

**Hiddenbrook Homeowners Association**  
**Board Of Directors Meeting**  
**July 18,2023 7:00pm**  
**Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

**Attendance:**

Clive Bayliss	Shannon Cook, Sequoia Management Company
Chris Gray	Chelsea Miller, Sequoia Management Company
Matt King (joined at 7:40pm)	
Eric Cangemi	
Judd Schulke (left at 10:02pm)	

**Homeowners/Members Present:**

Jackie Bulanow, Pete Bulanow, Owen Bulanow, Meghan & Jake Vicors, Christine Ritchie, Sarah & Seth Foley, Pam Spencer, Maureen Mehrer, Joan Koss, Denis Sheehan, Beverly Martsters, Kimberly Hartsoe, Joanne P. , R. Vann, Heather Lasik, Megan Fremming, Helen Cluff

**Call to order:**

Clive Bayliss called the meeting to order at 7:00PM.

**Approval of Agenda:**

Clive Bayliss requested to add the discussion of helpful guidelines and recommendations for Board and committee members to the agenda.

Judd Schulke motioned to accept the agenda as amended. Clive Bayliss seconded. Eric Cangemi abstained. Motion passed. (3-0-1)

**Approval Of Minutes:**

The Board reviewed the June 20,2023 meeting minutes.

Clive Bayliss motioned to approve the June 20,2023 meeting minutes as amended. Chris Gray seconded. Eric Cangemi opposed. Motion passed. (3-1-0)

**Resident Forum:**

One resident was present to present an offer to the Board to record the meeting minutes.

One resident was present to suggest having mulch donated to the playground.

One resident was present to discuss their concern with the Board and the direction the community is going and asked the Board to add a community communication method and consider resending out the guidelines for owner feedback before approving.

One resident was present to inquire about the playground usage and the potential for other options such as schools, parks, etc. to be used if the playground is removed.

One resident was present to inquire about the most recent resolution sent out to the community regarding resale certificate fees and why they are so high.

One resident was present to present concerns with the Board's recent decisions over the past few months and the management company.

One resident was present to inquire about the morning fitness swim and why this was not voted on by the Board. They also inquired about what in the playground article of Mainstream was incorrect that was sent in the email blast, why there is no play at your own risk signage on the playground. They also informed the Board that they were told in 2018 that the playground was serviceable when inspected. They also recalled a motion at the June meeting to approve a demolition vote for the playground.

Another resident brought up concerns about the morning fitness swim.

One resident was present to discuss their concerns with the meeting minutes not being detailed enough as well as the ARC Guidelines not allowing owners to have/voice opinions.

One resident was present to inquire about the pink tape around the trees in the common area.

One resident was present to state the playground is used very frequently along with expressing concerns regarding the robotic pool cleaner purchased.

One resident was present to state they read the playground proposals and recommend the Board move forward with playground patrol.

One resident was present to discuss amendments to the ARC Guidelines and expressed concerns that not everyone may have been aware.

One resident was present to ask for a special members only meeting to be held.

Clive Bayliss called for a 5 minute recess at 8:37pm.

Clive Bayliss recalled the meeting to order and closed resident forum at 8:42pm.

### **Committee Reports:**

The Board of Directors reviewed the Helpful Guidelines and Recommendations for Board and Committee Members document provided by legal.

Clive Bayliss motioned to approve putting the Helpful Guidelines and Recommendations for Board and Committee Members document in place. Chris Gray seconded. Eric Cangemi opposed. Motion passed. (3-1-0)

**(M)Management to send out the document to all committees and the Board via email.**

**Activities Committee:**

Eric Cangemi informed the Board that the next meeting will be held in August 2023.

The Board of Directors reviewed the clubhouse equipment reimbursement request.

Eric Cangemi confirmed for the Board that the clubhouse equipment purchase was two 5 gallon jugs for juice, water, etc.

Eric Cangemi confirmed for the Board he would like the reimbursement of the \$22.84 overage spent for the Swim and Tennis event and the \$52.96 for the clubhouse supplies.

