FOREST RIDGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

(for 2019)
MEETING OF THE BOARD OF DIRECTORS  
FOREST RIDGE HOMEOWNERS ASSOCIATION  
THURSDAY, January 3, 2019  
Held at the Loudoun County Sheriff’s Substation  
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

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

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

Others in Attendance:  Margie Heselton, Melanie Beasley, Sean Conlon, Fred Stewart, Christina Fuentes and AJ Fuentes.

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

Secretary’s Report:  
Minutes of the December 6, 2018 meeting had been distributed to the Board Members for review and comments. No changes were made and 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 Brindley advised the meeting of the following:  
- Next FRHOA Meeting would be held on Thursday, February 7, 2019 at 7:30 pm in the same location. ACC would convene at 7:00 p.m.
- The grounds maintenance and trees budget had a huge impact on the 2018 budget.
- Revised bi-laws were approved at the October annual meeting. These now work in conjunction with the HOA’s covenants. They had not been updated since 2002.
- Homeowners were asked to advise the Board of any projects that could be looked into during 2019. Also homeowners are encouraged to voice their opinions.
- Deputy Taylor (Loudoun County Sheriff’s office) would attend meeting.
- An executive session would be held for the Board only at the end of the regular meeting.

Deputy Taylor has been promoted and effective January 10, 2019 she will be working out of South Riding. Deputy M.J. Harvey will be the contact person for our Association and on January 20th a new person will be assigned to assist. Deputy Taylor advised:  
- Homeowners should lock all car and house doors
- Consider installing security cameras as an added protection.
- Don’t take any unnecessary chances.
- See something, say something.

Treasurer’s Report:  Bruce Kirk presented the 2018 budget and expenses for the month of December.
As there was a question about how to report the money added to cover additional expenses it was agreed not to present a budget at this time. Bruce would present reports at the February 2019 meeting.

**COMMITTEE REPORTS:**

*Trees and Common Grounds: (Glenn Heselton)*

**Update:** There were some budget issues (final expenses/return if under spending – possibly $3665) still being discussed at the time of the meeting. Recap: For 2018, 101 trees had been cut at an average cost of $235 per tree. Expenses above trees amounted to $535 for the removal of trash and beehives.

Looking to have a community “trash pick-up day” in early Spring. However, now is the perfect time before the poison ivy grows and access is much easier.

*Administrative Update: (Linda Menke):* Update will be made in February 2019. Note: Assessment payments are being received.

*ACC Applications/Violations Status: Garvin Davenport reported - December and January are generally quiet months. Majority of applications in 2018 were for replacement of roofs and siding.*

2 applications received and
2 resale packages requested and prepared

**HOMEOWNER ISSUES:**

- Homeowner asked if it would be advisable to have parking stickers for the HOA. Deputy Taylor presented both pros and cons of this idea. She noted that with the current parking situation in Forest Ridge there is not much chance that we would be approved for a community parking sticker program.
- Homeowner reported construction on Dickenson (not within FRHOA) and damage to common ground belong to FRHOA.
- Caragana Court – tree down
- Deputy Taylor advised that Homeowners should use the County’s LEX program to report what may be seen as zoning concerns and dumping of trash. The county is equipped to handle these types of issues.
- Also concerns can be flagged to the Sterling Supervisor’s office.

**OTHER:**

Winners of the 2018 Holiday Lighting Contest:
- **1st Place** – 102 Deerwood Court
- **2nd Place** – 208 Pin Oak Court
- **3rd Place** – 204 Pin Oak Court

Honorable mention:
- 102 Buckeye Court
- 114 Yew Court
- 110 Tamarack Court

Congratulations to these homeowners.

The Board moved into an Executive Session at 8:20 p.m.
The Board came out of Executive Session at 8:35 p.m.

Meeting adjourned at 8:40 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, February 7, 2019
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

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

Board Members Absent: Mike Ochoa.

Others in Attendance: Margie Heselton and Wesley Hall

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

Secretary’s Report:
Minutes of January 3, 2019 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Brandon Buchholz-White and seconded by Marianne Brindley. All Board members present approved.

President’s Report: Bill Brindley advised the meeting of the following.
- Next FRHOA Meeting will be held on March 7, 2019 at 7:30 p.m. at the Loudoun County Sheriff’s Substation. ACC would be there from 7:00 p.m.
- There will be an Executive Session at the end of tonight’s meeting.
- On-going court case regarding shutters. Overview: September 14, 2018 Court ruled in favor of HOA awarding $2500 of the $3600 legal fees. Homeowner appealed, which froze all proceedings. Our FRHOA Lawyer applied for a date as homeowner could take up to two years to go to court. August 30th will be the next hearing. In the meantime additional paperwork is being prepared.
- Board Member – Mike Ochoa. Due to a busy work schedule Mike tended his resignation.
- Bill explained to the meeting the process to fill the remaining term. A motion was made by Dianne Langham-Butts to have Marjorie Heselton become a Board member to fill the remaining term. Bruce Kirk seconded the motion and all Board members present approved. At this point in the meeting Marjorie Heselton joined the Board.

Treasurer’s Report: Bruce Kirk presented the December 2018 and January 2019 budget:
2018: Income $3.78 for interest. Total income for 2018 $67,787.25. December expenses – administrative costs $1455.84, Common Grounds and Tree Maintenance $6857.01, Operating Expenses $250.50; Legal fees (assessment collections) $564.00; and postal expenses $30.10. Total for December $9657.45. A motion to approve the budget was made by Marianne Brindley and seconded by Garvin Davenport. All Board members present approved.
On the 2018 budget it was footnoted under the guidance of the CPA, that the tree budget originally $16,500 was increased to $26,500 and funding was taken from savings. A motion to approve the budget was made by Bill Brindley and seconded by Glenn Heselton. All Board members present approved.
**2019 Budget – January.** Net income $35,885.13 (from assessments, late fees, disclosure packets, and other income) was reported. Expenses for month amounted to $4008.27. These were made up by the following: Administrative $600. Common Ground and tree maintenance $3003.71, Operating Expenses $290.42. Legal fees $114.14. A motion to approve the budget was made by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved.

