FOREST RIDGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes
for the past six months
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MEETING OF THE BOARD OF DIRECTORS  
FOREST RIDGE HOMEOWNERS ASSOCIATION  
THURSDAY, SEPTEMBER 1, 2022  
Held at the Loudoun County Sheriff’s Substation  
and via Zoom 46620 E. Frederick Drive, STERLING, VA

Meeting Minutes:  
President, Fred Stewart, called the meeting to order and welcomed those in attendance at 7:35 PM  
Board members present:  
Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White,  
Wesley Hall, Glenn Heselton and Marjorie Heselton, Garvin Davenport.  
Others in Attendance:  
AJ and Christina Fuentes, Julia Stewart, Dan Giordano, Bob Barnhart, Tara and Jay Cromp, Bill Bien, Linda  
Menke (Administrator), Tonia Sanders and Joe via ZOOM

CALL TO ORDER:  
President Stewart called the meeting to order at 7:30 p.m. Introductions were made. Welcome  
extended to everyone attending both in person and via Zoom.  

PRESIDENT’S REPORT:  
President Stewart reminded members of the upcoming annual elections in October and  
encouraged all to solicit proxy forms to insure enough votes available for said elections. Fifty five  
are needed to meet quorum requirements.  
President Stewart nominated Tonia Sanders and Anna Lebova to fill the two currently empty seats on the  
Board. The vote in favor of the nomination was unanimous. Tonia Sanders will also serve as Secretary.  
Their terms will expire in 2023. This gives us a full Board of Directors of nine members.

COMMITTEE REPORTS:  
SECRETARY’S REPORT:  
Minutes of the May, June and August meeting were distributed to the Board members. Fred  
Stewart made motions to approve the minutes and Glenn and Marjorie seconded. Minutes were  
approved for May and June. Minutes for the August meeting were not approved due to  
corrections that need done per board member Davenport.

TREASURER’S REPORT  
Treasurer’s reports for June, July and August were presented by Treasurer Bruce Kirk. After  
review, motions to approve each month was made and seconded. All reports were unanimously  
approved. Financially the FRHOA is on target to stay within its approved 2022 budget.

TREES AND COMMON GROUND:  
Glenn Heselton provided an update for the Trees and Ground committee. $8980.00 was spent in July on  
trees. We cut 32 trees this year so far at around $530.00 per tree. Approximately  
$17,000 has been spent year to date to cut down dead trees and to trim overhead limbs along  
various sidewalks and streets in our community. The annual tree budget is running just a little  
ahead of schedule but Glenn is comfortable with the balance. The foliage has been trimmed in several  
areas as well. One homeowner raised concerns that trees in the common areas need more attention so  
far as “forest management” is concerned and expressed a desire that the Board address it. Brandon said  
the state came through Applegate and did some trimming and cleanup in the drainage areas in the Forest  
Ridge common areas.  
One homeowner suggested investing in the common areas and cleaning up, because people are using the  
common areas as a park. He mentioned we shouldn’t be inviting people to play and camp in the common  
areas. He also brought up kids sledding in the common grounds and said trees have fallen and these  
trees need to be taken care of, because it is dangerous.  
One homeowner said he brought up a suggestion seven years ago that we should clean up one section of  
common areas each year. He mentioned a lot of homeowners are throwing their debris and Christmas  
trees in the common areas and that is causing a lot of problems..  

ADMINISTRATIVE UPDATE:
Linda Menke reported Resale packets total 31 so far this year. Last year we had done 26 at this time. The average sale price for 2022 is around $635,000 up from $589,140 for 2021.

Assessments:
- 15 delinquent assessments in 2022
- 8 delinquent assessments from 2021
- 3 delinquent assessments from 2020
- 2 delinquent assessments from 2019

Assessments older than 2019 have a judgment on them.

AAC APPLICATIONS/VIOLATIONS STATUS:
Garvin Davenport reported several ACC requests for misc. changes to the exterior of homes were processed. Including: 1 Deck, 1 Roof, and 2 Siding change requests. Notice of Violation letters were sent to several residents.

