FOREST RIDGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

(for 2018)
Meeting Minutes:

Board Members Present:
Bill Brindley (President), Marianne Brindley, Garvin Davenport, Glenn Heselton, George Jahnigen, Bruce Kirk, Dianne Langham-Butts.

Board Members Absent: Brandon Buchholz-White (Vice President) and Mike Ochoa.

Others in Attendance: Margie Heselton, Cathy Stanton, Senait Ahferom & Melanie Beasley

Call to Order:
President, Bill Brindley called the meeting to order at 7:30 p.m. Introductions were made.

Secretary’s Report:
Minutes of the November 1 2018 meeting had been distributed to the Board Members. A revised paragraph for the ACC portion was distributed to the Board Members at the meeting for their review. A motion to approve the minutes was made by Bruce Kirk and seconded by George Jahnigen. All Board members present approved.

President’s Report – Bill Brindley:
Announcements:–
• Board would hold an Executive Session at the end of tonight’s meeting.
• Next meeting will be Thursday, January 3, 2019 same place at 7:30 p.m. With ACC meeting at 7:00 p.m.

Agenda:-
• 2019 Budget for approval
• Holiday Light Contest

Treasurer’s Report: Bruce Kirk presented the 2018 and 2019 budget reports.
2018 Report: Income for November amounted to $544.23 and Expenses amounted to $4277.64. The expenses were made up as follows: Administrative $690.13; Common Grounds and Trees $2970.47; Operating Expenses: $68.01, Legal Fees: $488.83 and Postal Expenses: $60.20. Notes for this month – revision of the tree budget, still have some outstanding checks. December will have substantial expenses. Nine trees still need to be removed, but is included in the above figures. A motion to approve the budget was made by Glenn Heselton and seconded by Marianne Brindley. All Board members present approved.

2019 Report: Bruce Kirk presented proposed budget. Assessment for 2019 will be $122 per home. Income will be $69,150. Projected expenses $69,150. Break down includes: Accountant $500. Administrative costs expected to be $8,200.00. Included in this $500 for Assessment Notices/and 2nd Notices. Miscellaneous, copying and printing and bank charges expected to be $1,000 and Admin. Services $7,200. Common Grounds and Tree maintenance $50,745.00. Operating expenses (insurance,
telephone, disclosure package materials, holiday lighting awards and IT support amount to $5,625. Legal fees $8750 and Newsletter $1800, postal expenses $605. A motion to approve the 2019 budget was made by Marianne Brindley and seconded by Garvin Davenport. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: 91 trees have been cut (same as last year). Five still questionable and four have been marked for cutting. In 2016 we had a total of 48 trees. In 2019 propose the same. Above the general maintenance contract for the year an additional amount of $535 was spent to remove dumped materials and removal of bee hives.

Administrative Update: (Linda Menke)

Resale Packets - 2
All liens have been completed on delinquent accounts. A/C still static.

ACC Applications/Violations Status: Garvin Davenport reported -

One case closed
One thank-you letter mailed
Two applications were received (most this year have been for siding and roofing)
No resale packages requested.
One 1st certified letter mailed
One 3rd certified letter mailed

HOMEOWNER ISSUES:

Homeowner on Caragana reported that the road had finally been repaired after follow-up with Sterling, Supervisor. This has been ongoing for 2 1/2 months.
Caragana Court homeowner reported a possible violation of a van (with ladders) parked. Advised if over 8' high and 16' long that it should be reported to VDot and the Sheriff’s Department.
Homeowner reported a dangerous tree on Silverleaf Drive. This matter will be looked into.
Drainage issue on Silverleaf Drive resolved as it was not on “common ground”.

OTHER:

Holiday Lighting – will be judged December 14, 2018.
Deputy Sheriff had hoped to attend meeting to update. Schedule did not permit attendance.
The FRHOA Inspection Shirts were delivered and given to respective persons.

The Board moved into an Executive Session at 8:10 p.m.

The Board came out of Executive Session at 8:22 p.m.

Meeting adjourned at 8:40 p.m.
Meeting Minutes:

Board Members Present:
Bill Brindley (President), Brandon Buchholz-White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, George Jahngen, Bruce Kirk and Dianne Langham-Butts.

Board Members Absent: Mike Ochoa.

Others in Attendance: Denis Kitanov, Jeff Stanton, Cathy Stanton, Christine Fuentes, A.J. Fuentes, Fred Stewart, Devid Malik, Steve Hall, Sean Conlon, Melanie Beasley, Margie Heselton.

Call to Order:
President, Bill Brindley called the meeting to order at 7:30 p.m. Bill welcomed the attendees and had everyone introduce themselves.

Secretary’s Report:
Minutes of the October 4, 2018 (Annual Meeting) had been distributed to the Board Members. Glenn Heselton noted that the trees cut in the previous year was 291 not 296. Change noted and will be revised before posting on the FRHOA website. A motion to approve the minutes with this modification was made by Brandon Buchholz-White and seconded by Glenn Heselton. All Board members present approved.

President’s Report: Bill Brindley advised the following items would be discussed.
- At the end of the regular meeting there would be an Executive Session for the Board only.
- Next FRHOA Board Meeting will be held on Thursday, December 6, 2018 at 7:30 p.m. at the same place. The ACC would meet at 7:00 p.m.
- Common Grounds Contract Extension Approval for 2019, Current contract ends November 30, 2018
- Set the FRHOA 2019 Assessment amount.
- Holiday Lighting Competition – set date and judges.
- Election of Board Officers – President and Vice President.