Clive Bayliss motioned to approve the reimbursement of the overage of the \$22.84 for the Swim and Tennis event and the \$52.96 for the clubhouse supplies to be issued to Eric Cangemi. Matt King seconded. All in favor. Motion passed.

Board confirmed for management to code the \$52.96 to clubhouse budget.

**Pool/Swim Team Committee:**

Clive Bayliss informed those present of a serious incident that occurred during swim team practice that had to be reported to the Fairfax County Health Department. It was identified that water quality readings need to be submitted as part of the incident reporting. Going forward the swim team will start taking readings prior to the start of morning swim practice. Clive recommended that the 2024 swim team agreement specify that water quality readings should be taken and what incident information should be recorded.

Clive Bayliss discussed/reviewed inquiries from Bob Yost including setting up concessions stand, using the upstairs refrigerator, and mowing the grass before their next event.

Management informed that we have not received feedback from the pool committee on the RFP for the pool management company.

**(M)Management to send to the Board for review and consideration.**

The Board reviewed an email from Neal Jarvis related to potential pool modifications (rebuild baby pool, build pavilion over picnic area, etc.).

**(C) Pool Committee to provide feedback and recommendations.**

Clive Bayliss discussed the water aerobics feedback and informed the Board that Svetness has made changes to the class going forward.

A resident informed the Board that the instructor had heat exhaustion during a session and none of the lifeguards assisted until they asked for help.

**(M)Management to inform NV of incident.**

The Board discussed the morning swim that is occurring without permission from the Board.

Clive Bayliss motioned to issue a cease and desist to those conducting the morning swim. Judd Schulke seconded. Matt King opposed. Eric Cangemi abstained. Motion passed (2-1-1)

**(M)Management to send cease and desist letter.**

**Architectural Committee:**

Clive Bayliss informed the Board that the ARC Guideline amendments came back from legal review with many recommendations.

**(B)Clive Bayliss to make the recommended edits from legal.**

Clive Bayliss informed the Board that the ARC Committee discussed the process of the next amendments and the letter they are working on to send with the updated guidelines.

**Tennis Committee:**

Matt King informed the tennis committee is meeting next week.

Matt King inquired about rescheduled the reservation system review with Management.

**(M/B) Management to get with Matt King on rescheduling the review.**

**Communications Committee:**

Chris Gray informed that the communications committee met last week and discussed the upcoming August Mainstream.

Clive Bayliss asked for an article to be added about the swings being removed from the playground.

Management inquired about the potential of adding a “hot topics and educational article” to each Mainstream.

**(M)Management will send Chris an article about the resale certificate resolution along with an educational blurb.**

Management suggests to have the communications committee send the Mainstream to the Board for a 24-48 hour review period.

**(C)Communications Committee to send the Mainstream for 24-48 hour review by Board before distribution going forward.**

Eric Cangemi asked that management send notice the day of the meeting with a resident copy of the Board package to all owners.

**(B/C) Chris Gray to add a blurb about contacting management to obtain a resident copy of the Board package.**

**Clubhouse Committee:**

Eric Cangemi reviewed the meeting minutes and Board action items from the most recent committee meetings.

Eric Cangemi inquired about posting committee meeting minutes to the website.

Eric Cangemi motioned to post the committee meeting minutes to the website individually. Motion died. (1-4-0)

Clive Bayliss inquired about adding the committee minutes to adding all minutes in one PDF to the website instead.

Eric Cangemi inquired about having the communications committee work with management to obtain access and maintain the website.

Eric Cangemi made a motion to withdrawal his previous motion and amend to to have the communications committee post the meeting minutes on the website. Motion died. (1-4-0).

Eric Cangemi inquired about the minimum age allowed for committee members.

**(M)Management to get feedback from legal on minimum age to join a committee.**

The Board of Directors reviewed the committee volunteer applications.

Clive Bayliss motioned to appoint Kimberly Hartsoe and Laura Hamilton to the clubhouse committee. Eric Cangemi seconded. All were in favor. Motion passed.

Eric Cangemi motioned to approve the clubhouse committee recommendation to do emergency mulch on the playground. Motion died. (1-3-0).