One resident mentioned homes have their trash cans on display all the time and suggested the board take a look at how things were done before as far as restrictions go.

President Stewart mentioned our newest member, Anna Lebova, will be working with Garvin on the ACC.

OLD BUSINESS:
The Fall Newsletter has been completed, and reviewed and sent by Juanita Easton to the printing firm who will print and mail. Additional funds were added to our bulk mailing account with the USPS.

Adding a FOREST RIDGE sign at or near the entrance to Butternut was discussed. The Board is soliciting volunteers via the Fall Newsletter to form a committee to determine the feasibility on such signage. There are 35 homes in that section of our community but no visible recognition of same.

NEW BUSINESS:
Emphasis to securing proxy forms for our fall elections in October was made. Tara was introduced as interested in joining the board as Treasurer. She will work with Bruce before he departs for West Virginia.

Bruce made a motion to nominate Tara. The motion was seconded and Tara was voted in unanimously as Treasurer.

Issues with trash accumulation in the common area off Tamarack Lane by persons going back to the elementary school soccer field behind the elementary school were discussed. No resolution to the situation was reached. Ms. Fuentes agreed to reach out to the Loudoun Co. school system for input.

Gary announced there would be a block party from 4-7pm on Sunday.

No other business was discussed.

Meeting was adjourned at 9:00PM
President, Fred Stewart, called the meeting to order and welcomed those in attendance at 7:35 PM

Board members in attendance: Fred Stewart (President), Bruce Kirk (Treasurer), Garvin Davenport (ACC). With only three members in attendance there will be no votes at the meeting, just a discussion.

Others in attendance were Tonia Sanders, Cathy Stanton, Anna Lebova, and Dan. Also, Linda Menke attended on ZOOM as well as Elaina and two other residents.

ANNOUNCEMENT: A police officer has been appointed to Forest Ridge, but also quickly reassigned. Another officer will be introduced once a selection is made and he is appointed to the Forest Ridge community.

SECRETARY’S REPORT
Previous Minutes deferred.
Minutes for tonight’s meeting were taken by new resident, Tonia Sanders, who has agreed to act as Secretary.

TREASURER’S REPORT
Bruce Kirk submitted a printed report.

TREES AND GROUNDS - Glenn Hesselton
There is no report at this time. (Glenn is on vacation)

ACC APPLICATIONS - Garvin Davenport
The summer has been slow for architectural changes. Roof, patio, window, shutters, and one new garage approval have been done.

Violations update:
There is a trailer parked in the street that has not been moved. There is also some junk that has been left out on the side of some homes. Power washing also needs to be done this time of year to avoid the mold growing on the siding of some homes. These violations will go out this month.

Fred stated the board is reactive, not proactive. They’re not going around looking for trouble. Fred also let it be known he helps with the ACC requests.

ADMINISTRATIVE UPDATES - Linda Menke

RESALES
There have been 30 resale packets so far, this time last year there were 19.
Last year of the 19, 47% had violations. This year only eight have violations.

The average sale price for homes in 2021 was $589,200.
The average sale price in 2022 is $629,680. That's $50,000 more than last year.

ANNUAL ASSESSMENTS - Through August 4, 2022
For 2022 only 16 assessments have been left unpaid. These assessments are now in collections, and some are currently being paid.
From 2021 eight are still in collections.
From 2020 three are in collections.
From 2019 two are in collections.
Only one property is a habitual offender.

OLD BUSINESS - Fred Stewart

FOREST RIDGE SIGN UPDATE
Newly installed signs for the neighborhood are on display and look great. The balance was just paid on these signs on August 3. The old sign has been kept and Fred plans to repaint the old sign with fresh paint and put it up at an undecided location. There are three possibilities for placing the old sign. Fred will get with Glenn and Garvin to present sign location options to the board.

