

**Hiddenbrook Homeowners Association  
Board of Directors Meeting  
March 21,2023 7:00pm  
Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

**Attendance:**

Clive Bayliss  
Eric Cangemi  
Matt King  
Chris Gray

Shannon Cook, Sequoia Management Company  
Chelsea Miller, Sequoia Management Company

**Absent:**

Judd Schulke

**Call to order:**

Clive Bayliss called the meeting to order at 7:04PM.

**Approval of Agenda:**

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

**Approval Of Minutes:**

The Board reviewed the February 21,2023 meeting minutes.

Clive Bayliss motioned to approve the February 21,2023 meeting minutes. Matt King seconded. All were in favor. Motion passed.

The Board reviewed the action items from last month.

Management confirmed the Board wanted to review the concrete proposals obtained to date and will send out the previous proposals for the Board to consider

Matt King advised that due to the tennis court being locked there is no need for a new lock for the pickle ball equipment. Removed from action list.

**Resident Forum:**

One resident was present to inquire about residents present during the meeting being added to the meeting minutes, sending out committee member names in the Mainstream, and if the pool furniture has been replaced and if not would they consider getting shorter chaises, if the swim team agreement is going to be posted on the website, and if the letter regarding leaf removal should be sent to Supervisor Faust or if they would like to wait for the replacement.

**(R) The resident will send something by the end of the month to the Board for review regarding the leaf clean up concern that will be sent to Faust.**

One resident was present to inquire about Architectural Guideline amendment feedback responses.

One resident was present to inquire about if an email blast will be sent for the town hall meeting as well as if the Board would be consider making the website private.

One resident was present to inquire about the townhall meeting and if residents are able to vote on the feedback.

One resident was present to inquire about a lot concern, and expressed concerns related to the approval of the ceiling work from the last meeting.

**Executive Session:**

Clive Bayliss motioned to enter into executive session at 7:30p.m. for present owners to discuss their architectural appeal and/or hearings. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to reconvene in open session at 7:38p.m. Matt King seconded. All were in favor. Motion passed.

**Committee Reports:**

**Activities Committee:**

Clive Bayliss requested the meeting minutes and action items be presented clearly and tracked.

Eric Cangemi reviewed the meeting minutes providing additional details including a spring fling, pool opening party, a discussion of the volunteer base, a possible babysitters club, and some other events (nutrition, electronic gaming events, etc).

**(C) Eric Cangemi will get a proposal of pricing together for the proposed social event and a date for the activities committee by the next meeting.**

**Pool/Swim Team Committee:**

Bob Yost discussed the swim team agreement for the year and requested use of the clubhouse for a kick off meeting to be held on Sunday March 26,2023. The Board approved the clubhouse use.

**(B) Eric Cangemi will assist Bob Yost with access to the clubhouse.**

Bob Yost advised that the swim team is included in the exception clause for refreshments.

**(C) Matt King advised he will get with Marcel to plan the pool committee meeting dates.**

The Board reviewed the document amendments for the following documents (Parent Permission Form, Picnic Area Reservation, Rules, Regulations, and Procedures for the Hiddenbrook Swim and Tennis Club, Tennis Court rules, and the Pool Rules.

Clive Bayliss motioned to approve the document amendments. Matt King seconded. All were in favor. Motion passed.

The Board discussed doing an overall facility walk in April before the pool opens in May.

**(B/ M) Management to get with Matt King and Eric Cangemi to schedule the walk for a facility review.**

**(M) Management advised that they will schedule the robot cleaning demo once the cover has been removed.**

Management informed the Board that it was recommended from NV Pools to not complete an acid wash. Board confirmed agreement with NV recommendation.

The Board discussed the guard meeting.

**(M) Management will get with Matt King to schedule and send out the date to the meeting.**

The Board reviewed a proposal from NVPools for the 2023 season supplies.

Matt King motioned to approve NVPools supply list at the rate of \$472.93. Clive Bayliss seconded. All were in favor. Motion passed.

