

Board Meeting Date: July 14,2022

Meeting called to order at 7:01pm

Location: Hiddenbrook Clubhouse

Attending:

HOA Board Members

HOA Members

S&T Members

President - Clive Bayliss	Joan Koss	Bob Yost
Vice President- Kristin Leveto (Not Present)	Pam Spencer	Marcel Van Vierssen
Treasurer- Eric Cangemi	Kimberly Hartsoe	
Secretary - Matt King	Susan Helling	
Member at Large- Chris Gray	Meg Hinders	
Sequoia MGMT- Shannon Cook		
Sequoia MGMT- Chelsea Miller		

Approval of Agenda.

- i. New additions to "new business" or "ARC" will be discussed in the respective sections.
- ii. Attorney payment plan to go under the Executive Session.
- iii. Additional pool topics will be discussed under the pool committee session.
- iv. June financials will be added under New Business.
- v. **Motion** to approve agenda to include the addition of topics listed above. Motion by Clive and 2nd by Matt. All Approve.

Approval of Minutes. – June 21, 2022.

- i. Minor corrections required due to spelling errors throughout and bullets out of sequence. Moreover, some sections did not make any sense.
- ii. Issue discussed regarding when the meeting minutes are generated and distributed to the group for review prior to the board meeting; reminder that the Secretary needed to provide the minutes sooner.
- iii. Request was made to push approval of the June meeting minutes until August meeting in order to allow for more time to review and provide comments by the board members.
- iv. **Motion** to allow more time to review June minutes and approve at the August meeting. Motion by Clive and 2nd by Eric. All Approve.

Homeowner/S&T Open Forum.

- i. Backyard.
 1. HOA member asked about the ARC process and access to the "backyard". Supposedly it was posted online and via the newsletter about the ARC review and during that review those conducting the review would access homeowner's backyard.
 2. The board advised the ARC annual review is only via curbside inspections. The only exception regarding access to backyards only apply to homeowners undergoing a resale.
- ii. Towing.
 1. HOA member asked why "towing" was considered on the clubhouse grounds.
 2. The board explained the towing process and the towing contract was no cost to the association.
- iii. Picnic Rental.
 1. HOA member asked why there were 3 rentals on the HOA calendar and what they were for.
 2. Sequoia advised they use the calendar to note reservations. Going forward to avoid confusion they will note the reservation is in the pool picnic area.
- iv. Pool closures.
 1. HOA member asked why there were reduced times and access to the pool on certain days which were noted on the calendar. Concerned about the 20hours of loss access to the pool.
 2. The board explained the closures were tied to the Swim Team conducting their respective "A" or "B" meets which was agreed between the team and the board. In addition, the agreement was in

place for many years and that the use of the Kingston Chase pool as an alternate option during closures was available.

Committee Reports

a. Activities.

- i. No person has stepped up yet to be the chair.
- ii. Homeowner mentioned there is a lack of interest in the committee hence no one wanting to participate.
- iii. Any meeting postponed until August.
- iv. Eric mentioned becoming the chair.
- v. **Motion** to make Eric Cangemi the Activities chair. Motion by Clive and 2nd by Kristin. All Approve.

b. Pool/Swim Team.