Treasurer’s Report: Bruce Kirk presented the October 2018 budget.
Income: $1288.98 from Assessment dues, late fees $44.35 and $200 from Disclosure packages. No interest was included in this report as it was not available prior to the meeting.
Expenses: $8165.90. This amount is made up from – Administrative Services $600. Common Grounds including tree maintenance and capital improvements $4070.47. Operating expenses $104.12, Legal Fees $3198.17. Newsletter, (postage, print/fold) $582.94 and Postal Expenses $60.20. Total budget percentage stands at 80.31. A motion to approve the budget and include interest in next month’s report, was made by Marianne Brindley and seconded by Garvin Davenport. All Board members present approved.
Administrative Update: Linda Menke presented to the Board an Annual Assessment Worksheet. Advised the Board that the maximum increase could be five percent. Bruce Kirk made a motion to increase the 2019 Assessment Fee to $122.00 and George Jahnigen seconded. All Board members present approved.

Assessment Status as of November 2018. We have 17 delinquent accounts (3.1%) and liens have been applied. 533 homeowners (96.9%) have paid. Last year the FRHOA had 22 delinquent accounts so there is a slight improvement.

Proposed 2019 Budget: Bruce Kirk presented. Income has been based on an Assessment Fee of $122 per lot. Brandon Buchholz-White made a motion that the tree maintenance allocation of $20,000 be reduced by $3060.00 and leave the other projected expenses as identified. Marianne Brindley seconded. All Board members present approved.

COMMITTEE REPORTS: Trees and Common Grounds: (Glenn Heselton)
Trees: 87 trees cut or marked. Average cost per tree $250.00. Budget has remaining $5000 for the months of November and December.
Common Ground: $500 was spent for trash removal which included concrete and bee nests removal. Over grown storm ditch has been taken care of.
Common Ground Contract: The current contract expires November 30 2018 and when originally approved it allowed the Board an option of extending it on a yearly basis. The contract for 2019 (through November 2019) would be for $25,244.60 which would be paid monthly in the amount of $2,137. Last year the amount was $24,010 which was increased by $1200.00 for the water vault maintenance. Bruce Kirk made a motion to extend the contract as presented and Brandon Buchholz-White seconded the motion. All Board members present approved.

ACC Applications/Violations Status: Garvin Davenport reported -
1 courtesy letter sent
7 cases have been closed
9 applications received – e.g. doors, windows, siding and roofing.
1 1st certified letter mailed
2/3 resale packages requested and prepared.
FRHOA/ACC inspectors review a property once to generate a resale certification and a certification is only issued once. The ACC, therefore, recommends that homeowners should request a resale inspection as soon as the house goes on the market and not wait until a contract has been placed on the property so that any violations noted in the resale certification can be address before the closing. Any violations noted on the resale certification that are not addressed before the closing on the property need to be corrected within 30 days by the new homeowner.

Inspector Shirts: Dianne Langham-Butts presented an overview of FRHOA Inspector Vests for Board members to be easily identified when they need to enter a homeowner’s property to do an inspection for resale and/or tree issue. A motion was made by Brandon Buchholz-White to purchase six shirts, imprinted on the back with FRHOA Inspector for a total cost of $183.30. Bruce Kirk seconded the motion. All Board members present approved.
FRHOA Holiday Lighting Contest: Brandon Buchholz-White presented the Holiday Lighting Contest. First prize $100, Second prize $75 and Third prize $50. After discussion it was determined that Saturday, December 15, 2018 would be judging night. Volunteers to judge stepped forward.

Deputy Sheriff was unable to attend tonight’s meeting.

HOMEOWNER ISSUES:

- Caragna Court – concern raised over the AirBnB and lengthy discussion was held.
- Homeowner asked when the ACC application was revised.

The Board moved into an Executive Session at 8:45 p.m.

The Board came out of Executive Session at 9:05 p.m.

Meeting adjourned at 9:05 p.m.
ANNUAL MEMBERS MEETING OF THE
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, October 4, 2018
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

Board Members Present:
Bill Brindley (President), Brandon White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, George Jahnigen, Bruce Kirk and Dianne Langham-Butts.

Board Members Absent: Mike Ochoa

Others in Attendance: Fernand F. Molduad, Matthew & Tamara Schmitt, Wes Hall, AJ & Christina Fuentes, Gerhard W. Krohn, Eric Gray, John Knapp, Devid Malek, Margie Heselton, Brandon Borkholder, Kyrsten & Matt Durden and Mr. Filby

Call to Order:
President, Bill Brindley called the Annual Board Meeting to order at 7:30 p.m. Introductions were made of the Board and homeowners in attendance.

Secretary’s Report:
Minutes of the September 6, 2018 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Brandon White and seconded by Garvin Davenport. All Board members present approved.

President’s Report:
Bill advised the following:
- Overview: At the end of the meeting there would be an Executive Session to discuss a legal matter. Next Board Meeting will be held on Thursday, November 1, 2018, at the same time and place. Voting at the Annual Meeting tonight would be – one homeowner vote per lot plus the proxies that had been received. The terms of three Board Members, Brandon White, George Jahnigen and Marianne Brindley will end after tonight’s meeting. At the end of tonight’s meeting the membership will cast votes to fill the three vacancies for the terms just ended.