The Board reviewed an inquiry from Eric Cangemi on running reports from MOKO.

**(B)Eric Cangemi to send Management an email with the report request for MOKO.**

The Board discussed the water aerobics classes and reviewed an option from Svetness Corp at the rate of \$105 per session.

**(B) Eric Cangemi will get a proposal together for water aerobics to be considered by the Board at the next meeting and send something to be included in the Mainstream for owners to express their interest.**

Management informed that the new tables for the pool deck will be delivered prior to the beginning of pool season.

**Architectural Committee:**

The Board reviewed the meeting minutes.

Clive Bayliss reviewed the action item list from the ARC Committee meeting including being a vision statement, enforcement statement, baselining homes, compiling the feedback, and potentially holding competitions for homes and yards.

The Board inquired about the grandfathering process and baselines once the new guidelines are adopted. Management recommended getting a recommendation from legal.

**(B) Eric Cangemi will get something sent to the Board and management to pass along to legal.**

The Board inquired with Management about Board vs ARC authority and if the Board has authority to send maintenance violations.

**(B) Clive Bayliss will send Management an email to pass along to Legal.**

The Board discussed and scheduled the TownHall meeting for the draft ARC Guidelines to be held on April 18,2023 and to reschedule their regular business meeting to April 26,2023.

**(M)Management will send notice of the TownHall and rescheduled Board meeting, get it added to the calendar, and also have it added to the reader board.**

The Board reviewed a volunteer application for the ARC Committee.

Matt King motioned to appoint Melissa Frasier to the ARC Committee. Clive Bayliss seconded. All were in favor. Motion passed.

**Tennis Committee:**

Matt King informed the Board that the pickle ball language has been amended on the tennis court rules document.

**(C) Matt King informed the Board that he will get the dates for the Pool and Tennis Committee meeting dates.**

Management inquired about getting more key copies made. The Board informed management to proceed.

The Board reviewed a request for a tennis only membership. Denied due to removal of tennis only memberships.

The Board reviewed feedback and pricing for a tennis court reservation system with MOKO.

Management advised of possible cinc options.

**(M/B) Management will get Ryan Courtney in touch with Matt King and Eric Cangemi for a demo and discussion on a reservation system through Cinc Web Axis.**

**Communications Committee:**

The Board reviewed a volunteer application to join the communications committee.

Clive Bayliss motioned to appoint Maggie Siker to the Communication Committee. Matt King seconded. All were in favor. Motion passed.

Chris Gray went over the meeting minutes from the meeting and discussed the roles of the committee members.

The Board discussed the distribution list for the email blasts.

**(M)Management to send a list of homeowners over to Eric Cangemi for him to research and attempt to obtain emails for owners not in the system.**

**Clubhouse Committee:**

Eric Cangemi reviewed the Clubhouse Committee meeting minutes.

Pam Spencer confirmed that her and Joan Koss are going to be staying on the clubhouse committee at this time.

The Board reviewed information related to the clubhouse ceiling being updated to reduce the sound levels.

**Old Business:**

Clive Bayliss made a motion to recall the previously approved proposal from ServPro for ceiling remediation at the rate of \$30,843.39 due to new information provided by vendor and new proposals. Matt King seconded. All were in favor. Motion passed.

The Board discussed the clubhouse ceiling mold concern and reviewed responses and updates from vendors on suggested efforts. New and updated proposals were reviewed.

Clive Bayliss made a motion to approve Jenkins Environmental Services proposal for remediation of the mold on the ceiling at the rate of \$2,629.35. Matt King seconded. All were in favor. Motion passed.

The Board discussed the need for a ridge vent and insulation.

**(M)Management will get proposals for a ridge vent to be installed and additional installation.**

Eric Cangemi recommended a HVAC vent modification.

**(B)Eric Cangemi will send management details and specifics for the HVAC system/vent to be bid out.**

Clive Bayliss motioned to grant Sequoia authority to approve up to \$2,500 for the kitchen ceiling leak/damage to be addresses. Matt King seconded. All were in favor. Motion passed.