- i. **2** remaining memberships; however, 8 revoked so now there are 10 pool owned memberships.
- ii. Per the Swim team, there are 237 swim team members from 123 families.
- iii. Herndon Olympics was two days ago in 7/12/22 at Kingston Chase.
- iv. There are three people on the pool committee and there are meetings held. One thing noted was that the meetings are not posted for others to attend. The board advised that the pool committee needs to provide a 5-day notice so interested people can also attend those meetings.
- v. Pool repair.
 1. Caulk – There needs to be a deep cleaning but will want to wait until the end of the swim season to clean.
 2. Basketball hoop – A new hoop was installed.
 3. Pool Checklist – There is an existing checklist used for preparing the pool for season openings which the board/Sequoia need to use for next season. They also need to do a “post” season walk to note any issues that need to be addressed prior to next season.
 4. Backflow valve is broken and needs to be fixed. On 7/14/22 the water in the pool dropped more than 6 inches due to the valve issue.
 5. Skim Covers – Recent heavy storms are elevating water levels in the pool and pushing the skim covers up. This is a tripping hazard and can cause other injuries. NV Pools needs to provide a recommendation on how to keep the covers “down”.
 6. Electrical inspection – The results of the inspection are still TBD.
 7. Exposed electrical – There is an exposed electrical wire outside of the fenced area of the pool. TBD having someone come look at it to determine need to remove the wire.
 8. ADA Lift – NV Pools fixed the lift.
 - a. Clive asked who signs off on work completed by NV Pools.
 - b. The chair was tested by a swim team representative.
 9. Fence – The board will wait until after the swim season to address a need to work on the fence in order to prevent kids from squeezing the gaps to access the playground. Sequoia will ask NV Pools to remind the lifeguards to enforce kids not squeezing through the gaps. Fence work also needs to tie in with the potential of poo deck area.
 10. Closing procedure for adverse weather.
 - a. The board asked Sequoia to remind NV Pools that lifeguards should not be on the pool deck if the pool is closed for adverse weather.
 - b. Board talked about closing the pool early if adverse weather close to the typical 9pm closure prevented the pool from reopening again.
 - c. **Motion** to allow the lifeguards to start closing procedure by 8:15pm if the pool is closed due to adverse weather. Motion by Kristin and 2nd by Eric. All Approve.
 11. Concrete work required throughout the deck, hoop, lifeguard chairs, and deck wall near the parking lot.
 - a. 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.

- b. The board asked that Sequoia be made aware of the potential work requirements and contractor work.
 - c. Engineer inspection requirements TBD.
- 12. Umbrellas.
 - a. Supply issue ongoing causing backorder for tables and lifeguard chairs.
 - b. Sequoia to order umbrellas for next season.
 - c. "Pins" for the umbrellas placed on the fence adjacent to the kiddie pool are required otherwise the umbrellas could blow away. Kristin to obtain new pins at Home Depot. The task of validating that the pins are available will also be added to the pool opening checklist for next swim season.
- 13. Table replacement – Inspection needed of all furniture to determine what needs replaced for next season.
- 14. MOKO app notification option.
 - a. Push notification available if people download the app.
 - b. The board will review this option later.
- 15. Women's restroom ceiling repair due to an old water leak is almost complete.
- 16. Alcove work still TBD.

c. Architectural

- i. Monthly meeting occurred on 7/12/22.
- ii. One ARC request was denied, pending additional information.
- iii. One appeal was sent to Sequoia but then pulled by the homeowner; the homeowner will resubmit the application.
- iv. Annual inspection update.
 - 1. There is a lot of work required with the annual inspections. Sequoia reminded the board that they don't just work for Hiddenbrook but other clients.
 - 2. Sequoia reminded the board that the association pays a flat fee for Sequoia and as of now Sequoia is not "charging" for all of the overtime work they are providing to set up the initial property management service. This includes that the monthly HOA meetings are running over the allotted time.
 - 3. Sequoia acknowledged it would not be perfect the first year.
- v. Special ARC Meeting.
 - 1. Special ARC meeting set for 7/19/22.
 - 2. The board reminded to read the DRAFT ARC guidelines before the special committee meeting on 7/19/22.
 - 3. It is TBD the changes to the ARC guidelines as well as the subsequent publication of the document to the homeowners. Also, TBD a need for a townhall with the homeowners to advise them of changes, etc.
 - 4. It was reminded to all present that the special meeting was not an open forum and that any questions from attendees needs to be emailed to Sequoia.

d. Tennis

- i. Reservation system – discussion tabled for later.
- ii. Door to tennis court with sticking lock was resolved.

e. Communication - Mainstream articles due July 28, 2022.

- i. Article 1: Last week in August will be the ARC inspections.
- ii. Article 2: Lost and Found at the pool is cleaned out/removed every Sunday night.
- iii. End of year swim party TBD.

f. Clubhouse.

- i. Review of rental policy ongoing.
- ii. There are ongoing clubhouse rentals, to include one scheduled for 7/15/22.