Clive Bayliss motioned to defer the plan and timeline discussion to later in the meeting. Matt King seconded. Eric Cangemi opposed. Motion passed. (3-1-0)

Eric Cangemi discussed the clubhouse committee request to know who has access to the office in the clubhouse.

Clive Bayliss and Management informed that nobody should be using the office since there is no longer on site management.

One member of the clubhouse committee inquired about the keys and safety concerns along with the who has access. To be discussed at a later time.

**Old Business:**

Clive Bayliss motioned to use GoDaddies microsoft 360 email program at the rate of \$8.99/monthly per person coming to \$550 annually. Matt King seconded. All in favor. Motion passed.

**(M/B) Management to work with Clive Bayliss on setting up the account.**

Matt King informed there is no update at this time on the homeowner forum findings.

Management informed the Board that NV pools had issues installing the anchor as the post/pole does not match the anchor.

Clive Bayliss motioned to purchase a new post/pole for the basketball hoop at the rate of \$280. Matt King seconded. All in favor. Motion passed.

Management informed the Board that NV looked into issues with the wading pool being dirty along with replacing the batteries and the pads on the defibrillator.

Management informed the Board that the stair stringers are on the radar for the fall.

Management informed the Board that the stairs were reported to Fairfax County Code Enforcement but they have since been corrected and the report was closed.

Management informed the Board that the swings have been removed and that the front lock is working as needed.

**(M)Management to replace front door key deadbolt and issue new codes**

The Board discussed the playground safety concerns.

Clive Bayliss motioned to replace the pivots and damaged belt swing set at the rate of \$310.00. Matt King seconded. All in favor. Motion passed.

**(M)Management to confirm if Keith will do the repairs without the other item proposed and confirm with Board.**

Clive Bayliss motioned to put up a "use at your own risk" sign at the playground. Matt King seconded. All in favor. Motion passed.

Clive Bayliss recommend having the tennis committee, clubhouse committee, and pool committee work together to provide feedback with a recommended plan of action for replacement by the September 2023 meeting.

**(C) Tennis committee, clubhouse committee, and pool committee to work together to provide feedback with a recommended plan of action for replacement by the September 2023 meeting.**

Eric Cangemi motioned to approve the additional proposal for mulch installation at the tot lot. Motion died.

The Board reviewed the fire extinguisher inspection reports confirming a passing result.

Management advised that they received response from Supervisor Foust's office and that they are working to see what can be done.

The Board of Directors reviewed proposals for trimming the trees encroaching over the pool fence.

Matt King motioned to approve Lucas and Clark's proposal to trim the trees encroaching over the pool fence at the rate of \$848.00. Clive Bayliss seconded. All in favor. Motion passed.

The Board reviewed the updated hearing notice sent to owners.

**(M/B) Management to send to Matt King for final amendments.**

**New Business:**

The Board reviewed the June 2023 financials.

Eric Cangemi inquired with Management how resale disclosures are billed.

**(M)Management to confirm the process and follow up with the Board.**

Clive Bayliss motioned to not require approval from the treasurer for operating costs and to only require approval for non-operating costs over \$1,000. Matt King seconded. Eric Cangemi opposed. Motion passed. (3-1-0)

Management informed the Board that a copy of the General Ledger is included in all Board packages.

The Board reviewed the renewal for the HVAC contract with ACE Air Conditioning and Heating service.

Matt King motioned to approve the renewal with ACE Air Conditioning and Heating service at the rate of \$374.00. Clive Bayliss seconded. Eric Cangemi abstained. Motion passed. (3-0-1).

Clive Bayliss motioned to have the due process policy reviewed by legal. Matt King seconded. Eric Cangemi opposed. Motion passed (3-1-0)

Clive Bayliss motioned to have legal draft a code of conduct based on the example included in the Board package for the following reasons:

In recent months there has been an escalating number of breaches of decorum. The most notable offender has been Eric Cangemi. Examples of unacceptable behavior include:

- Unacceptable email communication; E.G.
  - o Emails demanding actions to be taken
  - o Emails with confrontational, aggressive or antagonistic language
  - o Emails containing disrespectful language
  
- Unacceptable meeting behavior; E.G.
  - o Being argumentative and using aggressive behavior
  - o Not being accepting of the majority decisions of the Board
  - o Using disrespectful language to members, committee members and directors
  
- Acting without authority; E.G.
  - o Providing guidance to members that has not been approved by the board
  - o Attempting to engage management for actions that have not been approved by the board
  - o Engaging with vendors without having board approval.
  
