FOREST RIDGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

(for 2020)
Meeting Minutes:

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

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

Others in Attendance: Kenneth V. Killemeyer, Dan Giordano, AJ & Christina Fuentes and with Steven Hall, Bill Bien, Linda Menke via Zoom

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

Secretary’s Report:
Minutes of November 5, 2020 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Fred Stewart and seconded by Marianne Brindley. All Board members present approved.

President’s Report:
Bill Brindley advised:
- At last meeting the Board approved the new Grounds contract. The new contract has a one year (2021) base with four one year extension options.
- Also, at last meeting Board approved the 2021 budget.
- Thanks to Glenn and Bruce
- Upcoming Holiday Light Contest - $100 for first place, $75 for second place and $50 for third place.

Treasurer’s Report: Bruce Kirk presented the November 2020 budget:
Income: $6.27 from interest.
Expenses: $3,885.26 – of which
  - Administrative costs: $741.17
  - Common Grounds $2,190.89
  - Operating expenses: $15.74
  - Legal Fees: $889.76 – doing well in this area with only 85.49% spent to date.
  - Postal Expenses: $47.70

A motion to approve the budget was made by Marianne Brindley and seconded by Glenn Heselton. All Board members present approved.
COMMITTEE REPORTS:

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

**Update:**

Tree Budget: ..........................................................$17,500 increased on 9/3/2020 to $22,500

Funds Currently Committed ..................................................$22,320

Funds fully spent .............................................................. $19,810

Percentage of Budget spent .................................................. 99%

Funds in Balance .............................................................. $180 available for rest of year

Funds Spent in MONTH ........................................................ $0

Pending action - none

The Common Ground contract finished and will become effective after November 30, 2020.

**Administrative Update: (Linda Menke)**

Resale Packets: 32 processed year to date with 60% having violations.

2019 to same date: 30 with 75% having violations.

**Assessments**

2020 – 14 delinquent accounts and all had liens placed on the properties. Note: bankruptcy cases can only recoup liens if the property is sold.

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

This has slowed down – had three resale inspections and three ACC change requests (deck, rail)

**HOMEOWNER ISSUES:**

- Homeowner raised issue with deck finishes
- Report of fallen tree in the Silverleaf Court trail
- Discussion of rules and clarifications within ACC guidelines.

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

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

Meeting adjourned at 8:40 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, November 5, 2020
Held at the Loudoun County Sheriff’s Substation and via Zoom
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, Bruce Kirk, Dianne Langham-Butts and Fred Stewart.

Others in Attendance:  Bill Bien, Anita Bloom, AJ & Christina Fuentes

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

Secretary’s Report:
Minutes of October 1, 2020 Meeting had been distributed to the Board Members + minor revision. A motion to approve the minutes was made by Fred Stewart and seconded by Garvin Davenport. All Board members present approved.

President’s Report:
Bill Brindley advised attendees
• Board would have an Executive Session at the end of the meeting.
• There would be an Officers election to be voted on by the Board
• Discuss a proposed 2021 budget
• Review 2021 Assessment (Linda Menke)
• Holiday Lighting (Brandon Buchholz-White)
• Common Ground renewal contract

Treasurer’s Report: Bruce Kirk presented the September 2020 budget
Income: $2,014.65
Expenses: $6,376.27 of which
• Administrative costs: $650.00
• Common Grounds $2,190.89 and tree maintenance $4,150.00 – on target for year at 75.16%
• Operating expenses: $15.75
• Legal Fees: Credit of $798.88
• Postal Expenses: $6.95

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

Treasurer’s Report: Bruce Kirk presented the October 2020 budget.
Income: $1,675.67
Expenses: $6,699.88 of which
• Administrative costs: $650.00
• Common Grounds $2,190.89 and tree maintenance $2,900 (88.4%)
• Operating expenses: $15.74
• Legal Fees: $443.25

Note – Legal recovery has been good and handled by the Lawyer. We are slightly ahead in income and the trees budget is also looking good. We are currently ahead for the year on expenses at 78.84% of budget.

A motion to approve the budget was made by Marianne Brindley and seconded by Glenn Heselton. All Board members present approved.

Marianne Brindley presented a Historical HOA Reserve Comparison from 2015 through 2020. Data shows we are in pretty good shape and it was agreed this overview be posted on HOA website.

**COMMITTEE REPORTS:**

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

*Update: at November 5, 2020*

- Tree budget: .................................................. $17,500 (increased on Sept 3, 2020 to $22,500)
- Funds currently committed: .................. $19,810
- Funds fully spent: .................................. $19,810
- Percentage of budget spent: .................. 88%
- Funds in Balance: .................................. $2,690 available for rest of year
- Funds Spent in October: .................. $2,900

One tree still needs to be addressed.

Glenn Heselton made a motion to accept the contract that had been reviewed by the Board and Brandon Buchholz-White seconded. All Board members present approved.

