

HIDDENBROOK HOMEOWNERS ASSOCIATION MONTHLY MEETING

**Board Meeting Date: December 15, 2020**

Meeting called to order at 7:02pm

**Location: Hiddenbrook Clubhouse**

**Attending:**

<b>HOA Board Members</b>	<b>HOA Members</b>	<b>S&amp;T Members</b>
President - Joan Koss	Jennifer King* (on Phone)	Sandy Davis
Vice President - Clive Bayliss		
Treasurer - Pam Spencer		
Secretary - Matt King		
Member at Large - Kristin Leveto		
Prop. Manager - Lisa Cornaire		
Bookkeeper - Meg Hinders		

\* -HOA and S&T Members

**Motion to approve the agenda:** The Board decided to discuss the NV Pool wage rates under “Management Report”. Unanimously approved.

**Motion to approve the November 2020 HOA Meeting minutes:** Board approved prior meeting minutes with two edits.

**HOA Member Open Forum**

Nothing to report.

**S&T Open Forum**

Nothing to report.

**New Business**

Nothing to report.

**Committee Reports**

**Activities** – Nothing to report.

**Pool –**

The subcommittee and Board will review and have a planning session on 12 Jan 2021 to discuss the COVID-19 pool reopening plan.

The Board is aware of the NV Pools minimum wage increase which will affect the budget each year moving forward.

COVID-19 supplies are a part of the NV Pools contract but **Deep Cleaning** is not. The high cost of a Deep Cleaning (\$225) is based on labor; supply costs are lower since NV Pools is buying supplies in bulk. **Systematic cleaning** is scheduled to occur after each

time slot and it will be included in the lifeguard training. NV Pools can do the cleaning and all solutions can be applied to all surfaces.  
The property manager and a Board member will meet with NV Pools staff to define the cleaning process.  
NV Pools staff reported challenges in maintaining social distancing and that may result in diminished capacity at the pool

**ARC –**

Items discussed were issues involving driveways and outside stairs.  
The ARC committee intends to meet to discuss improvements in the application decision process and the necessary steps to address and enforce our ARC Guidelines.

**Communication –**

Article submissions are due 24 December 2020 to Barbara for inclusion in the January newsletter and may include: Leaf pick-up dates – Rise in neighborhood thefts – Tennis net adjustments and locking doors – 2020 Year in review – Annual Meeting Format

**Tennis** – Nothing to report.

**Clubhouse** – Nothing to report.

**Property Management Report**

The property manager presented a qualified candidate for preparing the 2020 taxes and assisting the bookkeeper from time to time with higher level accounting questions such as the credit for the 2020 S&T dues. The candidate's name is Ashlee Alderman, she is a certified tax preparer as well as has experience working with HOA accounting services.

\*The Board unanimously voted to hire Ms. Alderman to prepare the 2020 taxes and provide accounting guidance to the bookkeeper from time to time.

The Board discussed and decided on postponing the Annual S&T Meeting until later in the year due to the pandemic. This postponement will be communicated to the membership. In light of the postponed Annual S&T Meeting, the Board will publish the "Year in Review" document in the newsletter.

The Board reviewed the draft Reserve Study in detail and requested some changes be made to the study by the reserve analyst regarding the timing and cost of some of the various components.

\*The Board unanimously voted to contribute the entire \$20K to the reserves from the HOA budget for 2020 and nothing from S&T.

Due to the new Virginia minimum wage laws, our pool contract will increase approximately \$10K for the 2021 pool season. The Board is exploring available financial options for dealing with this increase in the 2021 season and in future seasons as the minimum wage will increase annually until it reached \$15/hr in Virginia.

**New Business –**

The HOA has 31 pool owned memberships. The Board discussed possible methods to increase interest in purchasing these memberships.

\*The Board unanimously voted to lower the sale price of club owned memberships from January through March 2021 to \$250 and then increase it to \$500 after 1 April 2021.

**Treasurer/Bookkeeper Report-** Nothing to report.

**Closed Session** – 9:28pm

To discuss documents regarding structure of Swim & Tennis Club under HOA. The Board will discuss further in February 2021.

**Meeting back in session** – 9:41pm

**Meeting Adjourned** – 9:42pm