- Not following Board meeting procedures; E.G.
  - o Not respecting that business is to be conducted in person unless it's an emergency.
  - o Not being prepared for meetings

Board directors, committee members and management should expect to work in an environment that is free from intimidating, hostile, or offensive behavior. In addition, our community expects us to operate with fiduciary responsibility.

In order to foster good working practices, I proposed that a code of conduct should be introduced. This code will set out the expected behavior of all directors and committee members and the consequence of breaching the code.

Matt King seconded. All in favor. Motion passed.

**(M)Management to get with Clive and legal on the code of conduct.**

The Board discussed the 2024 budget.

**(M)Management to do first draft and propose to Board for feedback.**

Eric Cangemi discussed that he has reached out to many sources and recommended that the roads of Hiddenbrook Drive, Sadlers Wells Drive, and Powells Tavern Place be traffic studied.

Eric Cangemi motioned to have the HOA do a traffic calming study on Hiddenbrook Drive, Sadlers Wells Drive, and Powells Tavern Place. Clive Bayliss seconded. All in favor. Motion passed.

**(M)Management to submit traffic calming request and have Eric listed as the contact person for the study.**

Matt King motioned to put an article in the Mainstream to inform of the traffic study request being submitted. Clive Bayliss seconded. Eric Cangemi opposed. Motion passed. (3-1-0)

The Board reviewed the amount of remaining memberships left.

**(M)Management to send spread sheet of reclaimed/relinquished memberships to the Board.**

The Board reviewed the operational calendar.

Eric Cangemi motioned to accept the homeowner's proposal to take the minutes for the meetings. The resident took their offer off the table at this time due to the length of the meetings.

**Executive Session:**

Clive Bayliss motioned to go into executive session to discuss appeals, violations, aging reports, etc. at 11:36pm. Matt King seconded. All in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 11:53pm. Matt King seconded. All in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

HBH1912644 – Appeal Request – Denied. Extension until October 31, 2023 then must be removed and area restored to original condition.

Matt King seconded. All in favor. Motion passed.

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 11:53pm. Matt King seconded. All in favor. Motion passed.

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Matt King to work with management to get reservation system implemented and number courts as needed.	June 20, 2023	Matt King & Management	<b>OPEN</b>
To look at alternative options for the Hiddenbrook community members to have an open forum.	June 20, 2023	Matt King	<b>OPEN</b>
To verify tennis court repair work was properly completed and communicate to management in order to submit final payment.	June 20, 2023	Matt King/Eric Cangemi	<b>OPEN</b>
To provide Eric Cangemi scope of work that was approved for the tennis court work.	June 20, 2023	Management	<b>OPEN</b>
To obtain three proposals to demolish/remove current structures at the playground.	June 20, 2023	Management	<b>IN PROCESS</b>
To obtain snow removal renewal contract	June 20, 2023	Management	<b>IN PROCESS</b>
Make amendments to June minutes and post to website.	July 18, 2023	Management	<b>OPEN</b>
Send the helpful guidelines and recommendations for Board and Committee Members document to all distros.	July 18, 2023	Management	<b>OPEN</b>
Send draft RFP for review and feedback/approval	July 18,2023	Management/Board	<b>OPEN</b>
Provide feedback on pool modifications suggested by Neal Jarvis	July 18, 2023	Pool Committee	<b>OPEN</b>
Inform NV of lifeguard concern when water aerobics instructor had heat exhaustion	July 18, 2023	Management	<b>OPEN</b>
Send cease and desist letter to morning swim instructor	July 18, 2023	Management	<b>OPEN</b>
Make amendments recommended by Legal to the draft ARC Guidelines	July 18, 2023	Board (Clive Bayliss)	<b>OPEN</b>
Get with Matt King to reschedule the reservation system meeting.	July 18, 2023	Management/Board (Matt King)	<b>OPEN</b>
Send Chris Gray an article about the resale certificate resolution put into place	July 18, 2023	Management	<b>OPEN</b>