New Grounds contract was signed by the President, Bill Brindley and Amet Fuentes of AJ Landcaping.

Bill Brindley said special thanks to Glenn Heselton for all the work he put into the new grounds contract.

**Administrative Update: (Linda Menke)**

**Resale Packets:** Year to date – 29 with 60% having violations and average sale price of $515,361.36. Comparing 2019, to same date: 28 with 75% with violations and average sale price $498,146.00.

**Assessments:** As of November, 2020, we have 13 unpaid and 537 paid. Late fee applied to 76 accounts on March 1, 2020 and 26 accounts sent to collections in July 2020.

2019 Assessment status: 5 unpaid and 545 paid. 26 accounts sent to collection in May 2019. Late fee applied to 38 accounts on March 1, 2020.

2018 Assessment status: 6 delinquent and 544 paid. Last year we sent 22 delinquent accounts to collection, late fee applied to 48 accounts on March 1, 2018. Late fee applied to 48 accounts on March 1, 2018 and in 2017, we had 50 accounts and in 2016, 38 accounts have late fees applied.

**2021 Assessment:** Linda presented the annual assessment worksheet from 2011 through 2021. A motion was made to assess the maximum amount of $135 per property by Brandon Buchholz-White and seconded by Marianne Brindley. All Board members present approved.
Based on the approval of 2021 assessment fee, the **draft 2021 Budget was presented**. Bruce Kirk had provided the Board with a draft budget for review. Income for the 2021 year estimated at $72,450.00. It should be noted the expense of $3,000 for the accountant to prepare the 2017 review this year and for next year for the year 2020. The HOA will be caught up with the legal reviews. At this time expenses are estimated to be $75,709.44 which would give the HOA $590.56 in excess. A motion was made to accept the 2021 budget as presented by Brandon Buchholz-White and seconded by Garvin Davenport. All Board members present approved.

**ACC Applications/Violations Status:** Garvin Davenport reported -
There has been a dramatic slowdown. One resale package and 3 change requests for front porch, fence and new roof.
Seven violations have been sent. Year-to-date violations – 53. Seven cases were closed.

**Holiday Lighting Competition:** Brandon Buchholz-White outlined the process for the competition and asked for volunteer judges for this year. Judging would be held on Monday, December 14th around 7:00 p.m.
Reminder: First place = $100, Second place = $75 and Third place = $50. The judges will also highlight some honorable mentions. Awards would be mailed in early 2021.

**HOMEOWNER ISSUES:**
- Board was reminded by Bill Bien that in 2021 we would be required to do the Capital Improvement Reserve review. The HOA is required to do a review every five years.
- Homeowner reported loud exhaust and this has been reported to the Loudoun County LEX program. Requests if other homeowners are hearing this to please report it. There is a special section in LEX on “traffic”.
- Koran Saines was seeking feedback on parking/stop signs at the corner of Maple and Filmore. While this is not a HOA matter homeowners are encouraged to give feedback.
- Homeowner asked that if a violation is not completed by the seller can the HOA send the new homeowner a request to complete. Unfortunately, no as it is a buyer/seller agreement.

**Election of Board Officers – President and Vice President:**
As no other nominations were received, Bruce Kirk nominated Bill Brindley for President of the HOA and Marianne Brindley nominated Brandon Buchholz-White as Vice President. Both accepted. The Board voted approval of both nominees.

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

The Board came out of Executive Session at 8:20 p.m.

Meeting adjourned at 8:25 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, October 1, 2020
Held at the Loudoun County Sheriff’s Substation and via Zoom
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, Bruce Kirk, Dianne Langham-Butts and Fred Stewart.

Others in Attendance: Ryan Hamracek, Christina & Amet Fuentes, via Zoom Bill Bien.

Call to Order:
President, Bill Brindley called the meeting to order after the completion of the Annual Meeting.

Secretary’s Report:
Minutes of September 3, 2020 Meeting had been distributed to the Board Members + minor revision which was read at the meeting. A motion to approve the minutes was made by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved.

President’s Report:
• Bill Brindley advised that a draft contract for the upcoming renewal of the Common Grounds would be handled later in the meeting. Board members had been provided with a copy prior to the meeting.

Treasurer’s Report: Bruce Kirk presented the September 2020 budget. However, a correction would need to made to the copy that had been distributed to the Board Members and voting would be deferred until the next meeting.

He did note that we had spent 70.14% of the budget to date. Expenses for September amounted to $6,367.12. The FRHOA had recovered some of the legal costs.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: To date this year we have cut 43 trees and last year at this time we had cut a total of 71 trees.

Trees:
Tree budget................................................................. $17,500 increased on September 3 2020 to $22,500.
Funds currently committed................................. $19,800
Funds fully spent .................................................. $16,910
Percentage of budget spent ................................ 75%
Funds in Balance ..................................................... $2,690 available for rest of year
Funds Spent in September ................................. $4,150
Pending action – There are two very large standing dead trees behind 18 Candleberry which will be cut soon. These two trees will cost an additional $2,900 which is reflected in the “Funds Committed”.

