

HIDDENBROOK HOMEOWNERS ASSOCIATION

Board Meeting – December 16,, 2014

Meeting called to order at 7:42pm

**Attending: Joan Koss - Pam Spencer – Chaz Holland - Carrie Hester – Paige Dyer
Lisa Cornaire - Meg Hinders – Kristin Leveto – Doug Alhert – Staci King - Marcel van Vierssen**

Motion to approve the agenda – Unanimous

Motion to approve the November minutes - Unanimous

COMMITTEE REPORTS

ARC:

It has been a quiet month for ARC activities.

Social/Recreation:

We are still looking for a chairman for our Social committee. The next expected event will be the Easter egg hunt.

Pool:

NV Pools is coming to do their monthly winter check on the pool and equipment.

Tennis:

A clean-up of the leaves on the tennis courts was done on Saturday Dec 5th. The gates to the tennis courts are still being left open.

Communications:

Articles for the January newsletter are due by Dec 29th.

Clubhouse:

We are approximately \$1,200 ahead of budget in rentals this year.

We will be purchasing a new vacuum cleaner for the clubhouse.

The Board voted to table the purchase of an AED device for the clubhouse.

Neighborhood Watch:

No new news to report.

Pavilion Committee:

The pavilion committee met and reviewed some changes to the drawings recommended by Sze.

The next meeting will be in either January or February.

Election committee:

Staci King described the election ballot gathering process. Responses from the dues notices and separate ballots are opened by Staci at the clubhouse during Lisa's office hours. Lisa

retains the dues checks and relative information. Staci validates the ballots received against the master list of homeowner lot numbers. The ballots are then placed in an envelope, date stamped, sealed until they are to be opened and counted at the annual meeting. As of today, 53 ballots have been received. This process will be conducted every other week until the annual meeting and any votes cast the night of the meeting will be added.

HOMEOWNER OPEN FORUM

No homeowners were present.

NEW BUSINESS

Fairfax County has reviewed, and revised, the county codes and procedures for dealing with vacant and blighted properties. We will follow these changes closely to see if they offer any more help to us in our quest to remedy any properties that exist in our neighborhood.

OLD BUSINESS

The board reported for the record that during the closed session last month, they approved a bonus for the bookkeeper as she has not received and increase in salary for multiple years.

MANAGER'S REPORT

The gutters were cleaned and the roof is starting to show wear but should be okay through the winter.

The electrician proposed the idea of enclosing the chemical vats in the pump room when we replace the electrical panels this spring. This will prevent the type of corrosion of the panel covers that occurred on the old covers. Lisa is preparing the details and bid for review at our February meeting.

Lisa will need help creating a spreadsheet with the responses from our demographic survey that went out with the dues notices.

The existing contract for our property manager was reviewed, revised and approved by the Board.

TREASURER/BOOKEEPER REPORT

Dues checks will be deposited the first week of January.

The budget line items for the water bills at both the clubhouse and the pool need to be clarified. We need to get a better understanding of usage and how each bill is charged.

The capital improvement account is listed on the S&T budget sheet but should be reported out on the HOA budget sheet. The board voted to have it moved to the HOA balance sheet.

The Board voted to have future budget reports include a written narrative prepared by the Treasurer to highlight any exceptions or abnormalities between the budget and actuals.

The Board meeting adjourned at 8:50 pm.