**COMMITTEE REPORTS:**

*Trees and Common Grounds: (Glenn Heselton)*

**Update:** Few pine trees located at Lincoln/Butternut Way removed and were an easy call. George Jahnigen cut down a tree in our common area that had been damaged by construction of an adjacent Sterling Park homeowner’s house. Parts of the tree threatened to fall into Mr. Jahnigen’s property.

*Administrative Update: (Linda Menke)*

Resale Packets for 2018 – 41 of which 67% had violations and average sale price $452,420.13 which was down by $30,000 from 2017.

Resale Packets for 2019 – 3.

Assessments: As of February 2019, 464 homeowners (84.4%) have paid. 86 (15.6%) unpaid. Second notices will be mailed in mid-February. Effective March 1, 2019 the late fee will be applied. 2018 Note: FRHOA still had 11 (2%) delinquent accounts. Late Fee Only – 5 (1%). Paid 534 (97%). Twenty two delinquent accounts sent to the collection and the late fee applied to 48 accounts.

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

**2018 Year end statistics:**

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

**2018 Year end statistics:**

75 1\textsuperscript{st}/2\textsuperscript{nd} certified letters
31 1\textsuperscript{st}/2\textsuperscript{nd} and 3\textsuperscript{rd} certified letters
93 letters for mildew
17 for lawn signs
Total for year 285 violations
67 cases closed
36 Thank you notes.

**2019 Updates:**

2 Courtesy Letters
1 1\textsuperscript{st} certified
1 2\textsuperscript{nd} certified

Garvin advised that if homeowners are replacing – roofs and shutters with no change in color or style – application not required.

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

The Board came out of Executive Session at 8:30 p.m.

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

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

Board Members Absent: Brandon Buchholz-White (Vice President),

Others in Attendance: Juanita Easton, Amet Fuentes, Christina Fuentes, Fred Stewart, Bill Bien, Ralph Sierra, Melanie Beasley and Maura Giles.

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

Secretary’s Report:
Minutes of the February 7, 2019 meeting had been distributed to the Board Members via email. At the meeting a small paragraph with additional information was handed to the Board Members for inclusion into the minutes. A motion to approve the minutes was made by Bruce Kirk and seconded by Glenn Heselton. All Board members present approved.

Deputy Harvey from the Loudoun County Sheriff’s Department introduced Deputy First Class J. Vargas who has been assigned to the Forest Ridge area and will be our representative. He provided persons in attendance with his business card and advised that email was also a good way to be in contact with him for non-emergency cases. Deputy Vargas advised that the speed signs that have been located in our area were done by V-Dot. Homeowners attending the meeting advised him of consistent speed racing from Crestview via Forest Ridge Drive between the hours of 10:00-10:30 p.m.

President’s Report:
- President Bill Brindley advised that our next meeting will be held on Thursday, April 4, 2019, at 7:30 p.m. in the same location.
- Last month Board Member Mike Ochoa resigned from the Board and Marjorie Heselton was voted in.
- Information and/or articles are due from Board members for the Spring Newsletter
- At the end of the meeting the Board would convene for an Executive Session.

Treasurer’s Report: Bruce Kirk presented the February budget.
February income amounted to $21,687.38. This came from Assessment $21,321.20; Late Fees $55.52; Disclosure Packets $300.00; and interest $10.66
Expenses for the month amounted to $4,912.91. Administrative costs, $669.17; Common Ground and Tree Maintenance, $2363.71; Operating Expenses, $1241.10. A motion to approve the budget was made by Dianne Langham-Butts and seconded by George Jahnigen. All Board members present approved.
COMMITTEE REPORTS:

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

**Update:** So far 2019 has been quiet. Three trees have been cut. One was broken off and hanging in another tree, 15 feet up. Hopefully the freezing temperatures we have had this winter will slow or kill the emerald ash borer that is killing our ash trees.

**Administrative Update: (Linda Menke)** – no update for this month.

**ACC Applications/Violations Status:** Garvin Davenport reported -
- One resale inspection done with a handful of issues.
- One ACC application received.

**Newsletter:** Juanita asked for articles/information to be sent to her by March 15, 2019. The Newsletter is due to be distributed on or around April 1, 2019.

**HOMEOWNER ISSUES:**
- New homeowner asked for guidance about widening driveways and of any regulations to have the curb and gutter also widened. Was advised to check with the County and/or V-Dot regarding the curb/gutter.
- Homeowner volunteered to put out the meeting sign each month on the corner of Crestview and Forest Ridge Drive.

March 30, 2019 with a rain date of April 6, 2019 was set for a clean-up of common ground. Board members and homeowners to meet on Maple Drive.

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

The Board came out of Executive Session at 8:10 p.m.

Meeting adjourned at 8:10 p.m.
MEETING OF THE BOARD OF DIRECTORS  
FOREST RIDGE HOMEOWNERS ASSOCIATION  
THURSDAY, April 4, 2019  
Held at the Loudoun County Sheriff’s Substation  
46620 E. Frederick Drive, STERLING, VA

Meeting Minutes:

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

Others in Attendance: Ralph Sierra, Gregg Shirey, Fred Stewart, Amet & Christina Fuentes.

