

HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

Board Meeting- March 28, 2017

Meeting called to order at 7:34 pm

Attending: Joan Koss-President, Chaz Holland-VP, Pam Spencer - Treasurer, Kristin Leveto - Member at Large, Lisa Cornaire – Property Manager, Meg Hinders – Bookkeeper, Sara Makin – Homeowner, Ursula Burgess – Attorney

Motion to approve the agenda: Unanimous

Motion to approve the February minutes: Unanimous

Attorney Presentation

Provided new books (RB Rees Broome) for reference on procedures etc.
Provided and discussed Leadership Skills for Community Association Volunteer Leaders. There will be a memo coming from her firm in mid-June with a possible update to legislation governing HOAs.

Gave an overview of duties and explanation of board responsibilities and authorities per our governing documents, including fiduciary responsibilities.

The laws regarding drones were discussed.

Roberts Rules of Order – 10th Revision provided

HOA Member Open Forum

One homeowner present, no comments

S&T Open Forum

No S&T members present, no comments

Committee Reports

Social

An adult only neighborhood social was held at the clubhouse Friday, March 17 attended by a handful of members. Those present enjoyed it and suggested that it be better communicated: maybe put the next one on the marquee as well as the Face Book Page and Newsletter and E-mail.

The next event is the Pool Opening Party on Friday, May 26th from 5-9pm.
Sign up Genius to be posted in Mainstream, e-mail and Facebook Page to advertise the need for volunteers.

Pool

At 7:30p on Sunday, 5/21 will be the Swim Team Steering Committee Back to the Pool Meeting. Kristin is checking with Marcel to see if the Board and Steering Committee will meet at this time.

Lisa is waiting for the Swim Team's Monday night schedule to get it on the Clubhouse calendar. Kristin is following up with Marcel.

Lisa reported that placement of the cement backer board is underway downstairs and the renovation will be done before the pool opens.

Motion to add a stamped tile pattern to the Sun Deck on the floors (free of charge) this passed unanimously.

Lisa is also looking into:

- "chair rail" or decorative pattern to break up the shower walls, we are waiting to hear back.
- More lighting in the women's changing area, this will be at an additional cost, waiting for a response.

The swim team's annual yard sale and Dumpster day for Hiddenbrook will be May 13, 2017.

Joan contacted the water aerobics instructor, Linda Carr, she is available Tuesdays & Fridays. Classes will be from 7-8pm. There will be 2 sessions and dates are TBD.

Kristin is checking with Marcel to see if Adult Swim will be offered and when it will start.

S&T Bylaws Task Force

The task force committee did not meet this past month.

Finance

Meeting is tomorrow 3/29/17.

Lisa will remind them at the meeting that they need to provide a minimum of 1 week notice for all meetings going forward.

ARC

Lots of disclosure packets going out because many houses for sale.

Saylor's Creek Ln driveway widening request. The ARC tied 2 to 2. The vote went to Chaz and Kristin. Both approved of the change. The request will be granted.

Sara Makin will formally resign from the ARC at the end of April because she is moving out of Hiddenbrook.

Capital Improvement

Nothing to report as this time.

Communications

Information for the newsletter due to Joan by tomorrow, 3/29.

E-mail to go out & to be in the Newsletter:

Reminder to lock your car due to recent break-ins.

Notice that packages have been taken.

Folly Lick Clean up this Saturday 4/1 at 8am at the Millikens Bend Entrance.

Tennis

Nothing to report.

Clubhouse

New ceiling fans with LED lighting were installed.

There have been lots of rentals.

Need new changing room curtains for the men's room, will verify lengths needed for both rooms when construction is done.

New locks to be installed in the facility shortly. The codes will continue to be changed randomly.

The clubhouse rental agreement will be revised.

Motion that outside renters renting the clubhouse will be charged \$500 as of April 1st (unless their rental is already on the books or underway): Approved

Unanimous.

Motion that ALL renters, members or outside renters, as of April 1, 2017 will be required to write one check to include both the deposit and the rental fees.

These checks will be immediately deposited: Approved, unanimous.

Deposits will be returned within 30 days if there is no damage and the clubhouse is left clean.

Old Business

None

New Business

The board reviewed a quote from Davey to do some additional landscaping.

Motion to approve the bed area by the sheds (\$3,800), Tot Lot (\$1,200 -a reserve item) and the Flowers (\$800) in the quote. Due to budget constraints, the board opted not to do the leveling of the picnic table or remove the overgrown shrubs at the entrance walkway at this time. The vote was unanimous to approve.

The surplus of \$2,400 from snow removal in the budget will help to offset these costs.

We will be researching other perennial flowers for next year that bloom in the summer.

Lisa will check with Davey about raking up the straw before mowing.

Lisa will schedule with Davey to mow for the pool opening party.

Lisa will try to coordinate the dates with the swim team event calendar.

Request was made to install private changing areas in the men's locker room. Lisa will get quotes from Rob Dean on this addition.

The Board reviewed 3 quotes for replacing the Clubhouse roof and painting the Clubhouse. Motion was made to approve the quote from Lasik Builders. Approved, unanimous. The color of the shingles will change to charcoal.

The Board reviewed the new quote from Bishop's Tennis. Motion to approve the quote for \$2,094 to fill the cracks etc. The pickle ball lines will not be added at this time. Approved, unanimous.

Management Report

There are 6 available S&T memberships.

15 HOA Dues are still currently unpaid. As of April 1, 2017, any outstanding accounts will be forwarded to the attorney.

Hemax/Deck update:

Fairfax County OK'd the permitting but marked it as commercial zoning when we are actually zoned residential. Hemax is working on it and will begin as soon as permits are obtained.

Lisa is still working on her contract and will have it to us soon.

The Board reviewed the financial audit proposal for \$3,800. Motion was made to approve the audit proposal @ \$3,800. Approved, unanimous.

The audit and taxes are still incomplete and an extension will be filed. Prices for audit stayed the same.

Treasurer/ Bookkeeper

Doing Business As – needs to be obtained for Swim & Tennis. (Referencing the earlier question to the attorney). This document provides banks proof that S&T is part of the HOA's tax ID. Currently required even though it wasn't needed previously. Pam is working on it.

Swim Team Donation will be made shortly. This is being done in an effort to keep the books current for budgeting and accounting purposes.

Adjourn: Meeting was adjourned at 10:01 pm.