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Send Mainstream to Board for 24-48 hour review before being sent out.	July 18, 2023	Communications Committee	<b>OPEN</b>
Obtain feedback from Legal on the minimum age a committee member can be	July 18, 2023	Management	<b>OPEN</b>
Work with Clive to set up GoDaddy Microsoft 360 for Board	July 18, 2023	Management & Board(Clive Bayliss)	<b>OPEN</b>
Get proposals for front door lock replacement	July 18, 2023	Management	<b>OPEN</b>
Confirm with Keith if he is willing to do the pivots and belt swing without mulch.	July 18, 2023	Management	<b>OPEN</b>
Meet and provide a plan of recommendations for replacement of the playground by the September meeting	July 18, 2023	Committees (Pool, Tennis, Clubhouse)	<b>OPEN</b>
Send Matt King the hearing notice for amendments	July 18, 2023	Management & Board (Matt King)	<b>OPEN</b>
Work with Clive and Legal on Code of Conduct	July 18, 2023	Management & Board(Clive Bayliss)	<b>OPEN</b>
Draft 2024 budget for Board feedback	July 18, 2023	Management	<b>OPEN</b>
Submit traffic calming request and inform contact person will be Eric Cangemi	July 18, 2023	Management	<b>OPEN</b>
Send Board the spreadsheet of relinquished/reclaimed memberships	July 18, 2023	Management	<b>OPEN</b>

# Hiddenbrook Homes Architectural Review Committee

## Regular Meeting

July 13, 2023 @ 6:30pm

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

### **Attendance:**

Clive Bayliss  
Melissa Frasier  
Walter Rivera  
Eric Cangemi

### **Absent:**

Cheryl White  
Maureen Mehrer (unable to vote until September meeting)  
Barton Bennett (unable to vote until August meeting)

### **Call to Order:**

Walter called the meeting to order at 6:30pm

### **Agenda:**

Walter motioned to approve the agenda as written. Clive seconded. Motion passed unanimously.

### **Previous Meeting Minutes:**

Walter motioned to approve the previous meeting minutes as written. Clive seconded. Motion passed unanimously.

### **Members Open Forum:**

Member asked for update on 3 properties reported during the 6-13-2023 ARC meeting. Clive provided an update indicating that the alleged violations were forwarded to Sequoia management. Member requested to have the community vote on whether to adopt new guidelines.

**(C) Eric to follow up with board on requirements to adopt a new document that will be enforceable. Will community be allowed to vote before adopting new guidelines per CCRs?**

### **Application Review:**

Committee reviewed architectural change applications with homeowners (see application decisions section).

### **Unfinished Business:**

1. Vision Statement

Vision Statement was adopted by the board, however, legal cautioned against including in the standards. To be removed from the standards. This item is now closed.

2. Violation Enforcement Process

No updates. The below item is pending review by the board this coming Tuesday 7/18/2023.

On 6-13-2023, the committee discussed that the due process resolution states that “fines may be imposed” but the CCR does not authorize the use of fines. It is suggested that the Board reviews and updates the resolution.

**(B) Board to review due process resolution.**

3. Approach for Baselining of Homes Against Revised Guidelines

Walter shared updated process diagram and benefits of self-certification with ARC committee on Monday 7/12/2023 at 12:15am via email. No additional feedback was provided.

**(C) Clive to review and incorporate into the guidelines, specifically, the “Architectural Guidelines” session, page 17, second paragraph:**

*Owners with existing modifications which met the old standards but do not meet the new standards will be considered grandfathered and will not have to comply with the new standard unless or until the feature has to be replaced or substantially repaired.*

4. Discuss Architectural Guideline Revisions

Clive provided the below update:

- Standards went to legal counsel for review. They came back with comments yesterday.
- Need to remove vision statement.
- Need to remove references to Fairfax County Standards and incorporate into the document itself.
- Need to remove parking section and make that a separate document.
- Need to combine section on satellite dishes into the document.

**(C) Clive to send out link to document.**

Clive indicated that we don’t know when the guidelines will be in effect. Not this month but potentially August 2023.