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

Secretary’s Report:  
Minutes of the March 5, 2019 meeting had been distributed to the Board Members. Two revisions were made and presented to the Board at the meeting. A motion to approve the minutes was made by Bruce Kirk and seconded by Glenn Heselton. All Board members present approved.

President’s Report:  
- There will be an Executive Session for the Board at the end of the meeting.
- Next meeting will be held on Thursday, May 2, 2019 at this same location at 7:30 p.m. ACC will meet at 7:00 p.m.
- Board did a clean-up with an estimated 19 large (40 gallon) bags of trash collected.
- Spring Newsletter in the mail. Advanced copy has been posted on the website.

Treasurer’s Report:  Bruce Kirk presented March 2019 budget figures:  
Income: $6472.85 (Assessments $6378.98; Late Fees $45.65; Interest Income $48.22)  
Expenses: $2825.60 (Administrative $600.00; Common Grounds & Tree Maintenance $2923.71; Telephone $68.33; Postal Expenses $357.00.  
Note – Legal Fees for year looking good at $1700. Trees budget is looking good. We don’t treat legal expense reimbursement as income. 17% of budget spent.  
A motion to approve the budget was made by Glenn Heselton and seconded by Dianne Langham-Butts. All Board members present approved.

COMMITTEE REPORTS:  
Trees and Common Grounds: (Glenn Heselton)  
Update: In 2018 (early March) 42 trees had been cut. So far this year only 7 trees have been cut. Since the last meeting four trees were cut: One on Lincoln which was a cut and hauled away, Buckeye and two on Applegate. Homeowners can take the cut logs for firewood but must not drive on common ground.
A suggestion was made that at the end of the budget year if there are unused funds to select a common area to have cut down trees removed, and the area cleaned. Some common areas have a lot of cut down trees on them.

Common Ground: No issues. Fertilizer will be dispensed in the next month.

ACC Applications/Violations Status: Garvin Davenport reported - The ACC has been busy and at the end of last month had requests for three resale packages and two change requests. In the month of April there were three resale package requests and seven change requests. Most prevalent problems are mold on siding and disrepair of asphalt driveways.

HOMEOWNER ISSUES:
Eagle Scout Project. Jake Genest attended the Board Meeting to make a presentation for his Eagle Scout Project of protecting the storm drains in the Fairfax Section of the Forest Ridge HOA. Scout Jake has been working with Fairfax County and VDOT. The project will be in two parts – first, distribution of flyer to homeowners explaining why not to dump in the storm drains and the second part will be to relabel each of the 15 drains. May 4th was identified as the start date. Jake will be supported by other Scouts. A motion was made to approve the two step process by Brandon Buchholz-White and seconded by Garvin Davenport. All Board members present approved.

A couple of homeowners mentioned about water line activity at homes in FRHOA. Advised that replacement of these lines is a costly project and not covered by homeowner insurance. Dominion Energy offers this type of insurance, although lately some of the terms and conditions have changed so homeowners should check the fine print.

The Board moved into an Executive Session at 8:25 p.m.

The Board came out of Executive Session at 8:30 p.m.

Meeting adjourned at 8:35 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, May 2, 2019
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

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

Board Members Absent: Brandon Buchholz-White (Vice President)

Others in Attendance: Ralph Sierra, Melanie Beasley and Sean Conlon.

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

Secretary’s Report:
Minutes of April 4 2019 Meeting had been distributed to the Board Members. Two changes had been noted from Board Members and these were incorporated. A motion to approve the minutes was made by Marianne Brindley and seconded by Bruce Kirk. All Board members present approved.

President’s Report:
- There will be an Executive Session at the end of the meeting.
- Next Board Meeting will be held on Monday, June 3, 2019 NOT Thursday, June 6th.
- No Meeting in the month of July.
- August 1st meeting will be held same time and place - at the Loudoun County Sheriff’s Substation.
- Spring Newsletter was mailed and is also available on the FRHOA website.

Treasurer’s Report: Bruce Kirk presented the April 2019 budget:
Income: $1,606.46. Made up of the following – Assessment dues $1216.03; Late fees $23.80; Disclosure Packages $300.00; Interest $12.46 and Other Income $54.17.
Expenses: $3724.82. Made up of the following – Administrative $600.00; Common Grounds $2103.71; Tree Maintenance $280.00; Telephone $69.22; Legal Fees: Annual Retainer $300.00; Assessment Collection Fees $173.00; Legal Actions $172.99. 22.34% of total budget spent (usually 33%). A motion to approve the budget was made by Glenn Heselton and seconded by George Jahnigen. All Board members present approved.

Bruce also noted that due to the recovery of collections and less cutting of trees our budget is in a better position than last year. He also advised that insurance is coming due and after some discussion it was agreed to continue to pay the policies in full instead of doing three payments over the year. Garvin advised that the CD was coming due and at this time it would be renewed for another six months.
Bill Brindley advised that the Sheriff’s Substation was not available for our June meeting on the regularly scheduled date. A motion was made to move the June meeting to Monday, June 3, 2019 (same time) by Dianne Langham-Butts and seconded by Bruce Kirk. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: Last year 47 trees had been cut. This year we are at 12 cut or in the queue. The cuttings have been more expensive as the trees have been bigger and entail climbing. Average cost $355 per tree this year. Budget for year is $16,940.00; we have spent $4270.00 which leaves $12,670.00.

Common Grounds has been mowed three times in the month of April.

Ruts on Filmore were noted. HOA will look at it.

Administrative Update: (Linda Menke)

Resale Packets – 13 packets prepared. Last year the HOA had prepared 12 packets. 25-30% of homes inspected had several violations.