SHED INITIATIVE UPDATE
There has been an ongoing initiative since last fall to change the bylaws to allow free standing sheds. 75% of the vote is needed to make a change. This year we only had 51% participation and that's not enough. Fred will be checking with our lawyers to see what else can be done. Right now no free standing sheds are permitted in Forest Ridge. All sheds must be approved and attached to the home.

NEW BUSINESS - Fred Stewart

UPCOMING ELECTIONS - BOARD MEMBER VACANCIES
It's time to start thinking about elections. Juanita would like to have information back by August 14 for the newsletter. There is interest in how to attract people to the board. Fred is on Next Door and plans to post information there to see if there is any interest from people to join the board.

Bruce mentioned there are a lot of “armchair HOA” people that don’t pitch in. Yet, there's a lot of criticism. He asked Kathy to monitor the Facebook page to see if we can get more participation. Kathy said she has had to boot a homeowner in recently and that this rowdy homeowner felt as though renters should be able to vote.

Linda stated that out of the 500 homes, there are about 10% being rented in Forest Ridge.

For 2023 Fred says he’s expecting a much better participation rate. Linda thinks it would be a great idea to add the board member positions in the Facebook group along with the time commitment and job descriptions. She said the wording should include that this is volunteer work and that we need people to step up.

Fred briefly mentioned there is a way to dissolve the association and it is written in the bylaws. He states the board’s power is limited, and that they have taken people to court, but that they don’t want to drag people to court just to get them to maintain their properties. It’s costly.

HOMEOWNERS FORUM
(all homeowner comments brought up during the regular order of business reports have been added to this section in the order in which they were received)
Giordano

One attendee by the name of Dan asked about architectural designs chosen by homeowners, and he suggested we implement a process to have homeowners hire a designer to draw up plans that should be made to scale for any architectural changes to the outside of homes. He states that when 15 to 20 people are in attendance waiting to get ACC permissions things can be overlooked. Fred thanked him for his suggestion and for caring about the process.

Attendee, Dan, states he does not think we should vote on allowing sheds again.

Attendee, Cathy, stated that some people did not understand the vote and a lot of people actually didn’t see it before the cut off time. She suggested voting be electronic in the future. Garvin asked Linda if folks voted electronically, to which she responded, some had. Cathy said people who don’t have a garage would like sheds and she is in support of sheds.

Attendee, Dan, shared a story about a neighbor and a trailer and that the neighbor hates HOA’s. Kathy mentioned commercial trucks being parked on the streets and Gavin made it clear we don’t control the street.

Attendees, Cathy and Dan, brought up window screens in violation, and everyone in attendance had a brief conversation about violations of the HOA restrictions. Garvin said the HOA requires sellers to take care of violations or that any new buyers must correct violations within 30 to 60 days of purchasing property in Forest Ridge.

Garvin made mention of the board not looking for structural issues, but stated things like paint, siding, piles of junk and unsightly things around the home need to be reported to the board.

Attendee, Dan, brought up the issue of fencing in the forest Ridge community. And whether or not 6 foot fences should be allowed as they were not in the past. His concern was for those purchasing above ground pools as low as 24 inches in height and those residents purchasing fences that block views. Yet, these pools can easily be removed each season. He suggested there be a penalty for those who install 6 foot fences with removable pools and advised the penalty should state residents must remove any fence over four feet if they remove the pool.

Gavin stated the Loudoun County law allows for a 4 foot minimum non climbable fence around pools. He also stated the Forest Ridge Community ACC guidelines will allow permission for up to a 6 foot fence on a case by case basis.

Fred asked those online if there’s anything to add. Elena mentioned it was challenging to hear everyone through the computer.

The HOA meeting was adjourned at 8:45 PM.
Meeting was called to order by Board President Fred Stewart at 7:30 p.m., Thursday, June 2, 2022.