**(C) Clive to update guidelines based on feedback from legal.**

5. Discuss Self-Baselining Letter

No updates on the below.

The committee discussed the need to create a letter explaining the process for self-certification and the benefits to the homeowner. Homeowners should be allowed a window during which existing modifications can be certified against the existing or revised guidelines (duration of window to be agreed).

**(C) Clive and Walter to work on the letter.**

6. Discuss process to update guidelines / community voting

No updates.

The committee discussed the need to develop a policy for the regular/annual update of the guidelines.

**(C) Clive to develop a policy / process.**

7. Review guidelines change request form

Clive presented draft change request form. It's required to get community support when requesting updates and/or amend the new architectural guidelines after initial implementation. Consider creating instructions to accompany the form.

Eric motioned to table change request form indefinitely. Walter seconded. Motion failed 1-3-0.

**(C) Clive and Walter to address feedback.**

#### **New Business:**

1. Create checklist for inspecting homes when a new application is submitted.

**(C) Eric to create first draft.**

2. Member requested to have the community vote on whether to adopt new guidelines.

**(C) Eric to follow up with board on requirements to adopt a new document that will be enforceable. Will community be allowed to vote before adopting new guidelines per CCRs?**

#### **Closed Session:**

Walter made a motion to enter closed session to debate applications. Clive seconded. Motion passed 3-1-0. Committee entered closed session at 7:53pm.

Walter made a motion to exit closed session. Clive seconded. Motion pass unanimously.

Committee existed closed session at approximately 8:25pm.

#### **Application Decisions:**

A.

Lot: 140 (1535 Youngs Point)

Summary: Roof Replacement

Retrospective application: Yes

Homeowner present: No

Homeowner comment:

Committee comment:

Committee decision: Walter motioned to approve the application. Clive seconded. Motion passed 3-1-0. Eric voted against.

B.

Lot: 119 (1539 Hiddenbrook Dr)

Summary: HVAC Screening

Retrospective application: Yes

Homeowner present: Yes

Homeowner comment:

Committee comment:

Committee decision: Walter motioned to approve the application. Clive seconded. Motion passed 3-0-1. Walter recused himself (abstained).

C.

Lot: 287 (1543 Sadlers Wells)

Summary: Install Fence Sections on Left and Right of Home

Retrospective application: No

Homeowner present: Yes

Homeowner comment: Installing fence to match neighbor.

Committee comment: Committee advised the homeowner to resubmit application and specify fence style and height, and the width of the gate. The fence will need to be consistent in style and height for the property in question on both sides.

Committee decision: Walter motioned to approve the application. Clive seconded. Motion failed unanimously. Fence style submitted in application (stockade) is not allowed per the current guidelines.

D.

Lot: 270 (12642 Stoa)

Summary: Deck with Pergola

Retrospective application: Yes

Homeowner present: Yes

Homeowner comment: Deck and pergola have been there for decades.

Committee comment:

Committee decision:

- Clive motioned to approve deck and not pergola. Walter seconded.
- Clive motioned to amend the previous motion and approve both the deck and pergola with the provision that the pergola height from base to top does not exceed 8.5 feet. Walter seconded. Motioned passed 3-0-1. Eric abstained.
- The amended motion was put to a vote. Motioned passed 3-0-1. Eric abstained.

E.

Lot: 311 (12707 Longleaf)

Summary: Siding Replacement, Garage Door Replacement, Shutter Replacement, Paint Trim, Shadow Box Removal, Window Replacement

Retrospective application: Yes

Homeowner present: Yes

Homeowner comment: Windows already installed; boxes already removed.

Committee comment:

Committee decision: Walter motioned to approve the application. Clive seconded. Motion passed 3-1-0. Eric voted against.

F.

Lot: 210 (12803 Reams Station)

Summary: Fence and Screened-in Porch

Retrospective application: Yes

Homeowner present: No

Homeowner comment:

Committee comment:

Committee decision: Walter motioned to approve the application with the provision that the gate does not exceed 5 feet. Clive seconded. Motion passed 3-0-1. Eric abstained.