Common Area:
The contract is up for renewal and has been modified. A copy has been distributed to the Board Members for review and comment. The proposed contract would be extended for five years with a 3% increase built in to each year. At the November meeting the Board Members will vote on the new contract.

Administrative Update: (Linda Menke) – deferred to next meeting.

ACC Applications/Violations Status: Garvin Davenport reported - This year we have had 75 ACC requests. 74 were approved and one rejected due to lack of information on constructions of the garage. We have had two resale requests and between January and September the ACC sent 46 violations. Recommend before the colder weather to power wash mildew and remember not to blow leaves onto the street and in neighbors’ yards.

HOMEOWNER ISSUES:

OTHER:
- Dumping on Filmore and Tamarack.
- Air conditioning unit move to allow for construction.
- Signage. Discussion focused on different signs that have appeared around the neighborhood. For example, No soliciting, welcome, children playing, high school graduation and support, Duke sign and nature garden.
- Fred Stewart made a motion that the two homeowners who had been requested to remove signs from their respective yards be advised that the signs were deemed political and could be put back up for 60 days before the election and taken down 10 days after. Brandon Buchholz-White seconded. All Board members agreed. Dianne Langham-Butts abstained from the vote.
- A further discussion of signs would be held at a future meeting.

Meeting adjourned at 8:15 p.m.
Meeting Minutes:

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

Board Members Absent:

Others in Attendance: Ryan Hamracek, Christina & Amet Fuentes, Bill Bien (via Zoom).

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

Secretary’s Report:
Minutes of September 5, 2019 Annual Meeting had been distributed to the Board Members and handed to homeowners in attendance. A motion to approve the minutes was made by Brandon Buchholz-White and seconded by Bruce Kirk. All Board members and homeowners present approved.

President’s Report: Bill Brindley, advised:
- To hold the FRHOA Annual Meeting we are required to have a minimum of 55 persons either in attendance and/or by proxy.
- Bill had received over 90 proxies in total so the requirement was met.
- There would be three Board members whose terms were expiring and these three positions would be open for nomination.

ELECTION OF BOARD MEMBERS:
Three members have expiring terms and as no other nominations were received nomination took place:

1. Bill Brindley – was nominated by Bruce Kirk.
2. Dianne Langham-Butts – was nominated by Marianne Brindley.
3. Glenn Heselton – was nominated by Marjorie Heselton.

There was no need to have each nomination seconded and all Board members and homeowners raised their hands in approval.

President Bill Brindley called the annual meeting closed the moved to the regular monthly meeting.
Meeting Minutes:

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

Others in Attendance: Bill Bien, Anita Bloom (via Zoom)

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

Secretary’s Report:
Minutes of the August 6, 2020 Meeting had been distributed to the Board Members. A motion to approve the minutes was made by Fred Stewart and seconded by Marianne Brindley. All Board members approved.

President’s Report by Bill Brindley:
- Newsletter was reviewed by the Board and will be sent electronically and will include the Annual Meeting Proxy Form and a copy will be posted on the website. One minor change was noted. For the homeowners who do not have an email address on file a copy will be mailed.
- Annual Meeting Notice and Proxy Form: Will be mailed to each homeowner.
- A motion was made to distribute the Newsletter and Annual Meeting Notice by Fred Stewart and seconded by Garvin Davenport. All Board members approved.

Treasurer’s Report: Bruce Kirk presented the August 2020 budget (keep Treasurer’s Report)
Income: $9.45 (interest income)
Expenses: $10,719.80 – 66.28% for year to date.
  - Administrative costs: $650.00
  - Common Grounds $2,190.89 and tree maintenance $4,590.00
  - Operating expenses: $87.71 for IT support and Web Site/Electronic Communication
  - Legal Fees: $3,293.09 (assessment collection fees and legal actions)
  - Postal Expenses: $60.80 (for certified return receipt and postage stamps)

NOTE: Trees expenses was $4,590.00 and assessment collection (legal) amounted to $2,657.80 (101.38%) but this will most likely decrease when delinquent accounts are paid.
A motion to approve the budget was made by Garvin Davenport and seconded by Marianne Brindley. All Board members approved.
COMMITTEE REPORTS:
Trees and Common Ground Updates: (Glenn Heselton)
Trees Report

Tree budget ..............................................................................................................$17,500
Funds currently committed ......................................................................................$14,760
Funds fully spent ......................................................................................................$12,760
Percentage of budget spent .....................................................................................73%
Funds in Balance ......................................................................................................$2,740
Funds Spent in August .........................................................................................$4,590

There are trees at four different locations, to be priced as soon as the tree cutter has time to do so. These four trees will likely use up 50% or more of our remaining budget so it appears that the Tree fund will run out next month. I move that the tree fund receive an additional $5,000

Common Area
It has been so wet lately that the mowers risk damaging the lawns that they cut. Note the CA between 104 S. Dickenson and the Forest Ridge sign

A motion to increase the budget by $5,000.00 by transferring the funds from savings was made by Dianne Langham-Butts and seconded by Marianne Brindley. All Board members approved. After the transfer savings will have $48,000.00.