Board Members present were: President Fred Stewart, Vice President/Treasurer Bruce Kirk, Glenn Heselton, Margie Heselton, Wes Hall. Garvin Davenport was absent as he and his family were attending their son, Miles' high school H.S. graduation. Congratulations to Miles. Linda Menke joined the meeting via zoom. Everyone was welcomed to the meeting - in person and on zoom. Homeowners in attendance were Anita and Doug Bloom - Applegate Drive, and Bill Bien - Silverleaf Court, and Tonia Sanders, Silverleaf Court.

OPENING COMMENTS:
President said he had received over the past several months complaints about the overall look of the FRHOA community. Need to address those concerns. Have two vacancies on the Board and need more participation.

Secretary reports from last two months. Questions were made about the "attachments". Clarification was requested. The attachments are only those received by the Board. Motion made to approve the April minutes; motion passed. Unanimously approved.

Discussion of May minutes. Questions about wording in minutes. Items in questions are to be redlined and reviewed before approval. The May minutes were not approved. Will submit for approval at the August meeting.

TREASURER'S REPORT
Bruce Kirk congratulated Linda Menke on her efforts to collect past due payments and presented a Treasurer's report as of June 2, 2022. The budget is on track for the year to date. The Treasurer's report for May was approved unanimously.

COMMITTEE REPORTS

TREE AND COMMON GROUNDS

Glenn Heselton
Presented Board with report of activity
Glenn advised that some work had been done recently but invoices for the work had not been processed and expenditures would be reflected in the August report.

ACC APPLICATIONS, VIOLATIONS/STATUS-
Garvin Davenport - absent
A number of pre-sale inspections have been done by Fred, Margie and Garvin. A Homeowner called about 307 Bradford Court - and board member/s responded but determined no HOA responsibility. It was suggested the homeowner contact Loudoun Health Department if homeowner had health safety concerns re: the conditions. A complaint was received regarding possible AirBnB activity in the community. President Stewart communicated with the homeowner and suggested they reach out to the Board of Supervisor Sterling representative Koran Saines to discuss. President Stewart also reached out to Mr. Saines for an update on pending County AirBNB ordinances.

RESALE PACKAGES
Linda Menke

Resale Packages -
Eighteen have been done this year to date - as well as 18 last year by this date. Average price $650,000 this year - Last year's average price was $589,000 Several home sales have settled over $700,000 YTD.

ASSESSMENTS
Twenty delinquent notices to this date
This time last year - 10 delinquent - 2021; five - 2020; two - 2019.
Notices will be sent to the Attorney Monday.

OLD BUSINESS

Shed Initiatives -
Proposed letter was sent to Board Members for review to send all FRHOA regarding results of Shed Initiative. As we did not get 75% of the vote needed, the measure was not approved.THe Board approved a motion to send letters to homeowners advising of the results of the Shed Initiative. Motion passed unanimously.

President Stewart recommended that a printed letter be sent to each homeowner - as opposed to just emailed letters. Discussion followed. Suggestions were to: Include the letters in the newsletter and on the website. Some addresses do not have emails, Linda Menke advised. Those homeowners without an email address would receive a hard copy letter and would be asked to provide a valid email address in return.

UPDATE ON FOREST RIDGE SIGN:

Signs to be installed by the end of June. The old sign that is being replaced will be kept for any possible reuse, after refurbishment.
JOINT CLEAN UP WITH KINGSTON CHASE - postponed - as VDOT was out and mowed and cleaned the area. They did an excellent job per Glenn and Fred.

NEW BUSINESS

Comments received on ZOOM from a homeowner in Forest Ridge residing on Butternut Way. He advised he did not feel part of the community. Maybe placing the old Forest Ridge sign, once refurbished, at that intersection would be beneficial and productive. It would likely need to be placed on homeowner’s property which may present an obstacle.

(about this time Linda Menke had to leave the ZOOM meeting)

Discussion - possible changes to covenants/by-laws to require less than a 75% YES votes to make changes to the existing Covenants.

HOMEOWNERS FORUM

Openings on Board remain....

