

HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

Board Meeting Date: April 27,2022

Meeting called to order at 7:01pm

Location: Hiddenbrook Clubhouse

Attending:

HOA Board Members	HOA Members	S&T Members
President- Clive Bayliss	Kimberly Hartsoe	Bob Yost
Vice President- Kristin Leveto (left at 8:55pm)	Joan Koss	Marcel Vierssen
Treasurer- Eric Cangemi	Pam Spencer	
Member at Large- Chris Gray	Phil King	
Sequoia MGMT- Shannon Cook		
Sequoia MGMT- Chelsea Miller		

Approval of Agenda. Motion to approve by Clive, 2nd by Kristin. All Approve.

Approval of Minutes. - March 16, 2022.

Clive recommends adjusting some language and approving by email at a later date. Motion to approve by Clive, 2nd by Kristin. All Approve.

Homeowner/S&T Open Forum. (None)

Committee Reports

a. Activities.

- i. New Volunteer Application. Barbara Sidoti. Motion to approve by Clive, 2nd by Kristin. All Approve.
 1. Chris Gray (Board Liaison) and Management to reach out and notify/coordinate

b. Pool/Swim Team.

- i. 19 remaining memberships as of 4/27/2022.
- ii. Swim Team updates/Outstanding Actions.
 1. Marcel asked about possible additional committee actions. Kristin/Marcel to coordinate and update at May Board meeting.
 - a. \$1,250 for new lane dividers. Marcel to confirm delivery ETA. Motion by Clive to approve, 2nd by Kristin. All approve.
 - b. Sequoia to mostly review actions this year, learning our pool/actions/requests.
 - c. Sequoia awaiting insurance confirmation from the agent or if 2nd coverage is needed. Will provide an update at the May Board Meeting.
 2. NV Updates.
 - a. Guard Coverage - Clarification with Sequoia for 2 guards, 1 on deck, 1 in office. Sequoia to relay message to NV.
 - b. Guard Meeting - update soon after Mgr. selected. Typically, the Saturday prior to opening. NV will have an additional meeting with Sequoia prior to that Saturday, possibly Thursday.
 - c. NV will send out bids for electrical inspections upon Board decision. (Motion by Clive to proceed NTE \$500, 2nd by Kristin. All approve)
 - d. Wading Pool - Anticipate finish by NLT May 15th, weather pending
 3. Water Aerobics & Fitness Swim update.
 - a. Sequoia to follow up on legal questions. Noted that legal suggested a sign-in sheet for each activity, to provide form.
 - b. Joan - limited interest(3) in water aerobics, need more to proceed. Will reach out again in Newsletter. Re-quoting 2-3 additional instructors
 - c. Marcel - plenty of interest in morning swim. Update out shortly for sign-ups.
 4. MOKO Update. Slow roll with HHOA Board to request changes/problems. Summary of benefits, activities. Guest Passes will be updated after you sign up/validated in Pool Deck. Additional

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updates in Mainstream and send postcards to all S&T Members to remind them of new pool entry requirements prior to entering pool for 1st time.

5. Kingston Chase - they requested 7 dates, Sequoia to review/update Board.

c. Architectural

- i. Committee Updates and Meeting Minutes. 5 approvals. 1 disapproval. Next Meeting May 10, 2022.
- ii. SmartWebs/CINC Update. The Architectural Committee decided to move forward with using the CINC software.
- iii. Process Discussion and Updates to Guidelines. Goal to finish by July. Shannon to provide ARC Committee with newly updated guidelines from others for review/use.
- iv. Digitizing ARC Records. Management advised that this has been completed.
- v. Board will communicate to ARC through Sequoia any decisions on overturned denials and any general direction the current board wants ARC to take on reviews.

d. **Tennis.** – No updates at this time.

e. **Communication** - Mainstream articles due 4/28

f. Clubhouse.

- i. Rental Process/Charter discussion & Committee Update.
 1. Eric, Joan, Pam.
- ii. Current Use update (2 so far)
- iii. Cleaning Contract Options. 3 proposals so far, range \$125-\$200/cleaning. Getting additional quotes & review at May Board meeting.

OLD Business

- a. Management Updates - Completed Project.
- b. Verizon - Caller ID canceled
- c. Swim Closet/Exterior Wall repair proposals. Review, Motion to proceed with LCS by Clive, 2nd by Kristin. All Approve. Sequoia to confirm with LCS timeline to finish prior to pool opening.
- d. Gutter Cleaning Proposals. Review, Motion to proceed with Maple Leaf including Aluminum Gutter Guards. Sequoia to confirm timeline to finish prior to pool opening.
- e. Schwab Account Update - Revisit in May
- f. Online Voting Proposal & Resolution Review - Revisit in May

NEW Business

- a. February & March Financials.
- b. Email Votes - Procedural discussion. Board instructed Sequoia no actions to be taken outside of the regular meeting schedule except in case of emergency.
- c. Pool Supplies. Review Invoice. Motion to approve by Clive, 2nd by Kristin. All Approve.
- d. Playground Inspection Report. Review report, research funds. Motion to follow-up by Clive. 2nd by Kristin. All approve. Sequoia to request repair proposals in 2022 and provide replacement options for decision in 2023. Sequoia also to request bids for correct type mulch in playground area.
- e. Common Area Requests.
 - i. Tennis Library. Eric to confirm who will be providing upkeep as HHOA will not. If provider updating - yes. Will it fit inside existing box? If yes, proceed. If not, No. Motion by Clive, 2nd by Kristin, All Approve.
 - ii. Photo Day - Request from Herndon Youth Baseball. Matt/Eric to communicate. Thank you for notifying, feel free to use at your enjoyment. Please make sure to clean up the area afterwards.
- f. Towing Discussion. No current contract. Sequoia to request quotes/potential signage. Board needs to think about Policy that fits within our guidelines, like no overnight parking between 1a.m-6a.m. & discuss at May Meeting.
- g. Operational Calendar. Sequoia to continue updates - living document.

Motion to go into Executive Session by Clive to discuss Sequoia Management Aging reports, collection status report, payment plan request and ARC Appeal hearing. Eric 2nd. All approve.

After Discussions, Motion to exit Executive Session by Clive, 2nd by Eric. All approve.

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Clive motioned to approve decisions as listed below

Architectural Appeal - Denied

Eric seconded. All approve.

9:47 p.m. Motion to adjourn by Clive, 2nd by Eric. All approve.