Assessments - 2019 have 28 unpaid (5%). Several homeowners have paid off assessments. In 2018 we had eight delinquent; 2017 there were six and in the years 2013/14 we had one judgment.

A motion to send all delinquent accounts to collections was made by Marianne Brindley and seconded by Garvin Davenport. All Board members present approved.

ACC Applications/Violations Status: Garvin Davenport reported -

- Resales are on track
- Have received 4/5 changes requests – fences/roofing/siding/windows.

One courtesy letter was sent. Two thanks-your letters mailed and two cases were closed.

HOMEOWNER ISSUES:

Homeowner asked if FRHOA was aware of the Sterling Supervisor Saines and his review of trash companies servicing the area and if HOA would look at one service for the community.

Homeowner asked if HOA was responsible for the property where the Tamarak Court blacktop path ends. Advised that this area is not maintained by HOA and homeowner advised they would seek further clarification to have the large dip filled in.

The Board moved into an Executive Session at 8:16 p.m.

The Board came out of Executive Session at 8:25 p.m.

Meeting adjourned at 8:30 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
MONDAY, JUNE 3, 2019
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

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


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 May 2, 2019 Meeting had been distributed to the Board Members prior to the meeting. A motion to approve the minutes was made by George Jahnigen and seconded by Brandon Buchholz-White. All Board members present approved.

President’s Report:
- There will be an Executive Session at the end of the meeting.
- Nextdoor Article:
  - Based on Nextdoor posting regarding a derogatory bogus email, the FRHOA Board sent an email to homeowners and for the remaining homeowners who did not have a current email on file, a paper copy was mailed. Since 2016, eight anonymous derogatory bogus letters, not addressed to a person/homeowner but to an address, have been mailed from Baltimore. There has been no merit to any of the allegations.
  - Homeowner expressed concern that since the Board/President didn’t respond immediately to the bogus derogatory email, the homeowner felt that it was not bogus. However, the Board required time to come together and develop an accurate response which required review by the FRHOA Attorney. The matter has been turned over the US Postal Service Investigative Division, and the Sheriff’s Office for further investigation. A homeowner who also received one of the bogus letters has also turned his letter over to the Loudoun County Police for further investigation of fraud.

- Removal of Term Limits for FRHOA President and Vice President. The Bylaws say that both President and Vice President cannot serve more than four consecutive years. A motion was made to have Article VIII, Section 3 revised (proposed new text below) to allow more freedom for term positions of both President and Vice President by Dianne Langham-Butts and seconded by Bruce Kirk. All Board members present agreed.
  - Note: Both position incumbents can be terminated by a majority vote of the Board members at any time. Also as documented in the Bylaws, elections are held every November for both the President and Vice President. At times it is hard to find Board
members who have an interest in taking on these positions due to the time commitment. So, we do not want to force personnel who are doing a good job to quit. Any Board member can run for either President or Vice President each year at the November Board Officer elections or whenever there is a vacancy at either of these positions.

- The proposed modified ByLaws would be posted on the FRHOA website and a homeowner vote will take place at the October annual meeting to approve or disapprove. Below is the section of the ByLaws changed to allow this:

  - Section 3. Term. The President and the Vice President of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he/she shall sooner resign, or shall be removed, or otherwise disqualified to serve. (Remove the rest strikethrough text --)

  No elected officer may serve more than four (4) consecutive one-year terms in the same officer position. However, the individual who had served the maximum terms may still be elected to the Board as Director and to other officer positions. After not holding a specific elected office for a period of two years, the individual may once again be elected to that office.

Treasurer’s Report: Bruce Kirk presented the May 2019 budget
Income: $924.52 made up of assessment dues $488, Disclosure packets $425, and interest $11.54. Expenses: $10,281.85 which is 37.2\% of the budget which is usually at 42%. Expenses – administrative $630.50, common ground and tree maintenance $4283.71, operating expenses $4483.22 which included insurance which is an annual expense of $4414 and telephone $69.22. Legal fees $320.76, newsletter $478.66 and postal expenses $85.00. A motion to approve the budget was made by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: Have used 26\% of the budget. Last year at this time we had to add additional funds to cover expenses. Since the last meeting two trees have been cut. HOMEOWNERS – requested to report any dangerous trees, broken limbs and dead trees. Common Grounds all good. New Homeowner asked location of common grounds another homeowner reported a tree that would be looked at.

Administrative Update: (Bill Brindley for Linda Menke)
Resale Report:
We have processed 17 requests for resale packets so far in 2019. 15 of those are completed and 2 are outstanding.

- At this time last year, we had processed 19 resale packets.
- This year, 67\% of resale packets have violations, compared with 70\% at this time last year.
- Average sale price is up by $30K so far this year. We have had a few homes sell for over $500K.

Annual Assessment Report: Linda had made the following note.
The report and this document are confidential. Please destroy or keep safe after the meeting.

- We currently have 26 delinquent accounts and these were sent to collections.
- For 2018, we have 8 delinquent accounts
• For 2017, we have 6 delinquent accounts.
• For 2016, we have 5 delinquent accounts.
• For 2015, we have 3 delinquent accounts.
• For 2014 and 2013, we have 1 delinquent account with a judgement against it.
• We have two accounts that owe for 2015 and a decision about filing suit can be done between now but before the end of the year. Board will need to vote.

ACC Applications/Violations Status: Garvin Davenport reported -
5 courtesy letters have been sent
4 Certified letters sent
4 Thank you letters sent.
An additional 3 resale packets have been requested.
Received applications/additions.
Violations have been mold/mildew.