The Board discussed updating the clock to reflect daylight savings time.

**(B)Matt King to update the clock.**

Management inquired about removing the residential parking district discussion from the agenda going forward or until action comes about. The Board confirmed removal going forward.

The Board reviewed proposals for the tennis court pressure washing and crack repairs.

Matt King motioned to approve Bishops Tennis proposal for a hydroscrub and crack repairs at the rate of \$5,980. Chris Gray seconded. All were in favor. Motion passed.

Clive Bayliss motioned to approve the proposal from Pet Waste Stations of Virginia to install a new bin at the rate of \$232.14 and relocating the current bin to the one to the left of the parking lot. Matt King seconded. All were in favor. Motion passed.

**(M)Management to inquire with the Pet Waste Stations of VA for removal of the previous service providers sign/sticker on the posts.**

Management provided the Board an update on budget related to the trash increase being \$53.50 for the year of 2023 for both the HOA and Swim and Tennis Club.

Management advised that they are still awaiting feedback and pricing for the immediate repairs at the playground and reminded the Board we are limited in vendors and options due to equipment type.

**(M) Management will send Matt King and Eric Cangemi vendors information for playground replacement options.**

**(B/C) Eric Cangemi will get with Pam and Joan from the Clubhouse Committee for feedback on the playground.**

**New Business:**

The Board reviewed the February Financials.

Eric Cangemi inquired about the reduction in unappropriated equity between the months of January and February.

**(M)Management to confirm this information and get back to Eric Cangemi with the information.**

The Board discussed investments.

**(M)Management to get with Brian Suto, Schwab to discuss investment options.**

The Board reviewed an email related to the Folly Lick cleanup.

**(B)Chris Gray will go back to the original organizer of the clean up to see if they are holding one soon to be included in the Mainstream.**

The Board reviewed the operational calendar.

The Board discussed the NV Pool contract being up for renewal at the of the 2023 season.

**(M)Management will draft an RFP for the pool service contract and obtain bids for 2024-2026.**

The Board discussed holding an orientation with legal for the current board members.

**(M)Management will confirm if the orientation will be free and schedule the orientation for May 2023.**

**Executive Session:**

Clive Bayliss motioned to go into executive session to discuss appeals, violations, aging reports, etc. at 10:10pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 10:46pm. Chris Gray seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

HBH11512- Violation Hearing - Provide an extension and work with owner.

HBH11512- Violation Hearing - Completed. No Action.

HBH71508- Violation Hearing - Standard after hearing letter

HBH71542- Violation Hearing - Completed. No action.

HBH812725- Violation Hearing - Completed. No action.

HBH1112611- Violation Hearing - Standard after hearing letter

HBH1112613- Violation Hearing - Extension through April 30,2023.

HBH101514- Violation Hearing - Standard after hearing letter and make owners aware that this is an unapproved style

HBH1312601- Appeal Hearing- Approved. No Action.

HBH161521- Violation Hearing - Extension through April 15,2023.  
 HBH1712619- Violation Hearing - Standard after hearing notice  
 HBH231522- Violation Hearing - Standard after hearing notice  
 HBH231526- Violation Hearing - Completed. No action.  
 HBH231541- Violation Hearing - Court Injunction.

Matt King seconded. All were in favor. Motion passed.

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 10:47pm. Matt King seconded. All were in favor. Motion passed.