Administrative Update: (Linda Menke)
Resale Packets: Year to date we had 22 requests of which 60% had violations. Compared to last year we had 24 requests of which 80% had violations.
Assessment Status for 2020: As of September, 2020, we have 19 (3.5%) unpaid and 531 (96.5%) paid. Late fee applied to 76 accounts on March 1, 2020. Twenty-six accounts sent to collection in July 2020.
Assessment Status for 2019: As of September 2020, we have 4 (0.7%) unpaid and 546 (99.3%) paid. Twenty-six accounts sent to collection in May 2019 and a late fee applied to 38 accounts on March 1, 2019.
Assessment Status for 2018: As of September 2020, we have 6 (1.1%) unpaid and 544 (98.9%) paid. Twenty-two accounts sent to collection last year and a late fee applied to 48 (8.7%) accounts on March 1, 2018.

ACC Applications/Violations Status: Garvin Davenport reported -
Requests: Projects included deck replacements and expansions, and patios, permanent above ground pool, several new or replacements fences, new shutters, new front door, hot tub and window replacements, siding and roofs.

Resale: Ten resale packets were prepared during the summer. Most homes had no violations while several had violations that included mildew on siding and decks, broken and/or missing gutters, dead trees, overgrown flower beds and lawns, storage containers located in backyards.

Violations: Trash cans left out in front of houses/garages, mildewed siding, boats and campers parked longer than the two weeks for cleaning, dead trees and dumping trash and yard waste on common ground, incorrect lattice, inoperable vehicle and chickens.
Reminder: With fall around the corner, homeowners are asked NOT to blow leaves into the streets and common areas. No dumping of leaves, yard waste and Christmas trees in the common grounds.

The Board moved into an Executive Session at 8:00 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
THURSDAY, August 6, 2020
Held via ZOOM

Meeting Minutes:

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

Others in Attendance: Ralph Sierra, Bill Bien, Richard Hornick, Margarita Henriquez.

Call to Order:
President, Bill Brindley called the meeting to order at 7:30 p.m. Introductions were made. Bill advised there would be an Executive Session at the end of the meeting for Board members.

Secretary’s Report:
Minutes of June 18, 2020 meeting had been distributed to the Board Members for review and comments. A motion to approve the minutes as distributed was made by Marianne Brindley and seconded by Garvin Davenport. All Board members present approved.

President’s Report:
- The September 3rd HOA meeting will be held via zoom.
- The Annual Member’s Meeting must be held “physically” and not via Zoom. The Fall Newsletter is USPS mailed to each homeowner and has the necessary meeting information and proxies for the Annual Members Meeting. October 1st would be the date of the meeting and the Notice and proxies must be received by homeowners 15 days prior to the meeting which would be September 15th. The situation will be monitored.
- If the Annual Members Meeting is delayed, then a regular Board meeting will be held via Zoom on October 1st. If the meeting is delayed due to Covid-19 the HOA will opt for an electronic fall Newsletter. As soon as we can reserve a physical meeting room for the Annual Members Meeting, a notice of the meeting and the Board member election proxy will be sent out to all homeowners via USPS mail with a 15 day lead time.
- It should be noted that Board Members who have terms expiring will remain on the Board until we can physically meet and have the October 2020 Board member elections.
- Newsletter: Board member articles are due to the Newsletter Editor no later than August 24th. At the September 3rd meeting the Newsletter will be reviewed and approved.

Treasurer’s Report: Bruce Kirk presented the May 2020 budget.
Income: $7,290.28. Made up from assessment dues $6449.10, late fees $279.50, disclosure packets $500, newsletter ads $50, interest income $11.68.
Expenses: $10,024.84.
- Administrative costs: $650.00.
- Common Grounds $2190.89 and tree maintenance $2280.00
- Operating expenses: Insurance $4464.00. Slight variance with allocated amount.
- Legal Fees: $305.95
• Postal Expenses: $134.00

A motion to approve the budget was made by Fred Stewart and seconded by Marianne Brindley. All Board members present approved.

Treasurer’s Report: Bruce Kirk presented the June 2020 budget.
Income: $1,088.94. Made up from assessment dues $640, late fees $37.70, disclosure packets $400, interest income $11.24. We did receive the credit back from Verizon since we terminated the FRHOA phone line.
Expenses: $3,633.21
• Administrative costs: $650.00.
• Common Grounds $2190.89 and tree maintenance $650.00
• Operating expenses: $11.57
• Legal Fees: $90.00
• Postal Expenses: $40.75.

A motion to approve the budget was made by Glenn Heselton and seconded by Fred Stewart. All Board members present approved.