Bill elaborated on the following seven items:
1. Our FRHOA Covenants prohibit the display of political signs. The Board approved a Policy Resolution exemption to allow homeowners to display political signs 60 days before an election and removed no later than 10 days after.
2. The Board took a homeowner to court for a continuing shutter violation. The board had followed the procedures with letters/responses. The board won the case and the homeowner was ordered to put up shutters and reimburse the HOA for 2/3 of its legal fees. The homeowner had ten days to appeal and subsequently has appealed the decision.
3. Next month at the November 1, 2018 meeting:
   a. The first draft of the 2019 budget will be presented for discussion and review,
   b. The common grounds 2019 contract option/extension will be discussed and voted on. Each year the contract extension runs from December through November,
c. The Board will set the 2019 homeowner assessment fee. Current year is $116.00 and can only be increased by up to five percent each year,
d. The December Holiday lighting contest – selection of judges and determination of the date of judging will be set.
e. Election of the FRHOA President and Vice President both of which must be Board members will be voted on by Board members for a one year term from November 2018 through October 2019.

Treasurer’s Report: Bruce Kirk presented the September 2018 report.
Income: $522.66 - from disclosure packets, advertisement in Fall Newsletter and interest.
Expenses: $4928.11 - Administrative - $806.76, Common Grounds and tree maintenance $2360.47, Operating Expenses $67.08, Legal Fees $1596.80, Postal Expenses $97.00. 73.87% of total budget used.
Note: $1,058 recovery of legal fees is not included as income.
A motion to approve the budget was made by Garvin Davenport and seconded by Glenn Heselton. All Board members present approved.

Amended By Laws:
Bill spoke about the Covenants and the ByLaws. The Covenants of the FRHOA were written in 1977. In order to change the Covenants, we need to have approval of 75% (413 homeowners) of the 550 homeowners. The Covenants overrule the ByLaws. The Covenants state that a Board member may or may not be a homeowner. Our ByLaws stated that a Board member must be a homeowner – which is in conflict with the Covenants. The ByLaws needed to be changed to agree with the Covenants. Also, the ByLaws were changed to clarify that for FRHOA elections, if there are not more candidates than vacancies, then the voting can be by acclamation and not require a secret ballot. Plus some other changes were made. The proposed amended document was posted on the FRHOA website since last spring for homeowner review and comment. At this Annual Members Meeting This item was brought up for a vote by the homeowners. A motion to approve the by laws (as posted on the FRHOA website) was made by Bruce Kirk and seconded by Brandon White. A “show of hands” vote of the attending members including proxies approved the amended ByLaws. There were zero “no-votes.” The Board members present signed as witnesses to the members approval of the new amended ByLaws. These are now posted on our Website.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: To date 82 trees have been cut. Average cost $211 per tree. Last year (2017) 291 trees were cut. Budget remaining - $4175.00. Have 13 trees currently marked and this will deplete the budget and we still have October, November and December left. Mostly the diseased trees are Ash but some are Oaks. Others are leaning and most are Pines. Only dangerous trees have been cut. Example, close to property lines (may fall on homes, fences and playsets). If the trees have been marked it is the HOA’s responsibility. The HOA is in a unique situation with less than $5000 for the remainder of the year, Glenn Heselton made a motion to have the tree budget increased by $5000 and Marianne Brindley seconded. All Board Members present, approved. Questions were raised by homeowners (see below).

Common Grounds: Includes mowing, snow removal, and trash removal from garbage cans. Also the contractor has been asked to remove dumped items which have included, mattress, concrete, trash, Christmas trees. Bee removal – Applegate Drive – exterminator used and in view of the size of the nest had to come twice. Nest also removed from Crestview/Forest Ridge Drive under the sign. Storm ditch over growth has been taken care of. REMINDER TO ALL HOMEOWNERS – DO NOT BLOW LEAVES INTO THE WOODS – COMMON GROUNDS as it will prevent young trees to grow.
The trash can located on Crestview Drive is in disrepair (hit by a car perhaps). A motion was made by Marianne Brindley to allocate up to $100.00 to have it repaired. Seconded by Bruce Kirk and all Board Members present agreed.

**Administrative Update: (Linda Menke)**

*Assessments* – 2018: 527 homeowners have paid and 23 are delinquent, which is higher than average. Other statistics from previous years – delinquent: 2017 – 9. 2016 – 8. 2015 – 5. 2014 – 4 and 2013 – 2. If not paid a lien is put on the property. Note: if a property is sold twice (flipping) both sales are counted a separate sales.

*ACC Applications/Violations Status:* Garvin Davenport reported – the ACC does resale inspections, up to 3-4 per month. Process ACC Applications and since May, the Committee has reviewed 30. These can cover roofing, siding, and fences. The process has been taking up to two weeks. Email and pdf preferred way to submit requests. It is important that applications include the estimated completion date of the project. Reviewing violations reported by homeowners.

*For this month:*
8 - courtesy letters have been sent.  
7 - 1st certified letters mailed  
0 – demand letters sent.

**HOMEOWNER ISSUES:**

Please note that throughout the meeting Homeowners asked questions and/or made comments.