New homeowner - Sanders on Silverleaf Court - only in the home for one week. The Homeowner had questions regarding the package they received from FRHOA relevant to issues/violations with the fence and trees. Board member Garvin Davenport was not in attendance to answer those questions. Homeowner was advised to email Garvin Davenport with those questions and he will respond.

Homeowners - the Blooms on Applegate Drive spoke to concerns about traffic in the community and numerous accidents on Forest Ridge Drive. Requested possibility of a Traffic study. Speeds and noise affect the quality of life in the community as well as home values. Not to mention the safety issues. Discussion followed.

President Stewart will follow up with Sterling Supervisor Saines.

Homeowners also spoke to large numbers of cars parked at homes in Forest Ridge. Zoning issues and County ordinances are controlled by the Loudoun County government. FRHOA is limited in any authority as the streets are public.

The Board thanked homeowners for attendance at the meeting and encouraged more to come.

President Stewart entertained a motion to adjourn the meeting. Unanimous vote to adjourn. Meeting was adjourned at 8:20 p.m.
Meeting of FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, MAY 5, 2022

Vice President Bruce Kirk called the meeting to order and welcomed those in attendance shortly after 7:30 p.m.

Board members in attendance: Bruce Kirk, Vice President/ Treasurer, Margie Heselton, Glenn Heselton, Garvin Davenport, Wes Hall and Linda Menke.

Fred Stewart on zoom, two homeowners, Gary and Joe, also attended on ZOOM. one homeowner on Pomegranate Court one homeowner also on zoom.

Others in attendance were: Dan Giordano, Diane Langham Butts, and Christine Fuentes. Introductions were made

SECRETARY'S REPORT
Minutes from April were deferred at request of President Stewart.

TREASURER'S REPORT
Bruce Kirk submitted a printed report.
Zero Tree Expenses for Month - Very Good.
Low YTD also on Legal Expenses,
Motion to approve by Glenn Heselton and Second by Garvin Davenport.
Treasurer's report was approved.

COMMITTEE REPORTS

TREES AND GROUNDS - Glenn Heselton

2022 TREE BUDGET $22,800
YTD Expenses $5,710 -25% of budget
Budget Remaining $16,415
Eighteen Trees cut this year at an average cost of $317

ACC APPLICATIONS - Garvin Davenport

Four Resale packets /
Two ACC applications
Two letters of violations

ADMINISTRATIVE UPDATES - Linda Menke

Printed reports were provided.

RESALES

Thirteen so for 2022 / last year at this time 15
Thirty-eight % Violations compared to last year 53%
Home Sale Price 2022 -$650,000 compared to $589,283 last year
About one half of sales have no settlement price yet.

ANNUAL ASSESSMENTS - Through May 5, 2022
Total of 521 paid YTD with 64 being paid using PayPal, 5 received in mail today leaving 29 unpaid
Twenty (20) delinquent invoices need sent to collection’
Call for vote to send delinquent notices to lawyers. Motion was made by Bruce Kirk and Glenn Heselton second. Motion carried.
OLD BUSINESS

UPDATES: SHED INITIATIVE - Linda Menke
Total ballots received 278 - needed a total of 414. Not enough votes for the sheds initiative to be considered.
Less than 50% response. A notice regarding shed initiatives will be included in the newsletter.

FOREST RIDGE SIGN UPDATES
Fred Stewart
Thank you to Wes Hall for all his work to bring the sign issue to fruition.
Fred met with Vision Signs, who explained that it was actually more cost effective to purchase two signs now rather than one now and one later as size and costs of necessary materials allowed for two signs. A motion was made to cancel initial proposal and instead approve purchase of two signs at the total cost of labor and materials of $2,900. Wes asked did that price include installation and answer was yes. Breakdown of costs - $2,350 materials, $400 labor, $141 tax for a total of $2,900 for two signs -one at South Fillmore and the other at Circle Drive/S. Fillmore. Bruce seconded the motion. Discussion followed. The bill for signs will be paid out of Capital Expenses. Fred and Wes will meet with the sign company to discuss the timeframe for installation. They will also update the homeowner at 1707 Whitewood Lane on whose lot the Fairfax sign borders. One homeowner spoke about the possible need for the Forest Ridge sign at Crestview Drive to be moved to provide visibility at that stop sign. Vote was called on motion and was approved unanimously. Fred will sign a contract Vision Signs and make a required 50% deposit.