Treasurer’s Report: Bruce Kirk presented the July 2020 budget.
Income: $10.78. Interest only.
Expenses: $6,636.63
• Administrative costs: $650.00.
• Common Grounds $2190.89 and tree maintenance 3,480.00
• Operating expenses: $15.74
• Legal Fees: $300.00 (retainer)

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

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

Trees Report
July 18, 2020

Tree budget ........................................................................................................................................ $17,500
Funds currently committed ........................................................................................................ $12,460
Funds fully spent .......................................................................................................................... $10,740
Percentage of budget spent........................................................................................................... 60%
Funds in Balance.......................................................................................................................... $5,040

We are holding $250 pending the settlement of an issue. There are trees at 4 addresses, priced in the figures above, that will be cut as soon as the tree cutter has time to do so. There are also trees at 4 addresses that need to be investigated and possibly priced and cut.

Common Area
The complaint about long grass near Silverleaf and Silverleaf Court has been resolved.

**Administrative Update: (Linda Menke)**
Resale Packets:
2020 Year to Date Packets: 19 of which 60% had violations.
Comparison at same time in 2019: Packets 20 of which 80% had violations.

Assessments Status:
2020 - Unpaid 27 account (4.9%) which were sent to collections in July 2020
Paid 523 (95.1%). Late fee applied to 76 accounts on March 1, 2020.

As of August, 2020, we have the following:
For 2019 – Unpaid 8 (1.5%). 26 accounts sent to collections and late fee applied to 38 in 2019.
2018 – Delinquent accounts – 7 (1.3%) and late fee applied to 4 (.7%). 22 delinquent accounts sent to collections. 48 accounts had late fee applied on 3/1/2018. 2017 - 50 accounts, 2016 - 38 accounts and 2015 – 50 accounts.

**ACC Applications/Violations Status: Garvin Davenport reported -**
The ACC received the following violations during the June/July period:
- Common Area dumping one case
- White deck lattice, white decks, white railings -- several cases
- Mildew-several cases
- Storage shed- one case
- Chickens - one case
- Boat/trailer in driveway - several cases
- Camper in drive beyond the allowed two weeks in spring/fall for cleaning

We received the following ACC Change Request June/July:
- 3 fences
- 2 decks
- 1 Pool
- 1 siding
- 1 Window
- 1 Shutter color change
- 1 Roof replacement
- 1 multiple large dead trees

It was also noted that the following County (both for Loudoun and Fairfax) Permits issued/passed:
- 2 Decks-- passed.

The ACC did four Resale inspections in the month of July.

**HOMEOWNER ISSUES:**
A homeowner inquired about replacing the deck and approval guidance from the ACC. Garvin Davenport addressed the questions.

The Board moved into an Executive Session at 8:09 p.m.

The Board came out of Executive Session at 8:33 p.m.  
A motion was made by Fred Stewart and seconded by Brandon Buchholz-White to renegotiate the renewal of the Common Ground Contract with the current company to be effective from December 1, 2020. Each year for the next four years a review will be made for a cost of living adjustment. All Board Members present approved.

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

The Board came out of Executive Session at 8:45 p.m.  
A motion was made by Dianne Langham-Butts and seconded by Garvin Davenport to have the Lawyer send a “demand letter” regarding the removal of an illegal camper on a property.

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

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

Others in Attendance: The following homeowners signed in via Zoom. Richard Hornick, Ralph Sierra, Percy Garcia, Matthew Lyndon and Bill Bien.

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

Secretary’s Report:
Minutes of March 5, 2020 meeting had been distributed to the Board Members for review and comments. Correction made as Brandon Buchholz-White was listed as both present and absent. With this change a motion to approve the minutes was made by Marianne Brindley and seconded by Brandon Buchholz-White. Marjorie Heselton abstained and all other Board members present approved.

President’s Report:
Bill Brindley outlined the meeting:
- Discussion of $3000-$3500 financial review (legal requirement) and has not been done for a few years. This will be discussed further during the Treasurer’s Report
- An Executive Session will be held at the end of the meeting.

Treasurer’s Report: Bruce Kirk presented the March, April and May 2020 budget expense reports
Firstly, Bruce outlined the requirement for the FRHOA to have a budget “Review of Engagement” every three years. The last “Review of Engagement” was done in 2014. One should have been done in 2017, but for some reason was not. Now we are doing one in 2020, which catches us up to where we should be. The cost could be up to $3500 and it was recommended that to fund this we take $2400.00 from the 2019 surplus and $600 transferred from Legal expenses. A motion was made by Brandon Buchholz-White and seconded by Marianne Brindley to allocate $3500 and employ the same company that has done our previous financial reviews. All Board members present approved. If the actual expense is over $3000, we will adjust the budget to provide the required additional funds.

March 2020: Income: $7,705.25 from assessments, late fees, disclosure packets, interest and other income.
Expenses: $3664.05 Percentage = 24.28%
- Administrative costs: $650.00
- Common Grounds $2190.90 and tree maintenance $780.00. Tree budget well below at 10.06%.
- Legal Fees: $36.20
- Postal Expenses: $6.95
A motion to approve the March 2020 budget expense report was made by Dianne Langham-Butts and seconded by Marianne Brindley. All Board members present approved.

