

# HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

Board Meeting Date: September 20, 2022

Meeting called to order at 7:00pm

Location: Hiddenbrook Clubhouse

Attending:

HOA Board Members	HOA Members	S&T Members
President - Clive Bayliss	Joan Koss	
Vice President- Kristin Leveto	Pam Spencer	
Treasurer- Eric Cangemi	Kimberly Hartsoe	
Secretary - Matt King		
Member at Large- Chris Gray		
Sequoia MGMT- Shannon Cook		
Sequoia MGMT- Chelsea Miller		

## Approval of Agenda.

- i. **Motion** to approve agenda with the additional adjustment to new business topic (minute taking). Motion by Clive and 2<sup>nd</sup> by Eric. All Approve.

## Approval of Minutes.

- i. **Motion** to approve August meeting minutes with 1 minor correction. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.
- ii. **Motion** to approve Special Board Meeting on the ARC Guidelines meeting minutes with 1 minor correction. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.

## Homeowner/S&T Open Forum.

- i. Nothing discussed in Homeowner forum.
- ii. Nothing discussed in S&T forum.

## Committee Reports

### **a. Activities.**

- i. Meeting held in August and meeting minutes will be provided in the future.
- ii. Discussed the Octoberfest Activities.
  1. TBD need for special pickup for trash after the event.
  2. **Ratify** Octoberfest Party Proposal email vote. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.
- iii. Discussed that there are various options to pursue regarding activities.
- iv. Management advised they would need five (5) days to turn around and send out notices to the community if required.
- v. Recommended that at the next Activities meeting the committee look at planning more events in advance.

### **b. Pool/Swim Team.**

- i. Discussed pool work.
  1. Might need to set up a separate special meeting to discuss various requirements to include the Minor Site Plan and permitting requirements with Fairfax County.
  2. Talked about Board member (Matt King) getting proposals from civil engineer.
- ii. NV Pool provided proposal for work around pool based on the last walkthrough.
  1. The Board will wait until the next board meeting to look at the proposals.
  2. Board members asked to review the proposals included in the board packet and provide questions to the Sequoia.
- iii. Umbrellas.
  1. The new umbrellas were inspected and inspected. No issues noted.
  2. They were moved into the storage room on the 1<sup>st</sup> floor.
- iv. Pool Furniture Repair.

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1. Any furniture repair will wait until next season as the deck furniture are currently being stacked and stored for the winter.
  2. The Board will need to consider that “replacement” is part of the reserves.
  3. Any need to reorder furniture will need to occur soonest due to supply chain constraints.
  4. Will need to get with the pool committee to see how many chairs and tables should be either repaired or replaced.
  5. Will wait until the next board meeting to discuss the need for a kiddie picnic table.
- v. “Bracelets” (to indicate kids have passed the swim test) were ordered.
- c. Architectural.**
- i. Monthly meeting occurred on 9/13/22.
  - ii. Four applications were approved; two denied; one pending additional site visit; one pending additional information.
  - iii. Special ARC Meeting continuation.
    1. The second Special ARC meeting occurred on 9/6/22.
    2. A third Special ARC meeting set for 10/4/22 at 6pm to review edits made in the two previous sessions. Based on the finalization of the ARC guidelines, the Board can expect to hold a “hearing” in November with the homeowners.
  - iv. Second round of “annual” inspections occurred the week of 12-16 Sept.
  - v. Edits to the Sequoia “annual” inspection findings notices to homeowners will be made based on feedback from homeowners and Board members. Request edits by mid-October.
- d. Tennis.**
- i. Reservation system. Discussion tabled for later.
  - ii. Spring/Summer Tennis Clinic. Will work to get proposals/options to review with the Board.
  - iii. Power Wash. The committee asked about power washing the courts before next spring/summer. Note: The Reserve Study notes funds for a “soft wash” but will need to review for future budget needs.
  - iv. Windscreens. The option to install windscreens was discussed but it was noted this idea was presented before in previous years and not approved due to maintenance concerns for the screens.
  - v. Lights. The option to install lights to allow use of the courts on days with limited daylight was discussed. However, the board was not in favor of the idea due to previous attempts to install lights. There were also the issues of the homeowners adjacent to the courts and the close proximity.
- e. Communication – Mainstream articles due 9/22/22.**
- i. Article 1: Call for elections.
  - ii. Article 2: Leaf removal.
  - iii. Article 3: Signage. If homeowners see leaning street signs, advise them of their ability to report the issues to Sequoia.
- f. Clubhouse.**
- i. Review of rental policy ongoing. Secretary to make edits to the DRAFT policy and send it to the Board for review.
  - ii. Ceiling damage. Damage noted on 9/19/22. Sequoia maintenance will look at the damage and provide feedback.
    1. TBD if the damage is covered under insurance.
    2. The ceiling issue might affect a clubhouse rental on 10/1/22. TBD if there is a need to cancel that event.