- Homeowner referred to legal fees and why association only got 2/3. Response: It was the ruling by the judge. In court cases the HOA attempts to collect all legal fees.
- Homeowner asked – can a board member serve longer than the one three year term? Response was yes.
- Trees – were all 82 trees endangering properties. Response, yes and also common use areas.
- Can we get volunteers to cut trees? Response, no as liability becomes a concern.
- Can we bid on trees e.g. Oaks over 4 inches in diameter (pay a flat fee)? Response, no as most tree removal companies have a preference to only give estimates as trees are identified.
- Homeowner raised a concern of branches hanging low on sidewalks. Response, send address of property to the ACC who can handle the matter.
- Concern was raised about the over-crowding of single family homes. Response, while Forest Ridge is designated a single family community we have no legal authority.
- Homeowners would like the Board to look into over crowding – what can be done. Response, invite Sterling Supervisor to attend an upcoming Board Meeting.
- How many cars can be parked at one home? Response, one car per bedroom + two other vehicles.  
- Concern raised that overcrowding is impacting the sale price of homes and making roads dangerous. Some options suggested:
  - Four-way stop installation. No parking signs to keep sight lines at intersections and which will provide better vision. Response - Contact VDot to discuss.  
  - Have Fire Department/Rescue review the excess parking and also ensure hydrants are not blocked  
- Homeowners are encouraged not to undersell.
**Homeowner’s Thank You:** Several homeowners in attendance expressed praises to AJ Landscapes for making sure our common grounds look so great. Special praises were given to AJ for going above and beyond to help. Others said AJ does more than many know. Another comment was the “grounds have never looked so good”.

**Voting for three Board Members:**
Nominations were opened for our three vacant Board positions. Bruce Kirk made a motion to nominate Brandon White, Glenn Heselton made a motion to nominate Marianne Brindley and Marianne Brindley made a motion to nominate George Jahnigen. No other nominations from the members were made. Since there were three nominees for the three positions, there was no need for a secret ballot. The voting was conducted by a “show of hands.” All members present including proxies approved all three nominees.

Bill thanked the Homeowners for attending.

The Board moved into an Executive Session at 8:35 p.m.

The Board came out of Executive Session at 8:55 p.m.

Meeting adjourned at 9:00 p.m.
MEETING OF THE BOARD OF DIRECTORS  
FOREST RIDGE HOMEOWNERS ASSOCIATION  
THURSDAY, September 6, 2018  
Held at the Loudoun County Sheriff's Substation  
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

Board Members Present:
Bill Brindley (President), Brandon White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, George Jahnigen, Bruce Kirk, and Dianne Langham-Butts.

Board Members Absent: Mike Ochoa

Others in Attendance: Angie Krass, Bill Bien and Gerhard Krohn.

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

Bill invited the attendees and Board Members to introduce themselves.

Secretary’s Report:  
Minutes of the August 2, 2018 meeting had been distributed to the Board Members and a revised paragraph for the ACC Report was issued to Board Members at the meeting. A motion to approve the minutes with the change was made by Garvin Davenport and seconded by Bruce Kirk. All Board members present approved.

President’s Report:  
1. Newsletter was mailed to homeowners.
2. FRHOA Annual Meeting will be held on Thursday, October 4, 2018  
   a. Three Board Member positions require voting  
   b. One vote per lot  
   c. Need minimum 55 homeowners/proxies to hold this meeting  
   d. Vote will be made on the proposed By-Law modifications.
3. Resale Package. We are required to do an inspection of all properties to be sold. We receive a request for package preparation. If the HOA inspector is not able to get onto the property then the inspection is incomplete. As some difficulties have impeded this process the Lawyer was consulted. He advised adding sub paragraph “a” below to our resale packet request form.  
   a. In submitting this request, I acknowledge and understand that the FRHOA has a statutory right (Va. Code 55-509.5) to inspect the exterior of the dwelling unit and the lot including fenced areas pursuant to its obligation to produce the requested resale disclosure packet, which packet must include a statement as to the lot's compliance (or not) with the restrictive covenants, rules/regs, architectural standards, etc
   b. Motion was made by Garvin Davenport adding the language “including fenced area” and to be signed by the homeowner or authorized representative on the Resale Packet Request Form and seconded by Dianne Langham-Butts. All Board Members present approved.
4. Inspector Vests – Board Member, Dianne Langham-Butts will look into vests so that FRHOA inspectors can be easily identified. She will report back in the October 2018 meeting.

5. Bees/Wasps: 107 Applegate Drive wasp nest was removed but more nests were being built so the exterminator has returned to handle the matter. Another area Crestview/Forest Ridge Drive at our sign has a bee nest. A motion was made to have the same exterminator come and take care of this area by Bruce Kirk and seconded by Marianne Brindley. All Board members present approved.

6. Political Signs: As the FRHOA does not allow political signs and it was agreed to discuss this matter. After discussion a motion was made by Brandon White to allow political signs 60 days prior to voting day and to be removed no longer than 10 days after. Marianne Brindley seconded. All Board members present, with the exception of George Jahnigen who abstained, approved the motion.

Treasurer’s Report: Bruce Kirk presented June, July and August 2018 budget. A motion to approve the budget all three months was made by Brandon White and seconded by Marianne Brindley. All Board members present approved.

Overview for June:  
Income: (interest) $10.09. Expenses: Administrative $600; Common Ground and Tree Maintenance $4620.47; Operating Expenses $167.35; Legal Actions $252.43 and Postal Expenses $12.40. Total expenses $5652.65 (55.04%).

Overview for July:  
Income: $880.13. Expenses: Administrative $600; Common Ground and Tree Maintenance $5470.47; Operating Expenses $64.91; Legal Fees $853.78; Postal Expenses $34.70. Total expenses $7106.40 (65.35%).

Overview for August:  
Income: $1308.63. Expenses: Administrative $600; Common Ground and Tree Maintenance $4220.47; Operating Expenses: $67.48; Legal Fees had a deposit of $540.09. Note for 2019 the line item “Attorney Collection Fee” will be removed and will become an expense item. Total expenses $4430 (66.98%).

