

**Hiddenbrook Homeowners Association  
Board Of Directors Meeting  
December 20,2022 - 7:00p.m.  
1508A Sadlers Wells Drive (Hiddenbrook Clubhouse)**

**Attendance:**

Clive Bayliss  
Eric Cangemi  
Matt King  
Chris Gray

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

**Absent:**

Kristin Leveto

**Call to order:**

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

**Approval of Agenda:**

Clive Bayliss suggested removing recording from the agenda.

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

**Approval Of Minutes:**

The Board reviewed the November 15,2022 meeting minutes.

Clive Bayliss motioned to approve the November 15,2022 meeting minutes. Matt King seconded. Motion passed.

**Resident Forum:**

The Board reviewed a homeowner email regarding petitioning Fairfax County for a residential parking district. No action at this time but the homeowner can pursue as needed.

**Executive Session:**

Clive Bayliss motioned to enter executive session for present homeowners to discuss hearings at 7:08pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to exit executive session at 7:11p.m. Matt King seconded. All were in favor. Motion Passed.

**Committee Reports:**

**Activities:**

Clive Bayliss motioned to ratify the decision below:

Winter Celebration Event- Approved

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

**(C)Eric Cangemi will get a meeting schedule set up for the activities committee.**

Clive Bayliss motioned to appoint Eric Cangemi as the activities committee Board liaison. Matt King seconded. All were in favor. Motion passed.

**Pool/Swim Team:**

Matt King advised that he met with a contractor and is awaiting a reference for engineer to be sent so that he can set up a visit with the engineer.

Management advised the recommendation of table replacements.

**(B) Matt King will count the tables and follow up with management.**

Eric Cangemi motioned to approve a donation in the amount of \$1,500 (\$500 from HOA, \$1,000 from S&T) from unappropriated equity to the operating reserves for the swim team. Matt King seconded. Clive Bayliss opposed. Motion passed. (3-1-0)

Management inquired about the tennis and pool rules, and picnic area reservations and updating them before pool season.

**(M/B) Management and Matt King will work together on updating the rules and picnic area reservation.**

**Architectural Committee:**

The Board reviewed a volunteer application from Walter for the ARC Committee.

Clive Bayliss motioned to appoint Walter Rivera Guzman to the ARC Committee. Eric Cangemi seconded. All were in favor. Motion passed.

**(M)Management will send a welcome email.**

Clive Bayliss advised that he has almost completed the updated color palette for the community.

**(B) Clive Bayliss will get an updated palette for the next meeting.**

The Board inquired about getting a one drive for photos taken of the homes.

**(M)Management will check into the one drive with IT.**

**Tennis Committee:**

The Board discussed getting a schedule for quarterly meetings.

**(C) Matt King will get a meeting schedule together for the quarterly meetings.**

**Communication Committee:**

The Board discussed adding an assessment reminder, Mokoapp update, and a call for volunteers article to the Mainstream.

**(M) Management will get the Mokoapp and assessment reminder articles sent for addition to the Mainstream.**

**(B) Chris Gray will send Management a call for volunteers for the Mainstream.**

Eric Cangemi motioned to appoint Chris Gray as the Board Liaison for the Communication Committee. Clive Bayliss seconded. All were in favor. Motion passed.

Management advised that the declaration vote has been removed, the resolutions have been added to the website, and that Management is still processing the ARC uploads.

**Clubhouse Committee:**

The Board discussed getting a schedule for quarterly meetings.

**(C) Eric Cangemi will get a meeting schedule together for the quarterly meetings.**

The Board reviewed the legal feedback regarding the updates to the rental agreement. Tabled for review and email vote.

**Old Business:**

Management updated that we are awaiting additional proposals for the clubhouse ceiling.

Management updated that Management, Matt, and Eric will be meeting to discuss the scope of work for the clubhouse improvements on January 5, 2023.

The Board discussed the vendor update that the waste station was installed and will be serviced on Fridays.

The Board discussed the annual meeting scheduled for January 17, 2023.

The Board reviewed the below applications:

HBH512713 - Siding, Windows, Roof - Approved.

HBH11507 – Expansion of foot print for shed approved, height disapproved

HBH812829 - Approved w/ stipulation that the gate does not exceed 5 feet maximum and the minimum spacing between the pickets is no less than ¾ inch.

**New Business:**

The Board reviewed the November financials.

The Board reviewed the proposal from Turner and Liens for audits and taxes.

Clive Bayliss motioned to approve the proposal from Turner and Liens for audits and taxes at the rate of \$5,100 for the 2022 audit and \$5,600 for 2023, and tax services from \$750-\$1,000 for each year. Matt King seconded. All were in favor. Motion passed.

The Board reviewed the operational calendar.

**Executive Session:**

Matt King motioned to go into executive session to discuss collection status, architectural violation hearings, and aging reports etc. at 9:01pm. Eric Cangemi seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 9:41pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

HBH11507 - Violation Appeal - Grandfathered until repair or replacement.

HBH161524 - Architectural Appeal- Denied. Move forward with option 2,3 or options provided by the Board.

HBH1112605 - Violation Appeal - Revisit February 2023..

HBH1912644 - Violation Appeal - Denied. Extension through April 15,2023.

HBH2212654 - Violation Appeal - Approved until repair or replacement.

HBH21501 - Violation Hearing - No Action.

HBH312817 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package

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HBH512709 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package

HBH512710 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package

HBH512713 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package

HBH71502 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package

HBH71505 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH71508 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH812723 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
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HBH912605 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH121523 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH121524 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH121526 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH121551 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
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HBH121553 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
12600 Qui - Violation Hearing -  
HBH161401 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
1402 Sad - Violation Hearing -  
HBH161402 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH161519 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH1712602 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
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HBH1712710- Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH2012604 - Violation Hearing - further arc applications will not be considered until corrected and violation will be included on resale package  
HBH121512 - Neighboring Concerns- Send homeowner letter with Legal assistance.

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

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 9:44pm. 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>
Attempt to fix the pickleball lockbox	November 15,2022	Board (Matt)	<b>OPEN</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>OPEN</b>
Capture a color palette from a representative sample of homes.	November 15,2022	Board	<b>IN PROCESS</b>
Get meeting schedule set up for Activities and Clubhouse committees	December 20,2022	Board(Eric)	<b>OPEN</b>
Count tables and advise management of how many to be replaced	December 20,2022	Board (Matt)	<b>OPEN</b>
Work together on updating the swim and tennis rules and picnic area reservation	December 20,2022	Management and Board (Matt)	<b>OPEN</b>
Check into option of one drive with IT	December 20,2022	Management	<b>OPEN</b>
Get meeting schedule set up for Tennis committee	December 20,2022	Board (Matt)	<b>OPEN</b>
Moko app update, assessment reminder for mainstream	December 20,2022	Management	<b>OPEN</b>
Send Management call for volunteers	December 20,2022	Board (Chris)	<b>OPEN</b>