HOMEOWNER ISSUES:
• Homeowner on Applegate Drive has signs on her vehicle as “consumer advocacy” and was asking if this is the same as vehicles with signage. Garvin would look at the ACC rules and the Board will consider this request.
• Trash and recycle concerns from new homeowner. Was advised to contact the trash company to resolve the issues. Also noted that American had improved these past couple of weeks.
• Caragana Court – AirBnB – concern was made regarding the excess vehicles and not knowing who was coming and going from the neighborhood.
• Reminder to vote on June 11th.

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

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

A motion was made by Garvin Davenport to:
• Approve the Open Letter From The Board of Directors of the Forest Ridge Homeowners Association including,
• Posting of the Open Letter on the FRHOA Website
• USPS Mailing the Open Letter to non-email Homeowners ($115.55 Duplicating & Mailing Cost)
• Emailing the Open Letter, to all Homeowners that we have email addresses for.
The motion was seconded by Glenn Heselton. All Board members present approved.

Meeting adjourned at 9:14 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, August 1, 2019
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

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

Board Members Absent: Garvin Davenport and Bruce Kirk.

Others in Attendance: Ralph Sierra 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 June 3, 2019 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Marianne Brindley and seconded by George Jahnigen. All Board members present approved.

President’s Report:
• Bi-Laws proposed revision. A motion to post the revised bi-laws on the FRHOA website in advance of the Annual Meeting. This motion was made by Dianne Langham-Butts and seconded by George Jahnigen. All Board Members present approved.
• Executive Session will be held at the end of the meeting.
• Next meeting will be held on Thursday, September 5, 2019 at the Loudoun County Sheriff Substation.

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

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: Have been very busy since the last meeting in June 2019. We have identified several trees and/or branches, including those that have fallen close to or on the roads and paths. It looks as though we will need to close down a main street to cut others. We have committed $9870 from a budget of $16,940 about 58% of the budget. Average cost per tree about $300.

Administrative Update: (Linda Menke)
Resale Packets: Twenty packets have been prepared to date. This time last year we had processed 27. It was noted that 57% of homes had violations and the average home sale has increased by $46,498. Assessments: No change from June. Still have 26 unpaid which have been sent to collections and include a late fee which has been applied. New law became effective on July 1st for collections of assessment fees with the term being reduced from five years to three years.
A motion was made to obtain civil judgments against delinquent accounts by Marianne Brindley and seconded by Margie Heselton. All Board members present approved.

**ACC Applications/Violations Status:** Marianne Brindley reported the last two months we have sent -
8 - courtesy letters.
4 - cases have been closed
3 - thank-you letters mailed.
15 actions processed
3 - 1st certified letters mailed

**Communications:**
**Newsletter:** Input for the Fall Newsletter to be sent by August 15th.
Also we are looking into the following issues for the Annual meeting – AbnB rentals with a minimum of six months rental instead of overnight/short term. Also interest/options to change the ruling on sheds.

**HOMEOWNER ISSUES:**
Oak tree fell across the road.
Homeowner thanked the Board for all their efforts and hard work.

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

The Board came out of Executive Session at 8:15 p.m.

Meeting adjourned at 8:20 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, September 5, 2019
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING, VA

Meeting Minutes:

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

Board Members Absent: Brandon Buchholz-White (Vice President) and George Jahnigen

Others in Attendance: Ralph Sierra, Bill Bien, Senait Ahferom, AJ and Christina Fuentes.

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

Secretary’s Report:
Minutes of the August 1, 2019 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Glenn Heselton and seconded by Marianne Brindley. All Board members present approved.

President’s Report:
Bill Brindley, advised the following: At the end of the meeting the Board will have an Executive Session. Our next meeting will be our ANNUAL meeting on Thursday, October 3, 2019 at the same place (Sheriff’s substation). Three Board members – Bruce Kirk, Marjorie Heselton and Garvin Davenport are up for re-election. This will be done by attending the meeting or proxies. In June 2019 a revision was made on the term limits for the positions of President and Vice President which is a four-year term. The proposed revision has been discussed at previous meetings and the proposed change of the modified bylaws have been posted on the FRHOA website.

Treasurer’s Report: Bruce Kirk presented a three-month overview of the budget.
July 2019: Income $1181.68 made up by: Annual Assessment fees $666.00; late fees $6.10; disclosure packets $500.00; interest income $9.58. Expenses: $4354.53 (54.38%) made up from: Administrative services $600, Lawn Maintenance $2103.71 and Trees $190.00. Operating Expenses (telephone) $69.07; Legal Fees – annual retainer $300.00; Assessment Collection Fees $942.90 and Legal actions $148.85.
August 2019: Income $8.34 from interest. Expenses amounted to $10,919.34 (70.17%). These were made up with the following: Administrative Services $600.00, Paper and supplies $111.03 and Copying and printing in the same amount. Common Grounds $2103.71 and Trees $5280.00. Operating expenses (telephone) $73.23 and Website $71.97. Legal Fees – assessment collection $1009.18 and legal actions $1559.10.
Garvin Davenport asked to roll over the CD earnings and claim interest income as “reinvested”. Garvin would provide Bruce Kirk with the figures.
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: Sixty six percent of the budget has been expensed. The average tree cost is $328 because of larger trees. Remaining in the budget is $5,780. To date 34 trees have been cut. This time last year we had cut down 80 trees. There are still a couple of trees to be looked at. To date $11,670 has been spent and Glenn and Bruce will review the figures before the next meeting. The common grounds contract will be renewed December 1, 2019.