## OLD Business

- a. Schwab Account.
  - i. The Board President talked to the Schwab representative about options. The representative, in turn, provided a summary of recommendations.
  - ii. **Motion** to approve recommendations outlined by Schwab. Motion by Kristin and 2<sup>nd</sup> by Clive. All Approve.
- b. Insurance Proposal.
  - i. Two companies couldn’t provide any proposals that were cheaper than what was already provided.

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- ii. One company provided a quote. Of which it provided more “property” coverage which is what is needed.  
**Motion** to approve coverage outlined by Sahouri. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.
- iii. TBD a meeting with the insurance company and the Board.
- c. Clubhouse repair.
  - i. Reviewed list of items requiring repair.
  - ii. Sequoia to provide a pricing comparison at the next Board meeting.
  - iii. Will need to look at removing the Swim & Tennis freezer and coordinate a special pickup.
- d. Water fountain.
  - i. Table the discussion on the replacement of the water fountains.
  - ii. Sequoia to provide a pricing comparison at the next Board meeting.
- e. Board portal (CINCWEB).
  - i. Discussed access to the portal.
  - ii. TBD special meeting to review CINCWEB if needed.
- f. Cameras/Verizon.
  - i. Access to cameras via computer in the clubhouse corrected. (Board will need to verify this.)
  - ii. Board will also need to confirm that videos “saved” are saved on a rolling 30-days.

### NEW Business

- a. Board Meeting Minutes.
  - i. Request that Sequoia take all board meeting minutes going forward. Sequoia outlined what the cost would be should this occur.
  - ii. **Motion** to approve Sequoia taking minutes starting in October 2022. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.
  - iii. This cost will need to be added to the 2023 budget and going forward.
  - iv. Sequoia will use their “minute” format.
- b. August Financials. Board Treasurer to review documents.
- c. Audit reviewed.
  - i. The Board will need to approve the audit by 10/6/22. The Board can also ask for an extension until 10/20/22.
  - ii. The Board asked to review and take a vote via email.
  - iii. Note: The Board needs to provide a response in 60-days from the date of the audit. The audit occurred on 9/7/22.
- d. Outstanding projects.
  - i. There are multiple projects pending and project proposals.
  - ii. Board will table the review of the projects until the next meeting.
  - iii. Sequoia to provide a pricing comparison at the next Board meeting.
- e. Reserve Study.
  - i. Copy of study provided to the Board for review.
  - ii. A topic to review later is how much the Board can raise HOA dues each year as this has not occurred in years past to keep up with rising operating costs.
- f. Snow removal proposal.
  - i. Proposal reviewed by the Board.
  - ii. **Motion** to renew the snow removal contract. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.
- g. Doody Calls proposal.
  - i. Request for Sequoia to get another quote to include need to repair the “stations” around the clubhouse.
  - ii. Also asked to confirm who owns the stations. Does Hiddenbrook own the stations or rent from Doody Calls?
- h. Dominion Power. Reviewed change in service.
- i. GoDaddy. URL renewed.
- j. Draft budget still being worked by Sequoia.
- k. Policy/Procedure tasks reviewed.
  - i. Sequoia to provide list of running list of “To Do” items.

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- ii. The Board will need to add to the list a need to review list of household members associated with each pool membership.
- I. Operational Calendar.
  - i. Nothing to report.
  - ii. Picnic reservation review moved to October.

**Motion** to enter Executive Session to discuss aging and collection report, violations, and S&T write off at 9:32pm. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approved.

**Motion** to exit Executive Session at 10:10pm. Motion by Clive and 2<sup>nd</sup> by Eric. All Approve. Executive session ended.

**Motion** to approve write-offs of 10 club owners S&T memberships as discussed in the executive session. Motion by Clive and 2<sup>nd</sup> by Kristin. All Approve.

**Motion** to adjourn at 10:11pm. Motion by Clive and 2<sup>nd</sup> by Eric. All Approve.