**April 2020:** Income: $11.76 from interest.
Expenses: Total for month – 3805.09
  - Administrative costs: $831.25 which included paper and supplies
  - Common Grounds $2190.89 and tree maintenance zero.
  - Legal Fees: $782.95
A motion to approve the April 2020 budget expense report was made by Fred Stewart and seconded by Brandon Buchholz-White. All Board members present approved.

**May 2020:** Income: $7,278.60 from assessments, late fees, disclosure packets, and newsletter advertisement.
Expenses:
  - Administrative costs: $650.00
  - Common Grounds $2190.89 and tree maintenance $2280.
  - **Note – Bruce Kirk’s and Glenn Heselton’s figures were not the same so at this point it was agreed to have the May budget reviewed at the next meeting August 6, 2020.**
  - Other line items were discussed:
    - Operating expenses: Paid $4464.00 for insurance (one-time payment). This was $64 more than last year so budget item is at 101.45%.
    - Legal Fees: $305.95
    - Postal Expenses: $49.60

**COMMITTEE REPORTS:**

*Trees and Common Grounds: (Glenn Heselton)*

**Update:**
Budget for 2020 trees amounted to $17,500.00. Committed $11,220.00. Percentage of budget committed 64% and balance of funds $6280.00. Common ground has been mowed with slight delay due to wet weather. Request for removal of poison ivy by a homeowner and request to upgrade Silverleaf common area track. Neither will be done as not within our scope.

Overview of tree activity since last meeting:
- **Applegate** - Need to look at this one
- **Yew Ct** - Have a price but haven't connected with arborist for school who may be able to cut the one tree. HO doesn't care, but we may just top it.
- **Almay** - This was a priority because of the danger the dead tree posed neighbor. Tree has been cut and blocked up.
- **Silverleaf** - 1 double stem and 2 large dead trees.
- **Briarwood** - Tree split and twisted. Now dangerously laying against tree in backyard
- **Applegate** - 3 large trees and 1 huge tree that must be climbed to safely get it down. All dead and all tall
- **Applegate** - 2 large pines, both dead and one laying against another tree.
- **Applegate** - 1 dead tree near back fence. Tree has been cut down
- **Applegate** - Researched location of tree on tax map and found it is located in neighbor's yard
- **Between Silverleaf & Yew Ct** - 1 massive tree and 1 medium tree
Briarwood Ct - Dead Pine near fence with apartments
Applegate - 1 massive tree

**Administrative Update: (Linda Menke)**
Resale Packets: 15 year to date of which 60% had violations and in 2019 we had done 18 with 83% having violations. The 2020 average sale price is $505,750.00 and in 2019 the average sale price was $498,146.00.

Assessments: As of June 2020, we had 30 (5.5%) unpaid. 520 (94.5%) have paid. Late fee applied to 76 accounts on March 1, 2020. A motion to send the outstanding bills to collections was made by Fred Steward and seconded by Marianne Brindley. All board members present agreed.

In 2019 we had 8 (1.5%) unpaid and 542 (98.5%) paid. 26 accounts were sent to collections in May 2019 and a late fee was applied to 38 accounts on March 1, 2019.

**ACC Applications/Violations Status: Garvin Davenport and Marianne Brindley reported** - Has been relatively quiet with six resale packets since March. Note: Violations were mostly mildew/mold, dead trees and fences.

*Update:*
8 -- courtesy letters have been sent.
2 -- cases 2nd courtesy letters sent.
9 -- thank-you letters mailed.
6-8 -- applications received and
4 -- 1st certified letters mailed
1 -- 2nd certified letter mailed
16 -- cases closed

**HOMEOWNER ISSUES:**

Concern was raised by a Homeowner about the erection of decks and pools and no county applications and approvals being made for these changes. It was noted that it was a violation of county regulations to have pools deeper than 24 inches and to not have a County permit nor have it enclosed with secure fencing.

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

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

Meeting adjourned at 8:45 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, March 5, 2020
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, Bruce Kirk, Dianne Langham-Butts and Fred Stewart.

Board Members Absent: Glenn Heselton and Marjorie Heselton.

Others in Attendance: Shyanne McAimer, Jason Gappa, Ralph Sierra, Bill Bien, Ivan and Senait Ahferom.

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

Secretary’s Report: Minutes of February 6, 2020, meeting had been distributed to the Board Members. A motion to approve the minutes was made by Marianne Brindley and seconded by Bruce Kirk. All Board members present approved.

