plow trucks in the front of the house advised Sequoia that the ARC gave them permission to park there, which the ARC committee denies.
 5. TBD rules for the placement of trash bins and placing them behind "screens" if in the front or side of the house.
 - a. The HOA board will need to develop a standard for what a "screen" is.
 - b. Intent to discuss this at the special ARC meeting.
 - c. Any current issues regarding trash bin placement should be directed to Sequoia to address.

d. Tennis.

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- i. Reservation system – discussion tabled for later.
 - ii. Nothing to report.
- e. **Communication** - Mainstream articles due August 25, 2022.
 - i. Article 1: Lost and Found disposal at the end of the pool season.
 - ii. Article 2: Reduced pool hours.
 - iii. Article 3: Pool closure as of 9/5/22.
 - iv. Article 4: End of year swim party in Sept.
 - v. Article 5: Reminder to homeowners to trim hedges/bushes along walkways as kids start walking back to school.
 - vi. Article 6: Watch for kids as the school season starts.
- f. **Clubhouse.**
 - i. Review of rental policy ongoing.
 - ii. Final policy to be tabled until September board meeting to give board members enough time to review.

OLD Business

- a. Schwab Account: TBD.
- b. Online Voting Proposal & Resolution Review.
 - i. Question asked on what the Board's preference is regarding advising homeowners of resolution outcomes, whether via email or a post card.
 - ii. Noted that anyone who wants a hard copy of the results can request it.
- c. Audit.
 - i. Still ongoing.
 - ii. Expect a 10% increase next year in cost.
 - iii. The auditor will also complete the 2022 taxes next year as the audit occurs.
- d. Playground repair.
 - i. The board will table this discussion. Will tie in work to ongoing efforts to validate Fairfax County permit requirements tied to any potential major renovation of the pool/playground area.
 - ii. TBD pricing. The board will need to go the website for "PlayWorld" in order to price out potential costs.
- e. Clubhouse repair.
 - i. Maintenance completed all minor items.
 - ii. Lockbox with keys to the clubhouse door installed adjacent to the door.
- f. Pest Control hired and the first service is TBD.
- g. Water fountain.
 - i. NV Pools, Specialty Services, and Kidco provided responses to the Boards request for information.
 - ii. The board preferred the information provided by NV Pools.
 - iii. The Board requested additional information from NV Pools, via Sequoia, to include the cost of replacing the interior water fountain as well.
 - iv. Table the discussion on the replacement of the water fountains and the selection of the vendor until the next board meeting.
- h. Board portal (CINCWEB)
 - i. Board access now available to review documents.
 - ii. Board members will need to verify access.
- i. Dumpster.
 - i. Price increasing to a monthly rate of \$347.51 for pickup twice a week.
 - ii. American Disposal (vendor) will pick up once a month after Labor Day.
 - iii. There was an issue during the season with the vendor that Sequoia resolved.
 - iv. TBD a need for an extra pickup due to the planned Octoberfest party in September.
- j. Cameras.
 - i. Cameras fixed with a static IP address.
 - ii. Cost for wired access is \$174.99 per month.
 - iii. The budget will have to take into consideration this new cost.
 - iv. Noted that the adjusted bill via Verizon included the removal of the digital voice and 4 phone lines.

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- v. **Motion** to approve the Verizon proposal with static IP address and minor adjustments to the invoice as long as the bill does not exceed \$175.00 per month. Motion by Clive and 2nd by Kristin. All approve.
- k. Fire Extinguishers.
 - i. Extinguishers in the pump room were exchanged. Supply chain issues caused a delay in the replacement.
 - ii. Inspection completed.

NEW Business

- a. June Financials
 - i. Included in the Board packet.
 - ii. TBD review by the Treasurer.
 - iii. Sequoia noted overages that were expected.
- b. Draft budget still being worked by Sequoia.
 - i. Consider insurance increases.
 - ii. NV Pool increases.
 - iii. Postage and mailbox rental will be removed.
- c. HVAC service.
 - i. Inspection completed.
 - ii. **Motion** to renew HVAC contract by ACE. Motion by Kristin and 2nd by Clive. All approve.
- d. Landscaping.
 - i. Sequoia received a couple of proposals to deal with a dead bush and tree limbs over the tennis court.
 - ii. **Motion** to approve the proposal by Lucas and Clark. Motion by Matt and 2nd by Clive. All approve.
- e. Items in the downstairs hallway adjacent to the Swim Team trophy cabinet. Matt will take discard trash and take remaining items (i.e.: Christmas Tree) and place upstairs.
- f. Operational Calendar.
 - i. Nothing to report.
 - ii. Update to calendar will include updated dumpster pickups in September.
 - iii. Update to calendar will include Activities committee meetings.

Motion to enter Executive Session to discuss aging and collection report at 8:54pm. Motion by Clive and 2nd by Kristin. All Approved.

9:17pm Executive session ended.

9:18pm **Motion** to adjourn. Motion by Clive and 2nd by Kristin. All Approve.