Administrative Update: (Linda Menke)
Resale Packets: Year to date 24 packets have been prepared and 67% had violations. Average sale price for 2019 $495,941.18. For 2018 at the same time we had 31 packets prepared and 71% had violations. Average sale price for 2018 was $452,123.
Assessments: Unpaid 25 (4.5%), Paid 525 (95.5%). Twenty-six accounts sent to collection in May 2019. Late fee applied to 38 account on March 1, 2019. As a comparison in 2018 we had eight delinquents (1.5%), paid were 539 (98%) and four had late fee only applied. Late fee was applied to 48 accounts (8.7%) on March 1, 2018.

ACC Applications/Violations Status: Garvin Davenport reported for both July and August.
Courtesy letters sent – 8 in July and 5 in August.
Cases closed – 4 in July and 4 in August.
Resale packages requested and prepared – 2 in July and 2 in August.
1st certified letters mailed – 3 in July

Newsletter: Bruce Kirk reported that the Post Office had a problem with the “Permit Fee”. It was a Post Office problem and the Newsletter will be mailed.

HOMEOWNER ISSUES:
There was discussion on trees in particular the branches that overhang sidewalks and/or roads. Concern raised with out of state registration.

OTHER:

The Board moved into an Executive Session at 8:15 p.m.

The Board came out of Executive Session at 8:40 p.m.

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

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

Board Members Absent: Brandon Buchholz-White (Vice President),

Others in Attendance:  Ralph Sierra, Steven Hall, Gerhard W. Krohn, Chris Nicholson, Senait Ahferom, Bill Bien, Fred Stewart, Ellen Saxenz, Melanie Beasley and Devid Malik.

Call to Order:
President, Bill Brindley called the annual meeting to order at 7:30 p.m. and introductions were made by those in attendance.

Secretary’s Report:
Minutes of the September 5, 2019 meeting had been distributed to the Board Members. One change was read out at the meeting regarding the Committee Report for Trees and Common Grounds and were noted in the revised minutes. A motion to approve the minutes was made by Glenn Heselton and seconded by Bruce Kirk. George Jahnigen abstained as he was not in attendance at the September meeting. All other Board members present approved.

President’s Report:
- There would be an Executive Session for the Board at the end of the meeting.
- November meeting would be held on Thursday, November 14th as the meeting room was not available on the first Thursday, November 7th. A note would be put on the FRHOA website advising of the change.
- For the annual meeting FRHOA required 55 attendees and/or proxies. Between attendees and proxies the criteria was met.
- Before the Executive Session there would be an election of three Board Members. One vote per lot.
- The following Board Members had expiring terms – Marjorie Heselton, Garvin Davenport and Bruce Kirk.
- Also, on the agenda was the change in officer term limits of the President and Vice President positions.
- The FRHOA had received a call from a homeowner that there was a new motor scooter with an ignition key but no tags. We were advised by our lawyer to move it off common property to a public street. The scooter was moved to a public street and the Sheriff’s office had the motor scooter towed to a storage facility.
- Vault Water maintenance. We were advised that there may be a problem of a sink hole on Briarwood Court. The Virginia Department of Water is working to take care of this.
Treasurer’s Report: Bruce Kirk presented August and September budgets.
As there was a difference in numbers for the Common Grounds/Trees accounts. An adjustment in the amount of $2180.00 was made from what was presented last month. A motion to approve the budget was made by Glenn Heselton and seconded by Marianne Brindley. All Board members present approved.
For the month of September: Income was $785.35 from assessment fees, late fees, disclosure packets, and interest. Expenses: Administrative services $600.00. Common Grounds $2103.71. Telephone $69.12. For legal fees there is a credit of $2155.31 as the FRHOA collected recovery funds from three legal matters. Newsletter postage $250.00. Total expenses amounted to $867.52 with 68.28% of the budget expensed. At this time, it is usually 75% so the HOA budget is looking good right now. A motion to approve the budget was made by Dianne Langham-Butts and seconded by George Jahnigen. All Board members present approved.

Amended ByLaws – Membership Vote
President Bill Brindley read the bylaws change overview.
- President and Vice President were limited to 4 years in their positions.
- The proposed change had been posted on the website over the summer.
- These two officer positions were limited to four one-year terms
- There are good checks and balances in the ByLaws and person(s) holding those positions can be removed with or without cause by the Board at any time.
A motion was made by Bruce Kirk to revise Section 3 to remove the four year term limits to the position of President and Vice President and seconded by Dianne Langham-Butts. The membership voted to approve the change with two homeowners not voting.

The new amended bylaws will be posted on the FRHOA website.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: Forty-five trees have been cut or committed to be cut. We have committed $12,360 with $11,340 already paid. Average cost per tree is $275.00. Total budget for 2019 is $16,940 and 73% has been used leaving a balance of $4,580. Six trees are currently marked for cutting. We continue to receive good service for the common grounds. Our one-year extension option starts on December 1, 2019. In 2020 the rebidding process will commence.

Administrative Update: (Linda Menke)
Resale Packets – 2019: 25 packets to date of which 67% had violations. The average sale price is $504,232.50.
In 2018 we had 34 packets of which 71% have violations and the average sale price was $452,123.00.
Assessments:
As of October, 2019, we have 22 (4%) unpaid and 528 (96%) paid. We have 26 accounts sent to collection in May 2019. Late fee applied to 38 accounts on March 1, 2019. The 2020 assessment rate will be voted on at the November meeting. The HOA can raise it up to 5% per year.
For the year 2018, we have 8 (1.5%) delinquent. Four (.5%) had late fee only. Paid 539 (98%). This time last year we had 22 delinquent accounts and a late fee applied to 48 accounts (8.7%) on March 1, 2018. The 2015, 2014 and 2013 delinquent accounts have been secured by judgement.
ACC Applications/Violations Status: Garvin Davenport reported -
5 courtesy letters have been sent.
6 cases have been closed.
2 thank-you letters mailed.
1 resale packet requested and prepared.
3 - 1st certified letters mailed.