President’s Report: Bill Brindley reported:

- Newsletter item due to Juanita by March 22, 2020. This Spring the newsletter will be done electronically. If you do not receive the email version please send a note to admin@forest-ridge.org with your current email address. The Newsletter will be posted on our website.
- Sheds. The Board has talked about this and looking at what would be involved to make a change to the Covenants. Preliminary correspondence with the lawyer has started. It is estimated that an additional $900 would be required to prepare paperwork. It would require that 75% of homeowners vote yes and it is not a simple issue. Further investigation is required and a homeowner and Board member have agreed to see what other HOAs have done, County inspections/requirement in both Fairfax and Loudoun.

Treasurer’s Report: Bruce Kirk presented the following:

December 2019 budget/expense report: Income for 2019 amounted to $71,430.38 and Expenses $66,045.84. There was a request to move saved funds to the Tree Maintenance account but right now it will be saved. A motion to approve the budget was made by Marianne Brindley and seconded by Dianne Langham-Butts. All Board members present approved.

January 2020 budget/expense report: Income: $30,308.47 from assessment fees, late fees, disclosure packets and interest. Expenses: $4,777.46
- Administrative costs: $912.57 – administrative services and paper/supplies.
- Common Grounds $2190.90.
• Operating expenses: $225.00 for holiday decoration awards.
• Legal Fees: $1148.00 which includes monthly retainer and assessment collection fees.

A motion to approve the budget was made by Marianne Brindley and seconded by Fred Stewart. All Board members present approved.

**February 2020 budget/expense report:**
Income: $22,778.85 from assessment dues, late fee, disclosure packets and interest income.
Expenses: $4,758.55
• Administrative costs: $650.00
• Common Grounds $2,190.90 and tree maintenance $980.00.
• Operating expenses: $566.00 for dishonesty insurance.
• Legal Fees: $1448.99 for monthly retainer and assessment collection fees
• Postal Expenses: $42.65

A motion to approve the budget was made by Fred Steward and seconded Garvin Davenport. All Board members present approved.

**COMMITTEE REPORTS:**

*Trees and Common Grounds: (Glenn Heselton)*
**Update:** Dianne Langham-Butts on behalf of Glenn -
Trees and Common Area spent $300 on February 28 for AJ Landscaping to cut and clean up a pine tree that fell out of the common area across both lanes of Lincoln Ave.. This is the area between Forest Ridge and Butternut where there was/is a high percentage of pines to hardwoods. We have had other similar incidents in this area before.

*Administrative Update: Marianne Brindley for Linda Menke*

**Resale Packets:** Year to date = 7 with 100% having violations. Average sale price $400,000. Comparison to 2019 at same time = 4 with 75% having violations.

**Assessments:** As of March, 2020, we have 78 (14.2%) unpaid and 472 (85.8%) paid. Comparison with 2019 Unpaid 12 (2.2%) and paid 538 (97.8%). Twenty-six accounts sent to collection in May 2019 and late fee applied to 38 accounts.
2018 – delinquent 7 (1.3%). Late fee Only 3 (.5%) and Paid 540 (98.2%). Sent 22 delinquent accounts to collection, late fee applied to 48 accounts (8.7%) on March 1, 2018.
2017 – delinquent 4 (.7%). Paid 546 (99.3%). Late fee applied to 50 accounts (9%) on March 1, 2017. In 2015 and 2016 both years we had 2 delinquents (.4%). Paid 548 (99.6%)

**ACC Applications/Violations Status:** Garvin Davenport reported -
2 – violations in February
5 – courtesy letters sent in January
3 - cases closed
.. – AC applications
1 – resale package

The Board moved into an Executive Session at 8:10 p.m.
The Board came out of Executive Session at 8.17 p.m.

Due to a repeated ACC violation, ACC Chair, Garvin made a motion to send a lawyer demand letter and Marianne Brindley seconded. All Board Members present approved.

Meeting adjourned at 8:20 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, February 6, 2020
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, Bruce Kirk, and Dianne Langham-Butts.

Board Members Absent: George Jahnigen

Others in Attendance: Ken Crowder, Fred Stewart, Ralph Sierra, Michael Ochoa, AJ and Christina Fuentes.

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 2, 2020 Meeting had been distributed to the Board Members. Glenn Heselton advised of a correction, replacing the comma with a decimal under “Income”. A motion to approve the minutes was made by Brandon Buchholz-White and seconded by Bruce Kirk. All Board members present approved.

President’s Report: Bill Brindley advised -
• George Jahnigen has submitted his resignation from the Board and Fred Steward has agreed to serve on the Board. Bruce Kirk nominated Fred Steward and all Board members present agreed. Fred joined the Board for the remainder of the meeting.

Treasurer’s Report: Bruce Kirk
Bruce Kirk started to present the January 2020 budget but unfortunately there were some discrepancies and a motion was made by Glenn Heselton to have the report made at the next meeting and seconded by Garvin Davenport. All Board members present approved.

Funds from the 2019 budget will be transferred into savings to rebuild the equity.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update:
Currently we have allocated $980 for trees to be cut.
Glenn will do a review of areas that would benefit from a tree limb and trunk cleaning and he will rate this by priority and dollar amount.