COMMITTEE REPORTS:  
Trees and Common Grounds: Glenn Heselton reported the Pest company removed the wasp nest on Applegate Drive and returned to remove three more nests. The original budget of $9000 has been increased to $21,900 which leaves a balance of $5,175 (76%). Sixty eight trees have been cut this year at an average cost of $240 per tree. Only the very diseased and/or dangerous trees have been cut.

Note: Board Member George Jahnigen mentioned that at some point the Board may need to assess a “special assessment” (this would be over and above the annual assessment) to cover the costs of tree removal.

Common Grounds Update: Have received no complaints. The vault area on Tamarack is looking good. Emphasis must be made in the next Newsletter to tell homeowners not to dump on common ground.

It was noted the garbage can on Crestview had been hit and was in need of repair.

Administrative Update: (Linda Menke) No update available at this time.
ACC Applications/Violations Status: Garvin Davenport reported -
5 applications received and 2 more pending
3 resale inspections completed.

In July:
141 - 1st courtesy letters sent of which 93 were for mildew. *If mildew not done by the date advised these homeowners will then have it as a violation.*

In August:
20 - 1st courtesy letters sent
1 - 2nd courtesy letter sent
2 – 1st certified letters mailed
3 - 2nd certified letters mailed
10 letters regarding political signs
11 cases were closed
Total of 47 actions.

HOMEOWNER ISSUES:
- Butternut Court/Lincoln – homeowner has sent a letter to the Sterling Supervisor as the vans parking on Lincoln create a driving hazard and a request for “No Parking Sign” has been made.
- Caragana Court – County/VDot have been advised to have a portion of the road resurfaced. Advised it is on the list but no specific date provided.
- Expired tag.
- Drainage issue reported 227/229 Silverleaf.

The Board moved into an Executive Session at 8:47 p.m.

The Board came out of Executive Session at 8:55 p.m.

Meeting adjourned at 9:00 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, August 2, 2018
Held at the Loudoun County Sheriff’s Substation
4660 E. Frederick Drive, STERLING. VA

Meeting Minutes:

Board Members Present:
Brandon White (Vice President), Garvin Davenport, Glenn Heselton, George Jahnigen, and Dianne Langham-Butts.

Board Members Absent: Bill Brindley, Marianne Brindley, Bruce Kirk and Mike Ochoa.

Others in Attendance: Steve Hall, Fred Stewart, Fred Joppich, Randall Gillespie, Amet and Christina Fuentes.

Call to Order:
Vice President, Brandon White called the meeting to order at 7:30 p.m.

Secretary’s Report:
Minutes of the June 7, 2018 meeting had been distributed to the Board Members. A motion to approve the minutes was made by George Jahnigen and seconded by Glenn Heselton. All Board members present approved.

President’s Report:
Vice President advised the meeting would cover the following items:

- V-Dot had repaired the sidewalk/gutter opposite 157 Applegate. Many thanks to Glenn Heselton, Bruce Kirk and others for following up on this to have the problem fixed.

- Newsletter. Deadline for submission of topics and/or articles are due by August 16, 2018. Homeowners are also encouraged to provide input into the newsletter.

- Items needing votes/decision:
  - 1. FRHOA Amended By-Laws: The Board had submitted revisions to the Lawyer for a final review. These amendments were presented at the meeting. A motion to put this document with the latest changes (to remain in red) on the website for homeowners to review and comment/approve at the annual meeting was made by Brandon White and seconded by Garvin Davenport. All Board Members present approved.
  - 2. Political Signs: A proposal had been put forward to outline the HOA’s stand on displaying of political signs. A homeowner expressed his opinion and the Board felt more time should be allowed to display. This item has been tabled for further discussion
  - 3. ACC applications and guidelines. A revised application form had been circulated to Board and it was circulated to the homeowners at the meeting. A motion to use the new application form should be posted on the FRHOA website was made by Dianne Langham-Butts and seconded by Brandon White. All Board Members present approved.
4. ACC Regulations: Recommendations were put forward to clarify “shutters”, “screen and storm doors”. Brandon read to the meeting the changes on page 7 and 11. A motion to approve these changes as read was made by Glenn Heselton and seconded by George Jahnigen. All Board Members present approved.

Treasurer’s Report: Bruce Kirk was absent and no report was presented.

Administrative Update: Linda Menke was absent so no administrative reports were made.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: Since January 1st, 2018 we had 67 trees that needed to be cut. To date 62 have been cut. Since June 1st an additional 21 have been identified of which 17 have been cut.
- Homeowners present identified some other locations where trees are leaning, hung up and/or supported by another tree. Glenn noted the addresses and would take a look.
- The Emerald Ash Borer has been devastating in the community.

Budget for the trees was $15,000. To date we have spent $16,000 and will at a minimum require an additional $5000 to be moved into the tree budget. The HOA cannot make any promises for tree removal unless there is sufficient budget. A motion to move $5000 for reserve (or clarification of what account) from Treasurer Bruce Kirk, to the trees budget was made by Brandon White and seconded by Garvin Davenport. All Board members present approved.

ACC Applications/Violations Status: Garvin Davenport reported -
18 - First courtesy letters sent
3 – Second courtesy letters sent
5 - 1st certified letters mailed
2 - 2nd certified letters mailed
13 - cases have been closed
4 - thank-you letters mailed.

93 letters mailed to homeowners with a request to remove mildew from their homes. Note: Request only not a violation.

Application process: Garvin reminded homeowners that the best way to submit a change request application is to email – acc@forest-ridge.org -- a PDF of the application and supporting materials and documents, including company brochures for products to be used in the proposed project. Application forms and supporting documents sent as images, photos, and JPEGs cannot be processed, delaying reviewing of the change request. Provide ALL the information as the more details included on the change request form the quicker the process.