With the shorter daylight hours approaching it is more important for homeowners to request resale packets as far as possible in advance. The ACC would like six weeks if possible, to better ensure the inspection is done well in advance of settlement. Two persons do inspections and the ACC would like volunteers to help. Guidance will be sought from the lawyer as to the time limit legally required for a resale packet.

To date we have received 66 requests and there was only one decline. Still receiving requests for roofing, siding, patios, solar panels and upgraded driveways. Mildew is still a problem in the neighborhood.

HOMEOWNER ISSUES:
- Concern was raised of excess vehicle parking and non-movement of these vehicles some with out-of-state plates. Loudoun Sheriff’s office has been called numerous times.
- Other concerns vehicles not being moved for 30 days.
- Mad Max type of machine gun is on one vehicle.
- Illegal soliciting cited appeared to be from ADT. Homeowner called ADT who advised they do not send door-to-door sales persons.
- Hail damage solicitation.
- Linda Menke advised that the Loudoun County website says that for any solicitors, homeowners should see a name badge with a photograph for identification. If they don’t show that badge, the homeowner should call the police.

Election of Board Members:
Election of three Board Members with expiring terms: Marjorie Heselton, Garvin Davenport and Bruce Kirk. President asked if there were any other persons interested in a position.
- Bruce Kirk nominated Marjorie Heselton, Marianne Brindley nominated Bruce Kirk and Dianne Langham-Butts nominated Garvin Davenport.
- Homeowners were asked to raise their hand if they approved. All but one homeowner present raised their hands approving the nominations.

The Board moved into an Executive Session at 8:05 p.m.

The Board came out of Executive Session at 8:15 pm.

Meeting adjourned at 8:15 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, November 14, 2019
Held at the Loudoun County Sheriff’s Substation
46620 E. Frederick Drive, STERLING, VA

Meeting Minutes:

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

Board Members Absent: Glenn Heselton and George Jahnigen

Others in Attendance: Bill Bien and Ralph Sierra

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

Bill advised tonight’s meeting would cover:
1. An Executive Session would be held at the end of the regular meeting.
2. Next meeting will be held at the same place and time on Thursday, December 5, 2019.
3. An election of Board officers for President and Vice President positions.
4. Approval of the extension of the AJ Landscaping contract.
5. Review of the 2020 draft budget.
6. Future of existing FRHOA phone/voice mail system.
7. Determine date for the December Holiday Lights contest.
8. Construction of sheds and AirBnb. Keeping in mind the Covenants requirements.

President Bill Brindley had made arrangements to have representatives from the Sheriff’s Department attend the monthly meeting. We had three Deputies attend. They advised homeowners of the following:

- lock car doors and garage doors.
- Do not keep valuables in your car
- This time of the year we have out-of-town visitors and while most are visiting relatives/family there are others driving around looking for targets
- Protect your key fobs and garage door openers
- Keep and eye out for suspicious vehicles following designated delivery vans e.g. – FedEx, UPS, USPS and Amazon. Also, this time of year there will be unmarked vehicles doing deliveries.
- Be careful of Scams e.g. IRS phone calls, computer maintenance and car warranty programs. Also, the purchasing of gift cards.
- If clean up from a road accident is required, broken glass for example, homeowners are asked to call VDOT.
- Sheriff’s Department will respond to neighborhood disputes (fighting) but parking is not within their jurisdiction unless it is violation e.g. parking too close to corner, tags and blocking fire hydrants.
• Recommended homeowners make on-line reports and/or requests. This way the homeowner has a copy of the report. There is also an app available. Website is https://loudoun.gov.Sheriffs office

Secretary’s Report:
Minutes of Annual Meeting held on October 3, 2019 had been distributed to the Board Members
One small change in the ACC portion was read to the Board and those in attendance. A motion to approve the minutes was made by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved.

Treasurer’s Report: Bruce Kirk presented October 2019 budget report:
Income: $1340.26 from Assessments $935.73, late fees $47.40, disclosure packets $300, newsletter ad $50.00, interest income $7.13.
Expenses: $6,030.68 made up from the following:
Tax preparation accountant $500; Administrative costs: $639.55; Common Grounds $2103.71; and tree maintenance $2600.00; Operating expenses: $75.41 (telephone); Legal Fees: ($360.67) and Newsletter: $472.58
Note: Tree Maintenance is on target for the year at 82.29%. Insurance and telephone slightly higher. Legal fees for the year are good at 42.79% with a total of 77% of the budget spent. Board will discuss options for budget underrun if we continue to stay on this track. A motion to approve the budget was made by Marianne Brindley and seconded by Garvin Davenport. All Board members present approved.

Proposed 2020 Budget: Bruce Kirk presented the draft 2020 budget for discussion.
Income for the year 2020 based upon a $6.00 increase in the yearly HOA Assessment. The Common Ground maintenance will be increased with the approval to exercise the 4th year option of the Ground/Landscaping contract. Discussion about the cost and use of the telephone/voice mail system was raised. Discussion to have the Spring newsletter sent electronically. Based on discussion and comments, Bruce will present the revised 2020 budget at the December meeting.

Potential Covenant Amendments: Recently a few homeowners had shown an interest in having our Covenants amended to allow detached sheds in their backyards, and to prohibit AirBnbs by requiring the minimum lease time to be 6 months. After discussion of the time and cost involved to implement these and in consideration of the likelihood that they would not pass (413 of 550 homeowner votes required), the Board decided not to move forward with either of these. If any homeowners are interested in leading an effort for either of these amendments, you are welcome to undertake a straw written poll. If you can get the support of 413 homeowners, the Board will start an official process including an approval vote of the 413 homeowners who signed the straw poll. Remember only homeowners can vote. Renters are not allowed to vote.