OLD Business

- a. Hoop Replacement - **Motion** to ratify email motion to replace the basketball hoop at the pool. Motion by Clive and 2nd by Kristin. All Approve.
- b. Schwab Account Update
 - i. Clive completed his requirements.
 - ii. Schwab needs to confirm who the signers are.
- c. Online Voting Proposal & Resolution Review.
 - i. Any current voting requirements postponed.
 - ii. Utilize online portal for future voting needs.
 - iii. The lawyer drafted a policy resolution that outlined use of online voting.
 - iv. Electronic voting creates an issue based on accessibility. Therefore, there needs to be clarity on a need to provide access to all homeowners as some don't have access to certain types of electronics.
 - v. There needs to be a deadline on when there is a call for nominations for board candidates.
 - vi. **Motion** to approve election voting either through mail-in ballots or electronically via a service. Note that the first electronic vote costs \$755 and additional votes costs \$275 in the same calendar year. Motion by Clive and 2nd by Kristin. All Approve.
- d. Audit - Auditor almost complete.
- e. 2021 income tax did not occur.
 - i. Vendor who conducts the audit advised they can complete the income tax submission. Sequoia advised the board that there will be an expense/penalty for filing late.
 - ii. **Motion** to approve Turner Lien (company) with filing the tax return. Motion by Clive and 2nd by Kristin. All Approve.
 - iii. All audits and taxes to be completed at the same time going forward.
- f. 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. Keep in mind permit answers and placement of playground required soonest due to continuous price increases from inflation and supply chain delays.
 - iii. TBD pricing. The board will need to go the website for "PlayWorld" in order to price out potential costs.
- g. Towing – Signs installed regarding cars parked overnight on clubhouse parking area subject to towing.
- h. Drain issues. Rip/Rap installed however, erosion still occurring. Recommended that rip/rap be extended to the bottom of the hill. Sequoia to get with the contractor.
- i. Insurance.
 - i. Still working on proposals.
 - ii. Current provider will also provide a proposal.

NEW Business

- a. June Financials
 - i. New issues noted.
 - ii. Overages in management contract expected based on new property management company in 2022.
 - iii. Budget draft TBD. Sequoia will draft budget and talk to Eric first since he is the Treasurer and then present to the Board.
 - iv. There is a \$1600 positive variance.
 - v. Schwab stated we are carrying too much cash and recommended treasury bonds or CD's. Bonds were highly recommended. Sequoia will need to confirm if the HOA can place these funds in treasury bonds. TBD 1yr bonds or 3yr CDs. Sequoia will also ask Schwab to provide the board with some options.
- b. Water fountain.
 - i. The board asked that Sequoia research replacing both the indoor and outdoor water fountains.
 - ii. The boards preference was the Elkay VRC8WSK model.
 - iii. TBD the load on the circuit breaker.
- c. Ice Machine. The Swim Team asked if the board would consider placing an ice machine in the backroom if a machine was donated to the team. More to follow on this.

- d. Clubhouse repairs. Additional bids for work around the facility is TBD. Moreover, this topic will be tabled for the next board meeting.
- e. Pest Control.
 - i. Service is not currently budgeted however, based on current pest/rodent issues around clubhouse and shed the board inquired about starting service soon.
 - ii. **Motion** to approve the use of "Pest Control Near Me" as a pest control vendor for one year to start immediately. Motion by Eric and 2nd by Clive. All approve.
 - iii. Will need to add to the budget for next year.
- f. Board portal discussions. Add "Board-Only" discussion via "Synch Web". Give Sequoia time to set it up.
- g. Dominion Power Outage. Billing may change due to usage.
- h. Operational Calendar. 16 Aug is the next board meeting, otherwise nothing else to report.
- i. Cameras. Eric is having problems access the cameras and Sequoia will look into it.
- j. Tree over tennis courts. Sequoia will send a letter to the homeowner regarding a tree that belongs to them but is encroaching on HOA property.

Motion to enter Executive Session at 9:18pm. Motion by Clive and 2nd by Eric. All Approved.

9:33pm Executive session ended.

Motion to deny reinstatement appeal to pool membership to account HST249. Motion by Clive and 2nd by Eric. All Approve.

Motion to reject option to proceed with legal action and follow recommendations from legal. Motion by Clive and 2nd by Kristin. All Approve.

Motion to reduce pool membership costs for club owned memberships and prorate the cost by 1 August due to shorten pool season availability. Motion by Clive and 2nd by Kristin. All Approve.

9:35pm **Motion** to adjourn. Motion by Clive and 2nd by Eric. All Approve.