**Next Meeting Date:**

Next meeting will be held according to the current schedule on August 8<sup>th</sup> at 6:30PM.

**Adjournment:**

Walter motioned to adjourn the meeting. Clive seconded. Motion passed unanimously.

Meeting adjourned at approximately 8:50pm.

Committee Action Items	Date Assigned	Owner	Status
Create draft community "Vision Statement" 5/9: Draft created and to be reviewed by Board 6/13: Request for Board to approve 7/13: Board approved. Legal suggested removing from guidelines.	3/14/2023	Walter	Closed.
Create a draft end-to-end violation process 5/9: No update 6/13: Draft flow diagram for process created. Walter to updated and email to committee for review. 7/13: Awaiting feedback from the board on due process.	3/14/2023	Walter	In-progress
Architectural guidelines certification process 5/9: Draft flow diagram for process created 6/13: Update flow diagram presented. Walter to updated and email to committee for review. 7/13: Updated based on feedback provided. Clive to incorporate in guidelines.	3/14/2023	Walter	In-progress
Architectural guidelines revisions 5/9: No update. 6/13: Revisions from committee feedback to be completed by 6/16. Final comments by 6/18. 7/13: Reviewed by legal, Clive to update guidelines to address feedback.	5/9/2023	Clive	In-progress
Architectural guidelines certification letter 7/13: No updates.	6/13/2023	Walter & Clive	Not started
Architectural guidelines update process (community voting) 7/13: No updates.	6/13/2023	Clive	Not started

Architectural guidelines change request form 7/13: Draft presented to ARC. Clive to create instructions on how to fill in form.	6/13/2023	Walter & Clive	In-progress
Create checklist for inspecting homes when a new application is submitted	7/13/2023	Eric	Not started
Follow up with board on requirements to adopt a new document that will be enforceable	7/13/2023	Eric	Not started

**Hiddenbrook Homes Association**  
**Clubhouse Committee**  
**Meeting Minutes**

July 10, 2023, 6:30 p.m.

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

**Committee Attendees:** Eric Cangemi, Joan Koss, and Pam Spencer

**Committee Attendees:** (pending Board approval): Kimberly Hartsoe and Laura Hamilton

**Absent:** Brandon Butler

**Other Attendees:** Peter Bulanow, Owen Bulanow, Jackie Bulanow

**Meeting Called to Order:** 6:36 p.m.

**Agenda Approved:** 6:38 p.m.

**Discussions/Motions:**

- The 6-10-2023 meeting minutes were reviewed.
  - **Motion:** Approved (Unanimous) the 6-10-2023 minutes.
- The 6-29-2023 Urgent meeting minutes were reviewed.
  - **Motion:** Approved (Unanimous) the 6-29-2023 minutes.
- Committee documents were discussed:
  - Determined that an inventory of supplies needs to be created and note any needed items.
    - **Assigned** to Pam with Laura and Kimberly to assist.
  - Inspection Checklist needs to be revised
    - **Assigned** to Laura
  - Quarterly inspection checklist
    - **Assigned** to Eric
  - Calendar of Clubhouse Committee Actions/Activities
    - **Assigned** to Joan
  - Review should be conducted of the Rental Agreement
    - **Assigned** to All
  - Equipment Inventory List
    - **Assigned** to Pam
  - List of Vendors for Clubhouse and Grounds
    - **Assigned** to Kimberly
  - **Motion:** Committee unanimously voted to create a “binder” of all documents and resources needed by the committee. Items identified for inclusion in the binder:

- Committee Charter
  - Rental Agreement (blank)
  - Rental Inspection Checklist
  - List of Clubhouse and Grounds Vendors
  - Scope of work for Cleaners
  - Inventory list of equipment
  - Inventory list of supplies
  - Clubhouse committee budget
  - Quarterly Clubhouse/Grounds Inspection Checklist
  - Calendar of Committee Actions/Activities
- Committee budget was discussed.
  - Need list of purchases to date.
  - After inventory of supplies is conducted, list items needed to be purchased.
  - Use data to provide budget proposal to the Board.
- Playground status and plans for moving forward were discussed.
  - **Motion:** Committee unanimously voted to request the **Board** take emergency action to add mulch to the playground.
  - **Motion:** Committee unanimously voted to request the **Board** allow the committee time to develop a plan and timeline to improve the playground.
- Question was raised whether the office falls under the Clubhouse committee's purview and what are the committee's responsibilities if so.
  - **Motion:** Committee unanimously voted to raise the question to the **Board**
  - If applicable, need to know who should have access to the office and who currently does have access.
- Learned of unauthorized use of the pool.
  - **Motion:** Use of pool in early mornings be reviewed in an emergency meeting of the Activities Committee and Board to ensure protecting our community from risk.
    - Determine who is liable for any accident or issue at the pool.
    - Who provides insurance coverage.
    - Why does one member get to use the pool to personally make money.
    - Were participant waivers signed.
- Opened the floor for community open forum: no new topics were presented.
- Wrap up discussion was conducted.
  - Assigned Joan to summary the list of items motioned to the board and questions pending from this meeting and prior ones.

**Meeting Adjourned:** 8:58 p.m.

# Hiddenbrook Homes Association

## Clubhouse Committee

Special Meeting called regarding the budget and quarterly walk through

### Meeting Minutes

July 17, 2023, 6:30 p.m.

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

**Committee Attendees:** Eric Cangemi, Joan Koss, and Pam Spencer

**Committee Attendees** (pending Board approval): Kimberly Hartsoe and Laura Hamilton

**Absent:** Brandon Butler

**Other Attendees:** None

**Meeting Called to Order:** 6:35 p.m.

**Agenda Approved:** 6:38 p.m.

#### Discussions/Motions:

- The 7-10-2023 meeting minutes were reviewed and amended.
  - **Motion:** Approved (Unanimous) the 7-10-2023 minutes as amended.
- The Committee inventoried supplies, developed a detailed list of items needed based on the past rentals, researched prices and finalized the anticipated 2024 budget.
  - **Motion:** Approved (Unanimous) the 2024 budget to present to the Board for the overarching HOA/S&T budget.
- Opened the floor for community open forum: no members in attendance or items presented.
- **Question to Sequoia:** Why/when do we get cleanings from rentals? What/who prompts them?
- Conducted a walk of the grounds and noted:
  - Several boards for the wood fencing that parallels the tennis courts are warped or missing.
  - Noted again the attention the playground needs, especially the mulch, while research and outline a plan forward.
  - Eric provided a base-line checklist that can be referenced to build our own for future quarterly reviews of the facility and grounds.

**Meeting Adjourned:** 9:48 p.m.

# Hiddenbrook Home Tennis Committee

## Regular Meeting

July 25, 2023 @ 7:00pm

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

### Attendance:

Matt King  
Ali Smith

### Absent:

Tony Roane

### Call to Order:

Matt King called the meeting to order at 7:02pm

### New Business:

1. Discussed ways to get activities implemented. Potential ideas included:
  - a. Tennis ladders.
  - b. Tennis lessons for kids in the morning in parallel with morning swim activities by the Hiddenbrook Hurricane swim team.
2. Discussed next steps:
  - a. Implementation of reservation system first. Putting in place a reservation system would help provide a means to block off time slots for the various activities the committee could propose while providing transparency to the S&T members on court availability.
  - b. Work to identify options for the Spring/Summer 2024. Reach out to previous S&T members who provided activities suggestions.
  - c. Create a potential Tennis/Pickleball webpage. However, also noted was the issue with maintaining this page as well as the transfer of admin rights. More to follow on this as this is a long-term endeavor.
3. Provided overview on ongoing playground replacement and/or reposition as well as the request for the Tennis Committee to provide input on this.
  - a. Note: Potential suggestion should a playground be positioned adjacent to the tennis court could be "roping" the area off for any major competition on the tennis courts.

### Adjournment:

Matt King adjourned the meeting at 7:30pm

Action Item	Date Assigned	Owner	Status
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Implement Tennis/Pickleball Court Reservation System	7/25/2023	Matt	Open
Research Late Spring/Summer 2024 Activity Options	7/25/2023	Matt & Ali	Open
Tennis / Pickleball Court Webpage (Long Term)	7/25/2023	Matt	Open