

HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

Board Meeting Date: June 21,2022

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	
Treasurer- Eric Cangemi	Tom Delpino	
Secretary - Matt King	Rosa Milheiro	
Member at Large- Chris Gray	Cristina Sasa (Daughter to Ms. Milheiro)	
Sequoia MGMT- Shannon Cook		
Sequoia MGMT- Chelsea Miller (Not Present)		

Approval of Agenda.

- i. Sequoia rep requested to discuss four (4) emails in the Homeowner open forum.
- ii. Matt requested adding discussion point under the Tennis Committee section.
- iii. **Motion** to approve agenda to include discussing the four emails and adding topic under the Tennis Committee approved. Motion by Clive and 2nd by Eric. All Approve.

Approval of Minutes. – May 17, 2022.

- i. Reminder that for all HOA Monthly notes that they need to include the specifics on who “motions” and “2nd”s a motion.
- ii. **Motion** to approve the agenda from May 2022. Motion by Clive and 2nd by Eric. All Approve.

Homeowner/S&T Open Forum.

- i. HOA member inquired about the board actions to address the “abandoned” house on Youngs Point Place. He stated that he made a complaint with Fairfax County about holes in the roof, black mold, etc. He asked what the board was doing to address the problem and see if it was not “condemned”. The HOA President noted that the house has been reported to the county and that the board will need to explore other options, but the board cannot disclose any pending legal issues. Supposedly the power and water are “on”, so the house is not technically abandoned, only vacant.
- ii. HOA member and daughter inquired about ongoing ARC requests for two (2) years. They want to get this resolved and they claim Fairfax County has approved their requests. Board advised they will look into it.
- iii. Email #1: Per the email inquiry, the HOA member wanted to know about “text” services for poll services and whether it is available for a notification/push system? This is something for the Board to look into later on.
- iv. Email #2:
 1. Food Truck proposal from the swim team received by Sequoia. The board reviewed the proposal and questioned what the power draw was if they used the club power outlet and whether they are licensed (#2371). Board also asked that the food truck operator provide a copy of their certificate of insurance (COI) and that they clean up fuel leaks, etc.
 2. **Motion** to allow food truck and HOA provide “power” as long as there is no large usage/expense, and they provide COI. Motion by Clive and 2nd by Matt. All Approve.
- v. Email #3: Concerns of spotty WIFI access. Verizon already addressed this problem.
- vi. Email #4: Previous pool members want to buy membership from someone else. This is not allowed for those not in good standing.

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Committee Reports

a. Activities.

- i. Trying to set up a meeting at the Clubhouse the week after the ARC.

b. Pool/Swim Team.

- i. Overtime sheets for lifeguards. Sheet will be signed by the Swim Team president considering they are aware of the hours worked at swim meets. Note that the typical core hours are 11am-9pm paid by the HOA.
- ii. NV Pool update.
 1. Handicap lift is in place but will not turn and will need to get it looked at. It is positioned in a way that still allows a person to get in the pool.
 2. Many repair requests still pending. There is a proposal for work on the alcove, water fountain, and restroom ceiling damage.
- iii. Pool committee cleaned the gutters.
- iv. Fence:
 1. Kids are squeezing through the fence to access the playground. Lifeguards are asked to ensure they stop this. Lifeguards will need to report any kid who does it to Sequoia. Sequoia will then need to send a notice in writing to the pool members. Repeat offenders will be asked to leave the pool. Repeat infractions could also result in kids being kicked out of the pool permanently.
 2. Sequoia to look into a proposal to adjust the fence so the kids cannot bend the bars and squeeze through.
- v. Grease needed on the baby pool latch.
- vi. Water aerobics: There is no interest this year. Will look into this again in February 2023 and make a part of the Activities committee topic.
- vii. Umbrella repair.
 1. Repairing existing/old umbrellas not economical.
 2. **Motion** to buy 11 new umbrellas via proposal from Criterion. Motion by Matt and 2nd by Clive. All Approve.
- viii. Pool rule update.
 1. Guest pass process has changed. Members cannot buy passes at the pool.
 2. Management information updated to the pool rules document.
- ix. Picnic Reservation Form: TBD discussion later regarding the process to submit a reservation request. The form was added to the website.

c. Architectural

- i. Kim is out sick.
- ii. Monthly meeting did occur and notes provided.
- iii. Discussed issues regarding Saylers Creek.
 1. Stoop is concrete and cracked. The owners want to keep the same size.
 2. Walkway needs to remain the same size based on the county.
 3. County approval provided and copy provided to the ARC but only after the monthly ARC meeting occurred.
- iv. Lot 363: **Motion** to approve ARC request for exterior application. Motion by Clive and 2nd by Matt. All Approved.
- v. Lot 93: Fence not installed correctly. ARC wanted to ask about whether they could only go off the ARC types. Further discussion required between the ARC and board regarding the ARC parameters.
- vi. Lot 24: Fence alignment issue. Initially denied based on guidelines. Need to address "gray" areas between the ARC and the board.
- vii. Lot 230: Replaced shutters but shutters do not go below the shadow box. New ones the length of windows. Need to address in a working group meeting with the ARC and the board regarding confirmation on dimensions, length, etc.
- viii. Working Group Session with HOA Board.
 1. Based on Lot 93, 24, and 230 issues, ARC asked for a working session. Open meeting TBD.