Administrative Update: (Linda Menke) will be presented at the March meeting.
ACC Applications/Violations Status: Garvin Davenport reported -
It has been a quiet month. Two resale inspections were made. Some properties with mildew have been identified and the ACC has sent some violation letters.

Homeowner Issues:

1. Homeowner raised the question of the FRHOA approving sheds. Bill advised that to make a change to the covenants we would need ¾ of the homeowners to agree to such a change. There would be a cost to get legal guidance to change the relevant covenants which would cost approximately $900. Some options put forward to seek interest from homeowners – door-to-door signature, website and Spring newsletter.

2. AJ Fuentes, has been clearing out the drainage areas and has asked that homeowners do not dump leaves on common ground or street.

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

The Board came out of Executive Session at 8:27 p.m.

Meeting adjourned at 8:30 p.m.
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, AJ & Christina Fuentes, Wes Hall, Steve Hall and Marion Kirk.

**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 December 5, 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. Garvin Davenport abstained and all other Board members present approved.

**Holiday Lights Winners:**
1st Place – 169 Applegate Drive
2nd Place – 103 Briarwood Court
3rd Place – 205 Pin Oak Court
Honorable Mentions: 408 Tamarack Lane; 119 Briarwood Court; 153 Applegate Drive; 107 Applegate Drive; and Pin Oak Court (as a whole)

**President’s Report:**
Bill Brindley noted that in the last couple of months of 2019 the Board reviewed and approved:
- FRHOA budget for 2020
- Annual Assessment fee was increased to $128.00
- Common Grounds maintenance contract was extended by one-year in line with the original contract option clause. In 2020 the contract will be put out for rebidding.
- For the first time the spring Newsletter will be electronic format.
- Cancelling the Verizon phone message system (which had very low use) saving the HOA approximately $800 per year.
- To amend Covenants, we would need to have 413 homeowners in agreement. This being said Homeowners have expressed interest to amend the covenants to have sheds installed and to tighten airbnb rental requirements. If we receive 413 signatures collected by homeowners, the Board would take the matter up with the lawyer. Expensive process to start if the interest isn’t there.
- 2019 was a busy and very productive year.

**Treasurer’s Report:** Bruce Kirk presented the December 2019 Treasurer’s Report.
Income: $1576.02
Expenses: $7773.66.

- Administrative costs: $1443.46 of which $834.56 was for the preparation and mailing of the annual assessments.
- Common Grounds $2,190 and tree maintenance $4,100
- Operating expenses: $214.40
- Legal Fees: Credit $236.95.
- Postal Expenses: $61.75

For 2019 we have a credit of $5884.54 – 92.12% spent. A motion to approve the budget was made by Marianne Brindley and seconded by Marjorie Heselton. All Board members present approved.

A motion was made by Marianne Brindley for the 2020 Assessment Notice and 2nd Notice should be increased to $1000 [Had originally proposed $500.00.] and seconded by Dianne Langham-Butts. All Board members present approved. Note: Legal fees were much lower as the HOA had recovery assistance during 2019. Trees was under budget by $400.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: Had a budget of $18,940 and used all but $400. Costs known but not committed. In 2020 have spent $400. Had to pick up a discarded mattress and television on Buckeye Court. Disappointed that Homeowners on the court had not reported this and they had been left there for months.

Administrative Update: (Linda Menke)

Resale Packets: In 2019 we had 28 resale packets requests and 67% had violations. As a comparison in 2018 we had 39 packets of which 69% had violations.

Assessments: 2019 Status – 14 unpaid (2.5%). 536 Paid (97.5%). Twenty-six accounts sent to collection in May 2019. Late fee applied to 38 accounts on March 1, 2019. 2018 Status – 7 unpaid (1.3%). 540 Paid (98.2%). Late fee only – 3 (5%). Twenty-two accounts sent to collection. Late fee applied to 48 accounts (8.7%) on March 1, 2018.

2017 Status – 4 Delinquent (.7%), Paid – 546 (99.3%). Late fee applied to 50 accounts (9%) on March 1, 2017. 2015 Status – Statue Of Limitations (SOL) expired in 2019: 2 delinquent (.5%) and paid 548 (99.5%) 2016 Status – SOL expires in 2020: 3 delinquent (.7%) and paid 547 (99.3%) 2013-2014 Status – Secured by judgement and both years 1 Delinquent (.2%) and paid - 529 (99.8%).

ACC Applications/Violations Status: Garvin Davenport reported - Quiet month with five ACC applications – windows/siding. In 2019 we had 97 violations compared to 2018 when there were 192 violations.

HOMEOWNER ISSUES:

- It was raised ‘is building a roof over the wood pile considered a structure”.
- Homeowner noted that County regulations state that fire pits and barbecues should be located 25’ from structures.

The Board moved into an Executive Session at 7:50 p.m. The Board came out of Executive Session at 8:40 p.m. Meeting adjourned at 8:40 p.m.