

FOREST RIDGE HOMEOWNERS ASSOCIATION



Board of Directors Meeting Minutes

(for 2018)

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, February 1, 2018
Held at the Loudoun County Sheriff's Substation
4660 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Bill Brindley (President), Brandon White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, Dianne Langham-Butts, Devid Malik and Mike Ochoa.

Board Members Absent: George Jahnigen

Others in Attendance: Fred Stewart, Bill Bien, Margie Heselton, Linda Menke and Bruce Kirk.

Call to Order:

President, Bill Brindley called the meeting to order at 7:30 p.m.

Secretary's Report:

Minutes of the January 4, 2018 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Brandon White and seconded by Glenn Heselton. All Board members present approved.

President's Report:

Bill Brindley welcomed the homeowners attending.

- Bill advised that the Board will hold an Executive Session at the end of the regular meeting.
- Our next meeting will be Thursday, March 1, 2018 @ 7:30 p.m.
- At the next meeting it was suggested that the Board take a look at the By-laws. To discuss potential revisions/include changes if necessary into the HOA By-laws. The process would be that after an agreement on proposed changes, the "draft" update By-laws would be posted on the FRHOA website for homeowner comments and put forward for a vote at the Annual Meeting in October.

Treasurer's Report:

Bruce Kirk presented December 2017 Report. The HOA had an income of \$69,530.66 against expenses for the year of \$71,030.66. It was agreed to transfer from savings to cover the deficit of \$1500.00 to balance the budget. A motion to approve the budget was made by Marianne Brindley and seconded by Mike Ochoa. All Board members present approved.

Bruce Kirk then presented January 2018 budget report. Income to date amounted to \$76,219.66. Adjustments will be made in the Administrative category and increasing the line item "Miscellaneous Admin" from \$50 to \$292.82 which will include the one-time charge for checks in the amount of \$242.82. In the Operating Expenses and adjustment will be made to the "Dishonesty Insurance (CIBC)" from \$550 to \$566. This was for a \$16 increase in the yearly fee. A motion to approve the budget with these changes was made by Marianne Brindley and seconded by Brandon White. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

- Two trees have been cut. HOA paid 50% and homeowner 50% of the cost.
- A television was dumped on Buckeye Court and HOA paid \$50 to have it removed.
- Some other trees were reported and will be looked at on Yew Court and Silverleaf Drive.

Administrative Update: (Linda Menke)

- Resale Packets - none
- Assessments – have processed 372 with an additional 50 to be processed. A total of 442 homeowners have paid and this is on target with last year's income. Second run notices will be printed and mailed by mid-February. Assessments received after March 1, 2018 will be charged a late fee.
- The Homeowner List will be updated shortly.

ACC Applications/Violations Status:

Garvin Davenport reported

2 courtesy letters were sent.

2 1st certified letters (one mailed in January and the other on February 1)

1 change request submitted.

Garvin also reported that the ACC would look at the application form currently used in anticipation of making changes for better guidance and information submitted.

OTHER: Bruce Kirk advised the Board that the new checks received had a new and improved security feature. Also he would look at options for homeowners to possibly make assessment payments on line.

The Board moved into an Executive Session at 8:20 p.m.

The Board came out of Executive Session at 9:10 p.m.

Meeting adjourned at 9:10 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, January 4, 2018
Held at the Loudoun County Sheriff's Substation
4660 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Bill Brindley (President), Brandon White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton and Dianne Langham-Butts.

Board Members Absent: George Jahnigen, Devid Malik and Mike Ochoa.

Others in Attendance: Bruce Kirk (Treasurer), Amet, Christina and Brandon Fuentes.

Call to Order:

President, Bill Brindley called the meeting to order at 7:30 p.m.

Secretary's Report:

Minutes of the December 7, 2017 meeting had been distributed to the Board Members for review and comments. A motion to approve the minutes was made by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved.

President's Report:

- There will be an Executive Session at the end of the meeting for all Board Members.
- The holiday lighting contest was a success and winners have been announced. Special thanks to the judges for their time.
 - The winners were:
 - 1st Place – 102 Deerwood Court
 - 2nd Place – 208 Pin Oak Court
 - 3rd Place – 111 Gold Thorn Way
- 2017 Budget to be finalized and the 2018 budget will be presented at the February Board Meeting.

Treasurer's Report: Bruce Kirk presented the December 2017 budget.

- Income in December was \$7813.85 which included the transfer in of \$7112.08 and \$355.72 assessments, \$5.55 late fees, \$113.84 attorney collection fees, \$100 disclosure packages, interest income of \$5.66 and other income of \$121.00.
- Expenses in December amounted to \$6778.30 and included: Administrative Costs \$1262.19, Common Grounds monthly cost \$2020.47 and tree maintenance of \$600.00. Operating expenses amounted to \$205.89 (phone/web support) and legal fees amounted to \$2411.65. Postal expenses for the month amounted to \$278.10.
- A final review of the 2017 budget will be made and presented at the February meeting.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: During 2017 some 91 trees had to be cut at an average cost of \$240. Due to the diseased trees the budget was increased four times throughout the year. Glenn will review with Bruce Kirk (Treasurer) to ensure all the figures are included.

ACC Applications/Violations Status reported by Garvin Davenport:

3 courtesy letters have been sent.

3 first-time certified letters were mailed

1 second-time certified letter was mailed

1 new application was received and

1 thank you letter mailed

HOMEOWNER ISSUES:

It was reported that Christmas trees have been dumped on the common ground on S. Dickenson. The matter will be reviewed.

The Board moved into an Executive Session at 7:55 p.m.

The Board came out of Executive Session at 8:29 p.m.

Meeting adjourned at 8:30 p.m.