Homeowner Issues and Other Comments:
- Glenn was advised that the FRHOA has a metal detector which could be used for property lines. Need to see where it is located.
- Property lines. Concern was raised that some fences are encroaching on HOA common grounds.
- AJ Fuentes advised homeowners to be aware of black widow spiders.
- Storm Ditch (Silverleaf Ct/Dickenson). Homeowner asked if the curb/gutter could be redone to allow bikes to use the path. Concern was raised that the storm water pipe was broken and therefore made the trail narrow. County officials will be consulted on this matter.
- Recommendation to sell the trees cuts down for firewood.
- Serious problem of garbage at 114 Applegate Drive. Homeowners advised to contact Loudoun County Health and Zoning Departments and the Sterling Supervisor. Mention was made that some 20 persons reside at this residence and also concern that the HOA had already spent money on this home and had not recovered all the amounts. Brandon provided the contact in County – Mr. Fairfax and Supervisor Mr. Koran.
- Caragana Court. Loudoun Water has dug up the road and not resurfaced it. Board suggested contacting Loudoun Water and V-Dot to have it resurfaces.
- Reseeding at N. Filmore. Homeowner had contacted the company who had been doing work in that area and reported they reseeded the area that had been worked on.

Meeting adjourned at 8:30 p.m.

The Board moved into an Executive Session at 8:35 p.m.

The Board came out of Executive Session at 8:45 p.m.

Meeting adjourned at 8:55 p.m.
MEETING OF THE BOARD OF DIRECTORS  
FOREST RIDGE HOMEOWNERS ASSOCIATION  
THURSDAY, June 7, 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, Mike Ochoa

Others in Attendance:  Senait Ahferom, Arsario Membrem, Bill Bien, Christine and AmetFuentes.

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

Secretary’s Report:
Minutes of the May 3, 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:
- President Bill Brindley welcomed homeowners to the meeting.
- He advised that there would be an Executive Session at the end of the meeting.
- Bill advised that there would be no HOA meeting in the month of July.
- On Applegate Drive (opposite #157) there is a sunken area between the sidewalk and the curb. Glenn advised he called the Loudoun County Public Office and spoke with the Storm Water Engineer.
- FRHOA Website: On our home page there is a link to view proposed changes to our FRHOA ByLaws. Homeowners are encouraged to review the proposed changes. A vote will be taken on the proposed changes by the homeowners at the FRHOA Annual Membership meeting October 4th at 7:30pm. All homeowners are welcome and encouraged to attend.
  - Bill put a motion to have the lawyer review the document, seconded by Glenn Heselton and all Board members present approved.
- In April 2018 Board Member Devid Malik resigned and there is a one-year term remaining on this position. Bruce Kirk advised that he would be interested in filling this position. Brandon White put forward the motion to have Bruce fill this one year position. There was no discussion and all Board members present approved.

Treasurer’s Report: Bruce Kirk presented both the April 2018 and May 2018 report:
April we had income of $1694.38 from assessment, disclosure packages and interest. Expenses amounted to $6477.28. This includes – administrative services $600, bank charge $10, common grounds and tree maintenance $5295.47, telephone $65.83, legal fees $268.08 (had a credit of
$31.92) and postal expenses (includes bulk mailing permit) amounted to $237.90. A motion to approve the budget report was made by Marianne Brindley and seconded by Bruce Kirk and all Board members present approved.

For the month of May we had an income of $2529.81 from assessments, late fees and attorney collection fees, disclosure packets ($1000), interest ($31.73). Expenses amounted to $8757.42. This includes administrative services $600, bank charge $10 and supplies $35.30. Common ground maintenance $2020.47. Operating expenses $4333.85 (insurance $4270 + telephone $63.85). Legal fees for collections amounted to $451.28 and postage and print, fold staple for the newsletter came to $630.24 and bulk mail permit $225.00. A motion to approve the budget report was made by Dianne Langham-Butts and seconded by Garvin Davenport. All Board members present approved.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
In the month of May no trees were cut. During June and July some trees will be marked for cutting. A dead fox/coyote was buried.
A homeowner suggested improvement to the bike path that exits on Silverleaf. Concern was raised regarding the drainage.
It was noted that the plantings at the vault area are looking good.

Administrative Update: (Linda Menke)
As of June 2018 there were still 24 (4.4%) delinquent assessments. Late fee applied to 48 accounts (8.7%) on March 1, 2018. Comparison of delinquencies: 2017 – 50 accounts. 2016 – 38 accounts and 2015 - 53 accounts. Last year we had 22 delinquent accounts were sent to collection. A motion to send all the delinquent assessments to the lawyer was made by Brandon White and seconded by Bruce Kirk. All Board members present approved.

FRHOA Resale Update: Year-to-date resale packets: 20 of which 66% had violations. At the same time in 2017 we had 20 resale packets and only 48% had violations. 2018 average sale price: $445,662.50 compared to 2017 when it was $483,612.00.

Linda Menke asked the Board to increase the budget for the remaining eight months to store ACC resale information to avoid not retaining relevant data. A motion to increase the budget to $387.19 was made by Glenn Heselton and seconded by Marianne Brindley. All Board members present approved.

Note: A recommendation was put forward to look into other options e.g. Google to have unlimited storage and only have a one time transfer.

ACC Applications/Violations Status: Garvin Davenport reported -
5 courtesy letters have been sent.
3 1st certified letters mailed
1 2nd certified letters mailed
Eight of nine cases were closed. Also the ACC has been busy with resale packets.