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2. Review DRAFT ARC Guidelines
3. "Replace so long ..." or "Replace with conditions" verbiage.
- ix. Types of inspections were discussed.
 1. Baseline inspection. Contract needed to create this by the property manager.
 2. Annual inspection. Only of the front of the house covered under this type of inspection.
 3. Resale inspection. Front and back of house.
 4. There is no checklist that Sequoia has that they can provide to the ARC that gives them an idea was they are looking at.
- x. The Annual inspection is tentatively set for 29 or 30 June 2022 but could change based on current medical conflicts.

d. Tennis

- i. Only 6 people voiced interest in either tennis or pickleball. The committee is still working to set something up.
- ii. Table for review later the need to replace the current key lock on the tennis court doors with a cipher or other lock option.
- iii. Will need to see about application of a reservation system for use in 2023.
- iv. Matt will talk to S&T member who inquired about reserving courts for tennis lesson for kids.
- v. Tennis memberships. What is the process to just get a tennis membership?
 1. In the past only 1-year member usage.
 2. Need to discuss and review process for next year.
 - a. Issuance of memberships.
 - b. Key turn-in/issuance, etc.
 3. Continue to sell membership at \$85.

e. Communication - Mainstream articles due June 24, 2022.

f. Clubhouse.

- i. Past rentals did well.
- ii. Need for cleaning services/company afterwards. There is not much to clean after events so to pay for cleaning services needs to be reviewed.
- iii. Pest Control. Might need to get a company to address ant issues and rats in shed. Sequoia to get proposal for pest control.
- iv. Fence issues.
 1. Eric will address some issues regarding fence posts and fence boards along the perimeter of clubhouse, swimming pool, etc. However, a comment of personal injury did come up and that Eric needs to be mindful of the type of work necessary in order to prevent injury to himself.
 2. Property manager recommended Eric create weekly checklist/issues that needs to get addressed and submit them directly to Sequoia.
- v. Pine Tree in front of clubhouse street entrance needs to get addressed.
- vi. Property manger will look into what the login/password is for the security cameras.
- vii. Clubhouse rentals guidelines: The board needs to review and provide inputs.

OLD Business

- a. Schwab Account Update – Eric signed documents and provided to Clive for action. Eric provided two copies to Clive.
- b. Online Voting Proposal & Resolution Review.
 - i. The board will revisit this in July.
 - ii. Sequoia needs an approval NLT Sept 2022.
- c. Audit. Auditor almost complete.
 - i. Regarding the 2021 income tax submission, Sequoia advised it doesn't look like this was completed. Sequoia asked who did it previously and board mentioned that a separate company. The previous company was a friend of the previous property manager.
 - ii. Discussed having Turner Lien file taxes.
- d. Playground repair.

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- i. The only option is to replace the existing playground area due to significant issues. This topic will need to be discussed at next meetings.
- ii. Reserve study.
 1. Only noted \$35K for any playground replacement; quote from vendors upwards of \$85K to \$133K.
 2. There will need to be a review of the tradeoffs based on the estimate versus the actuals.
 3. Sequoia noted that technically, there should be two reserve studies (HOA vs. S&T) but right now there is only one. Need to look at having two later on.
- iii. Playground replacement positioning.
 1. Will look into options of repositioning it elsewhere on HOA grounds.
 2. Matt to look into zoning issues with Fairfax Country and well as options for expanding the pool deck space if playground is moved.
- e. Towing.
 - i. **Motion** to approve proposal from Battlefield Towing. Motion by Matt and 2nd by Clive. All Approved.
 - ii. Note that enforcement would be from 1am to 6am.
 - iii. Matt to write article for newsletter to notify the community.
- f. Drain issues. **Motion** to approve LCS Property Services to correct drainage issues with rip/rap. Motion by Clive and 2nd by Matt. All approved.
- g. Insurance.
 - i. TBD if other vendors would be interested in trying to insure a unique HOA/S&T like Hiddenbrook. One company already advised Sequoia of difficulties in providing coverage due to the unique community setup.
 - ii. It is likely the HOA is under-insured. Currently the insurance coverage is for up to \$66K however, this this need to be addressed as this is not enough.
 - iii. Current insurance agent is not very helpful.
 - iv. Sequoia will still look into getting at least 2 proposals.

NEW Business

- a. Financials
 - i. New issues noted and discussed between Sequoia and the board.
 - ii. Discussed minor things about the balance sheet.
- b. Water fountain to be "tabled" for the next board meeting.
- c. Budget draft TBD but might not be until August 2022 before it is generated.
- d. Clubhouse ceiling repair - Sequoia will look into this.
- e. Fire extinguishers – All of the extinguishers were serviced. Sequoia will need to procure the correct type for the pump room.
- f. Operational Calendar. Nothing to report.
- g. Electrical Inspection is TBD.

Motion to enter Executive Session at 9:48pm. Motion by Clive and 2nd by Eric. All Approved.

10:05pm Executive session ended.

Motion to deny reinstatement of pool membership to account HST249. Motion by Matt and 2nd by Clive. Clive, Chris and Matt approved; Eric opposed. Motion carries.

10:08pm **Motion** to adjourn. Motion by Clive and 2nd by Matt. All Approved.