

**Hiddenbrook Homeowners Association
Board of Directors Meeting
October 18, 2022, 7:00p.m.
Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

Attendance:

| | |
|---------------|--|
| Clive Bayliss | Chelsea Miller, Sequoia Management Company |
| Eric Cangemi | Alyse Zilleruelo, Sequoia Management Company |
| Matt King | |
| Chris Gray | |

Absent:

Kristin Leveto
Shannon Cook, Sequoia Management Company

Call to Order:

Clive Bayliss called the meeting to order at 7:00pm

Approval of Agenda:

Clive Bayliss motioned to approve the agenda as is. Eric Cangemi seconded. All were in favor. Motion passed.

Recognition of Homeowners/Resident Forum:

One resident was present to discuss a request to use the clubhouse for a recurring meeting between the months of October-June at no fee to them and the school.

The Board voted to table this for further discussion.

One resident was present to discuss the electricity usage increase and where the increase will be allocated (HOA or Swim and Tennis).

Approval Of Minutes:

The Board reviewed the September 20, 2022, board meeting minutes and the October 4,2022 special meeting minutes.

Clive Bayliss motioned to approve the September 20, 2022, board meeting minutes as amended and the October 4,2022 special meeting minutes as written. Eric Cangemi seconded. All were in favor. Motion passed.

Committee Reports:

Activities Committee:

Clive Bayliss motioned to ratify the below as listed:

Family Game Night every Friday in October – Approved

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

The Board reviewed a check request for reimbursement of the port-a-john rental from the Oktober Fest event.

(C) Eric Cangemi will get a budget proposal together for the 2023 year.

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

Pool/Swim Team

Matt King advised of no updates at this time for the project planning (pool deck expansion, etc.). Tabled until next month.

The Board reviewed an email advising that Marcel would throw away the grill, confirm how many tables will need to be replaced, purchase the umbrella pins if reminded, has taken down the shower curtains to have them washed and will hang them back up, painted the swim team closet, cleaned mildew on the walls in the bathroom, and inquired about the lane lines being stored in the HOA shed.

The Board advised that they are okay with the lane lines being stored in the HOA shed.

(M) Management added a reminder for the grill to the operational calendar and will add a reminder for the umbrella pins to be purchased as well.

Architectural Committee:

The Board reviewed the ARC Meeting Minutes.

Kimberly Hartsoe advised that the most recent meeting resulted in some approvals, disapprovals, and request for additional information.

Clive Bayliss advised that he is working on the amendments to the Architectural Guidelines that were discussed at the special meeting on October 4, 2022

(B) Clive will have the updates to the Board and Management by the end of October and will advise Management if another special meeting would be needed for amending the document.

The Board reviewed the amended violation notice letters.

Clive Bayliss motioned to approve the amended violation notice letters for use going forward. Eric Cangemi seconded. All were in favor. Motion passed.

Management advised that we are working on getting the reinspection's scheduled.

The Board requested that all hearings be held at the December meeting.

The Board discussed uploading the Smart Webs violations with the ARC Committee.

(C) The ARC Committee will look through the violations and send a list of what they want to be looked at and opened again to management.

Tennis Committee:

The Board reviewed the power washing proposals for the tennis courts. Tabled until Spring of 2023.

(B) Matt King will gather a proposed budget request for the 2023 year.

Communication Committee:

Management advised any Mainstream articles are due asap.

The Board reviewed an article on exterior HOA inspections to edit and add to the Mainstream. Tabled until Spring 2023 to be included prior to next annual inspections.

Clubhouse Committee:

The Board reviewed and discussed the ABC License update and inquired if this is required.

(M)Management will go back to legal to confirm if the ABC License is required for all events including those not selling alcohol.

The Board reviewed the vendor feedback on the ceiling damage confirming that the damage is mold but not dangerous and discussed the potential of getting a humidifier for the area. Tabled until Spring 2023.

(M)Management to get additional proposals for cleaning of the ceiling.

The Board reviewed the amendments to the Clubhouse Rental Agreement. Tabled until next month for further amendments.

(B) Matt King will make the final amendments and send for an email vote.

Old Business:

Management advised that the Schwab investments were completed.

Management advised that the insurance policy has been changed over to Sahouri and that a refund will be expected from the previous insurance carriers.

(M)Management will confirm that the suggestion from the audit to increase the coverage was completed with this new carrier.

Management advised that the baseboards were completed, and that the metal poles were removed.

The Board reviewed a proposal for replacing the lights in the men's bathroom/locker room. Tabled for further discussion.

The Board reviewed the project proposal and comparison sheet. Tabled until next month.

The Board reviewed the pending task/projects and reserve study planning sheet. Tabled until next month.

Management advised that they will have all of the Smart Webs ARC applications uploaded into Cinc by the end of October.

The Board requested a demo of the Cinc Web systems in December 2022.

(M)Management will confirm availability for the demo and advise the Board.

The Board reviewed and discussed the snow contact update increasing the minimum hours from 2 to 3 and snow map.

The Board inquired about the 3 hour rate and advised that if the new minimum is 3 hours they would like all of the sidewalk, steps, etc. shoveled as well as wanting confirmation from insurance about who is responsible if someone was to slip or fall on the sidewalk.

(M)Management will confirm the 3 hour rate and advise the contractor of the request as well as reaching out to insurance to confirm who is responsible if someone was to slip or fall on the sidewalk.

Clive Bayliss motioned to make an equity transfer of \$1,033.85 from unappropriated equity into the operating reserves to pay the 2021 Doody Calls invoices. Eric Cangemi seconded. All were in favor. Motion passed.

The Board reviewed the pet waste station proposals.

Clive Bayliss motioned to approve the Pet Waste Station of Virginia, LLC proposal for installation of pet waste stations at the rate of \$222.60 per station (3) and servicing at the rate of \$2,028 per year so long as Eric confirms the pet waste station to be installed is efficient. Matt King seconded. All were in favor. Motion passed.

(M)Management will get a photo example of what station will be installed.

The Board reviewed and discussed the 2021 draft audit.

Clive Bayliss motioned to approve the 2021 draft audit. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to ratify the below as written:

Income Taxes – Approved

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

The Board reviewed the 2023 draft budget. Tabled until next meeting.

New Business:

The Board reviewed the September financials.

The Board reviewed the Recording Secretary agreement.

Clive Bayliss motioned to approve the Recording Secretary agreement at the rate of \$50/hour. Matt King seconded. All were in favor. Motion passed.

The Board reviewed the operational calendar.

Executive Session:

Clive Bayliss motioned to go into executive session to discuss violations, aging report, appeal hearings, etc. at 8:40pm. Eric Cangemi seconded. All were in favor. Motion passed.

Clive Bayliss motioned to come out of the executive session at 9:20pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned approval of decisions as follows:

HBH2212668 – Abatement Request – Approved to remain as is so long as an application is submitted for the records.

HBH11521 – Violation Appeal – Tabled for in person visit.

HBH11513 – Violation Inquiry – Tabled for management to get photos for next months meeting.

HBH11513 – Homeowner Concerns – Management and The Board to work together on response.

(M)Management will get photos taken for the next meeting and will work with the Board on a response for the owner.

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

Adjournment:

Clive Bayliss made a motion to adjourn the meeting at 9:52pm. Eric Cangemi seconded. All in favor. Motion Passed.