HOMEOWNER ISSUES:
Dead trees were reported. Enquiry made regarding sheds and homeowner was advised of the conditions FRHOA has for sheds.
The Board moved into an Executive Session at 8:20 p.m.

The Board came out of Executive Session at 9:30 p.m.

A motion was made by Garvin Davenport that only a Money Order or Cashier’s Check will be accepted from a homeowner after a second time of bouncing a personal check to pay FRHOA fees. Brandon White seconded and all the Board members present approved.

Meeting adjourned at 9:35 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, May 3, 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, George Jahnigen, Dianne Langham-Butts and Mike Ochoa.

Board Members Absent: Glenn Heselton

Others in Attendance: Fred Stewart, Wesley Hall, Deputy First Class Dawn Taylor and Sergeant Gregory A. Johnson.

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

Secretary’s Report:
Minutes of the April 5, 2018 had been distributed to the Board Members for review and comments. A motion to approve the minutes was made by Brandon White and seconded by George Jahnigen. All Board members present approved.

President’s Report:
Bill Brindley advised:
• There would be an Executive Session at the end of the meeting.
• Next Board Meeting would be held on Thursday, June 7th at the Loudoun County Sheriff’s Substation.
• There will be no meeting in July.
• Reminder of the administrative updates to Bi-laws have been posted on the website and that these will be voted upon at the October 2018 Annual Meeting.
• Devid Malik has resigned from the Board
• Homeowner had complained on dog barking issues and courtesy letters were sent, but all future complaints should be made with the local authorities.

Deputy Sheriff Dawn Taylor attended our meeting –
• The Sheriff’s Office will hold its quarterly community meeting on Thursday, May 24th. All Homeowners are encouraged to attend. The meeting will be held at the substation on E. Frederick Drive.
• Homeowners should be aware of the surrounding areas including Sterling Park and Herndon.
• Complaints regarding feral cats or cats in yards. Homeowners should contact Animal Control who will visit and review cases on individual basis. For feral cats there is a county coalition that assists with spay/neuter and releasing back into the wild.
• For noise problems (e.g. excessive dog barking) that provide concerns to the quality of life should be reported at the time the incident occurs – makes for action “in the moment”.
- Problems or questions regarding traffic, stop signs, and dangerous intersections should be sent to V-DOT. It is recommended to copy the Sterling Supervisor so that his office is aware of county residents’ concerns.
- The County has LEX and this electronic system will redirect complaints to the right department so this would be another avenue to report concerns.
- Homeowners should call the non-emergency number to report non-life threatening concerns. The Sheriff’s office is trained and has done extensive research into gangs and gang behavior. It is important the office knows of any possible activity in the area.
- Please lock and put away valuables in ALL vehicles.
- Sign up for Loudoun Alerts which provides information on “what’s happening”.

**Treasurer’s Report:** Bruce Kirk presented the budget report April 2018.
Income from assessment dues, disclosure packets and interest amounted to $1694.38. Expenses for administrative charges $610.00, Common grounds and tree maintenance $5295.47. Operating expenses for telephone $65.83 and legal fee retainer $300.00 and the HOA received a credit for $31.92. Spring Postage was $12.90 plus $225.00 for bulk mailing permit. Total expenses $6477.28 which is 33.53%. As some adjustments (formula) need to be made the Board will vote on this at the next meeting.

There were no reports for Administration and Trees/Common Ground due to unforeseen and unplanned absences.

**ACC Applications/Violations Status:** Garvin Davenport reported -
7 courtesy letters have been sent
1 case was closed
9 cases currently open
4/5 resale packages requested and prepared

**HOMEOWNER ISSUES:**
A homeowner asked about the report from the Forestry Dept. Bill responded with an overview of the report we had received.

The Board moved into an Executive Session at 8:23 p.m.

The Board came out of Executive Session at 8:50 p.m.

Meeting adjourned at 8:50 p.m.
Meeting Minutes:

Board Members Present:
Bill Brindley (President), Brandon White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, George Jahnigen, and Dianne Langham-Butts.

Board Members Absent: Devid Malik and Mike Ochoa

Others in Attendance: Wesley Hall, Amy Heishman, Joe Supervielle, Margie Heselton, Marion Kirk, Amet, Jessica, and Christina Fuentes.

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

Secretary’s Report:
Minutes of the March 1, 2018 meeting had been distributed to the Board Members prior to the meeting. A motion to approve the minutes was made by Garvin Davenport and seconded by Glenn Heselton. All Board members present approved.

President’s Report:
- Bill advised that tonight’s meeting would end in an Executive Session for the Board to discuss legal matters.
- FRHOA had reviewed the bi-laws of the Association and made adjustments so they coincide with the Association’s covenants.
- Spring Newsletter will be mailed to Homeowners in mid-April.
- Special thanks to Glenn Heselton for working with VDot to get the old fence removed and new reflectors install at the end of N. Filmore.

Treasurer’s Report: Bruce Kirk presented March 2018 budget:
Income for March 2018 amounted to $6583.06 and included assessments, late fees of $44.40, $100 for a disclosure package and interest of $12.41.
Expenses for the month: Administrative costs - $32.51 copying & printing and services $600.00. Common ground maintenance $2020.47 and trees $4400.00. Operating expenses – telephone $64.71, legal fees $58.90 and certified return receipt $20.10. Total expenses amounted to $7196.69. The HOA is on target with 23.78% of the total budget spent. A motion to approve the budget was made by Dianne Langham-Butts and seconded by Marianne Brindley. George Jahnigan abstained and all other present Board members approved.