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Put together a scope of work for the clubhouse repairs	November 15,2022	Management and Board (Matt, Eric)	<b>Pending Date TBD</b>
Update scope of work for tennis court to include both fixing the cracks and power washing and get updated proposals. – Spring 2023	November 15,2022	Management	<b>Pending w/Spring Project Bids</b>
Update ARC Guidelines	November 15,2022	Board (Clive)	<b>IN PROCESS</b>
Capture a color palette from a representative sample of homes.	November 15,2022	Board	<b>IN PROCESS</b>
Check into option of one drive with IT	February 21,2023	Management	<b>OPEN</b>
Reach out to Marcel to discuss pool committee meetings.	February 21,2023	Management	<b>OPEN</b>
Reach out to Marcel to coordinate the potential of having both Tennis and Pool committee meetings on one night.	February 21,2023	Board (Matt)	<b>OPEN</b>
Put something together for a “pool opening party” or “summer event”	February 21,2023	Committee (Eric/ Activities)	<b>OPEN</b>
Obtain proposals for necessary safety repairs on tot lot	February 21,2023	Management	<b>PENDING</b>
Research and update board on repair options and prior work done for pet waste stations	February 21,2023	Management	<b>OPEN</b>
Send a draft letter to the Board regarding the leaf clean up concerns	March 21,2023	Resident (Pam)	<b>OPEN</b>



<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Get a proposal of pricing together for the proposed social event and a date for the activities committee for the next meeting (April)	March 21,2023	Committee (Eric/Activities)	<b>OPEN</b>
Assist Bob Yoss with access to the clubhouse for rental on March 26,2023	March 21,2023	Committee (Eric/Clubhouse)	<b>OPEN</b>
Schedule a pre-pool season walk to review the facility	March 21,2023	Management/Board (Matt King/Eric Cangemi)	<b>OPEN</b>
Schedule robot cleaning demo (once pool cover has been removed)	March 21,2023	Management	<b>OPEN</b>
Schedule and send out date of the guard meeting	March 21,2023	Management/Board(Matt King)	<b>OPEN</b>
Send Management email with detailed report request for MOKO	March 21,2023	Board (Eric Cangemi)	<b>OPEN</b>
Get a proposal together for water aerobics to be considered by the Board	March 21,2023	Board (Eric Cangemi)	<b>OPEN</b>
Send something to Chris Gray to be included in the Mainstream inquiring about interest for water aerobics	March 21,2023	Board (Eric Cangemi)	<b>OPEN</b>
Send management an email to pass along to legal regarding Board vs. ARC authority	March 21,2023	Board (Clive Bayliss)	<b>OPEN</b>
Send notice of Town Hall meeting and rescheduled Board meeting, add it to the website calendar, and get these updated added to the reader board	March 21,2023	Management	<b>OPEN</b>
Schedule a demo and discussion on a reservation system for the tennis courts through Cinc Web Axis	March 21,2023	Management/Board (Matt King & Eric Cangemi)	<b>OPEN</b>
Send a list of homeowners without email to Eric Cangemi for Eric to inquire with owners for an email	March 21,2023	Management	<b>OPEN</b>
Get proposals for a ridge vent to be installed and additional installation	March 21,2023	Management	<b>OPEN</b>
Send management questions for the HVAC company	March 21,2023	Board (Eric Cangemi)	<b>OPEN</b>
Obtain information on different roofing materials to be installed for discussion at the next meeting	March 21,2023	Board (Eric Cangemi)	<b>OPEN</b>
Update clock to reflect day light savings time	March 21,2023	Board (Matt King)	<b>OPEN</b>

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Inquire with Pet Waste Stations of VA for removal of the previous service providers sign/sticker on the posts/bins	March 21,2023	Management	<b>OPEN</b>
Send Matt King and Eric Cangemi vendor information for replacing the playground	March 21,2023	Management	<b>OPEN</b>
Get with Pam and Joan from the Clubhouse Committee for feedback on the playground	March 21,2023	Committee (Eric Cangemi)	<b>OPEN</b>
Inquire about the reduction in unappropriated equity between the months of January and February 2023 and pass information along to Eric Cangemi	March 21,2023	Management	<b>OPEN</b>
Get with Brian to discuss investment options for 25k for Hiddenbrook Swim and Tennis Club	March 21,2023	Management	<b>OPEN</b>
Go back to original organizer of Folly Lick cleaning and see if they are holding another cleaning soon (if so, to be included in the Mainstream)	March 21,2023	Management	<b>OPEN</b>
Confirm if the orientation will be free and schedule the orientation for May 2023	March 21,2023	Management	<b>OPEN</b>