Telephone: The HOA has had difficulty with the phone system. A motion was made to remove all phone lines and answering service effective December 31, 2019 and remove it from the 2020 budget. It was agreed use was not cost effective for the HOA. A motion to remove the telephone from the 2020 budget was made by Marianne Brindley and seconded by Brandon Buchholz-White. All Board Members present approved.

Newsletter: Discussion took place and a motion was made to do an electronic Spring newsletter by Garvin Davenport and seconded by Brandon Buchholz-White. All Board members present approved. The HOA has many homeowners’ email addresses and will make an effort to collect additional ones. For
homeowners with no email the newsletter will be posted on the website. The Fall newsletter will be in paper form.

**Holiday Light Contest.** Brandon Buchholz-White will be looking for judges for the contest. Budget has been allocated with $100 for First place, $50 for Second place and $25 for Third place. Judging will take place in mid-December, around 18th or 19th. A note will be put on the HOA website.

**Liens:** A motion was made by Bruce Kirk and seconded by Marjorie Heselton to have the President sign all upcoming Chadwick Liens. All Board Members present approved.

**ELECTION OF PRESIDENT AND VICE PRESIDENT:**
A motion was made by Dianne Langham Butts to nominate Bill Brindley to be President of the HOA and a motion by Marianne Brindley to nominate Brandon Buchholz-White to be Vice President. Marjorie Heselton seconded both. All Board members present approved the nominees for both positions.

**COMMITTEE REPORTS:**
*Trees and Common Grounds: (Marjorie Heselton for Glenn Heselton)*
**Update:** Four dead Ash trees have been identified to be cut down and one split Pine. $3100.00 estimated cost. A motion was made to exercise the 4th year option of the Landscaping Contract at a cost of $26,290.72 by Brandon Buchholz-White and seconded by Bruce Kirk. All Board members present approved. Next year the contract will be put out for rebidding.

**Administrative Update by Linda Menke:**
Assessments – the Board was provided with a worksheet showing different scenarios for the 2020 Assessment. A motion to apply the maximum increase of 5% to $128.00 was proposed by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved. The late fee would be calculated at 5% and would be $6.40.

**ACC Applications/Violations Status:** Garvin Davenport reported - 4 courtesy letters have been sent. 9 cases have been closed 4 applications received and 1 resale package requested and prepared 1 1st certified letters mailed

The Board moved into an Executive Session at 8:55 p.m.

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

A motion to increase our administrator’s pay from $600 to $650 per month was made by Marianne Brindley and seconded by Marjorie Heselton. All Board members present approved.

Meeting adjourned at 9:10 p.m.
Meeting Minutes:

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

Board Members Absent: Garvin Davenport and George Jahnigen,

Others in Attendance: Fred Stewart, AJ & Christina Fuentes

Call to Order:
President, Bill Brindley called the meeting to order at 7:30 p.m. Introductions were made. The meeting would discuss:
- Competition for the New Grounds Contract starting in December 2020 will be handled by Glenn Heselton.
- Annual assessment increase approved at November meeting
- Terminate the FRHOA phone system at a cost savings of approximately $900.00 per year.
- Holiday lighting contents will be held on December 19th
- Review and discuss the FRHOA 2020 Budget.

Secretary’s Report:
Minutes of the November 14, 2019 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Marianne Brindley and seconded by Marjorie Heselton. All Board members present approved.

Treasurer’s Report: Bruce Kirk presented the budget for November 2019 (keep Treasurer’s Report)
Income: $6.62
Expenses: $4528.51 – 83.55% of budget and made up as follows -
- Administrative costs: $600
- Common Grounds $2103.71 and tree maintenance $400.00
- Operating expenses: $154.53 (telephone $74.55 and website $79.98)
- Legal Fees: $1270.27

A motion to approve the budget was made by Dianne Langham-Butts and seconded by Marianne Brindley. All Board members present approved.

2020 Budget: Bruce Kirk presented
Estimated income for 2020 $72,450. Anticipated expenditure $69,300.72 with some $3,149.28 for flexibility for emergencies. Discussion focused on common ground and included funding for Spring maintenance at entry signs. Cancel the phone service, purchase new checks and increase in office supplies. Electronic Spring newsletter. A motion to approve the budget incorporating adjustments was
made by Brandon Buchholz-White and seconded by Glenn Heselton. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)
Update:
This month we have spent $400 on trees/debris on Almey and clean up on Crestview/Forest Ridge. Year to date expenditures amount to $14,440 with $2500 for the remainder of the year. Additional work will be required on Caragana and Pomegranate. A motion was made by Glenn Heselton to add an additional $2000 for the 2019 tree budget, and seconded by Marianne Brindley. All Board members present approved.

Administrative Update: (Linda Menke)
Resale Packets: Two for a total of 30 for the year. Last year we had 39 requests. All late assessment payments will be deposited by year end.

ACC Applications/Violations Status: No update for this meeting.

Holiday Light Contest: Brandon Buchholz-White advised that this will be done on the evening of December 19, 2019 and 1st, 2nd and 3rd place winners will be announced later on.

HOMEOWNER ISSUES:

• Homeowner asked why cut trees if not going to fall – response was for safety purposes trees were cut. There are still some that can be pushed over and others pose safety hazard to bike paths and homeowner property.
• Homeowners are encouraged to use the wood from cut trees in our common grounds. A notice will be placed on the website giving guidelines for removal from common grounds.

Meeting adjourned at 8:10 p.m.