COMMITTEE REPORTS:
**Trees and Common Grounds: (Glenn Heselton)**

**Update:** Two trees were cut in the month of January. The winter wind storms have created many problems with the trees. To date 44 have been cut and there are still a couple where pricing is being obtained. As the weather warms up, common ground mowing maintenance will start up.

**Administrative Update: (Linda Menke)**

Assessment update – 95% (523) homeowners have paid and 5% (27) remain delinquent. At the next meeting in May a discussion will need to take place on collecting outstanding amounts.

Resale Packets – 6


**ACC Applications/Violations Status: Garvin Davenport reported** -

*ACC: get the hand-out sheet with statistics for month.*

1 courtesy letter sent.

1 case sent to Lawyer.

4 cases have been closed

2 applications received and

4 resale packages requested and prepared

**HOMEOWNER ISSUES:**

- Constant dog barking was raised as a concern. Some homeowners just allow their dogs to bark at all hours. The Board requests a list of the homes identified and while the homeowner has had conversations with some of the homes further clarification will be made with the Sheriff’s Office and Animal Control.

- Poison Ivy: Homeowners advised that the poison ivy had become very invasive on their property. The HOA does not have a budget for removal so some guidance was provided to help control the issue. The HOA would look at the area being discussed. A suggestion was made that perhaps a strip next to the fence could be established to contain the poison ivy.

- Homeowner wanted to post a sign to stop people from cutting through her yard: No signs can be placed in front yards to say “no trespassing”.

- White pine tree looking very dangerous on the common ground of Tamarack Lane and Pepperidge Place. Glenn and AJ would look at this.

The Board moved into an Executive Session at 8:23 p.m.

The Board came out of Executive Session at 8:57 p.m.

A motion was made by Brandon White and seconded by George Jahnigen and all Board members present agreed that FRHOA should pursue further legal action on the Silverleaf home.

Meeting adjourned at 9:05 p.m.
Meeting Minutes:

Board Members Present: Bill Brindley (President), Brandon White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, George Jahnigen, Dianne Langham-Butts and Devid Malik.

Board Members Absent: Mike Ochoa

Others in Attendance: Brandon Fuentes and Fred Stewart.

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

Secretary’s Report: Minutes of the February 1 2018 meeting had been distributed to the Board Members for review and comment. A motion to approve the minutes was made by Brandon White and seconded by Glenn Heselton. George Jahnigen abstained as he did not attend the meeting. All other Board members present approved.

President’s Report: Bill Brindley advised –
  - An Executive Session would be held at the end of the meeting.
  - FRHOA Newsletter will be mailed in April and all articles and/or ideas should be submitted by March 15 to Juanita.
  - Chadwick will be offering seminars (April, May and June) for current Board members to attend. These will be held in Reston and Fairfax.
  - Next FRHOA meeting will be held on Thursday, April 5 at the Sheriff’s office.

Treasurer’s Report: Bruce Kirk presented February’s budget: Income for the month amounted to $14,307.38 – assessments $13,882.00, late fees $21.90, attorney collection fees $291.48, interest $112.00. Expenses incurred amounted to $3932.93. These included $242.82 Assessment second notices, Services $600.00. Monthly common ground maintenance $2520.47. Telephone $65.51, Assessment collection fee $194.08 and certified mailing costs $26.47. A motion to approve the budget was made by Dianne Langham-Butts and seconded by Garvin Davenport. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)
Update: So far this year two trees have been cut. A call had been received regarding drainage on Dickenson and this area will be reviewed. Concern was expressed for the dilapidated condition of the road “warning barriers” at the end of S. Filmore (intersection of Forest Ridge Drive) so VDoT will be contacted as to what can be done to fix the barriers and clean up the area.
ACC Applications/Violations Status: Garvin Davenport reported -

ACC: get the hand-out sheet with statistics for month.
1 courtesy letter sent
2 thank-you letters mailed
2 resale packages requested
1 1st certified letters mailed
2 2nd certified letters mailed

The HOA has also received complaints of homeowners not cleaning up after their dogs and also constant barking of dogs.

Administrative Revision of FRHOA By-Laws. President Bill Brindley had taken the current FRHOA By-Laws (which have been posted on our website) and made some recommendations to bring the document consistent with the Covenants. The Board had an opportunity since January 17th and recommended that the changes made were fine. These will be reposted on the Forest Ridge Homeowner’s website for homeowners to review. At the annual meeting in October 2018 a vote of the homeowners will be made. A motion to approve the changes was made by Garvin Davenport and seconded by Brandon White. All Board members present approved to have the document posted on the website.

Newsletter: Board Members were asked to submit articles to Juanita for the upcoming Spring Newsletter. Deadline is March 15, 2018 with a mid-April mailing to homeowners.

OTHER: Bruce Kirk reported that he would be looking into a scanner for deposits. Options to have assessment checks electronically deposit. Look at charges for bounced checks and how to get reimbursed from homeowners.

The Board moved into an Executive Session at 8:10 p.m.

The Board came out of Executive Session at 8:50 p.m. A motion was made by Bill Brindley and seconded by George Jahnigen to pursue legal action against a homeowner who removed all of the shutters from his home. The legal action includes sending a lawyer Demand letter, filing a legal suit, and prosecuting the case in court. The motion was approved by the Board. All except one of the Board members present voted to approve this motion.

Meeting adjourned at 9:00 p.m.
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 Jahngen

**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.