JOINT CLEAN UP WITH KINGSTON CHASE NEIGHBOR
Fred Stewart
Reached out to Kingston Chase HOA regarding clean up on Crestview Road. Received email from Kingston Chase representative and they are open to joint clean up. Good News.
The Question is when. Discussion followed. Options for dates are issues and one homeowner noted that Crestview/Lincoln is a dangerous road and maybe HOA should reach out to VDOT for guidance. Problems about all that area in general were discussed.

NEW BUSINESS

One homeowner spoke about drainage ditches in the community and suggested the Board reach out to Loudoun County BOS for response. Garvin said one can go to the County website and make a request. Any homeowner can do that.

HOMEOWNERS FORUM

Gary, homeowner on zoom, spoke to the issue of yard maintenance in Forest Ridge.
Garvin responded that homeowners should reach out to FRHOA website and email with concerns and the Board will respond and conduct inspections and will send out letters of violations. The Board thanked Gary for his participation and welcomed him to regularly attend. Garvin also noted that the Board relies on homeowners to report violations and neighbor problems. The Board is a skeleton staff of about 8 people - all volunteers, who try to manage 500 plus homes in two counties.

Joe- new homeowner on zoom was asked if he had any questions. Replied that no he just wanted to see how and what the homeowners’ meetings were about.

One homeowner spoke of concerns about trees falling in common ground. And FR community's liability in event someone was injured by a common area tree. Linda Menke reported the FRHOA maintains liability insurance which covers common areas.

Bruce Kirk asked that the Board hold a brief executive session.

Bruce moved that the regular meeting adjourned and Garvin seconded.
MEETING MINUTES

BOARD MEMBERS PRESENT:
Fred Stewart, (President), Bruce Kirk, (Vice President and Treasurer), Garvin Davenport, Glenn Heselton, Margie Heselton, Wesley Hall
Board member Brandon Buchholz-White was absent.

OTHERS IN ATTENDANCE: Linda Menke and Senait Ahferom. Caine Sowder via ZOOM

The meeting was called to order by President Stewart at 7:30 PM

Minutes from the March, 2022 meeting were unanimously approved with one amendment to show adjournment at 8:15 p.m.

TREASURER'S REPORT
Bruce Kirk presented the report which was distributed, accepted and approved. Copies of the report are attached.

TREES AND COMMON GROUNDS
Glenn Heselton presented the Trees and Common Ground report which included a letter regarding the FRHOA Spring Clean Up held March 12, 2022.
The letter is attached. The report on Trees and Common Ground was presented and is also attached.

ACC APPLICATIONS/VIOLATIONS
Garvin Davenport reported a slow month for applications as well as violations with only several processed.

ADMINISTRATIVE UPDATE
Linda Menke presented reports on resales and assessments for FRHOA

RESALE REPORT- APRIL 2022
Copy is attached

FRHOA ASSESSMENT STATUS:
Reports for April 2022 and subsequent April 2021, 2020, 2019, 2018 and 2017. Copies of each were distribute and are attached.

OLD BUSINESS
Linda Menke presented update on Shed Initiative:

A total of 414 YES votes are needed for the Board to consider a Shed Initiative and as of April 7 the Board has received a total of 269 votes. Yes/No vote is not at issue; the number of ballots received is; i.e., 414 votes must be received to represent 75% of the homeowners.

Wesley Hall reported that the transition of the base management containing a record of ACC Violations from Bill Bien to Wes is complete.

President Stewart spoke of his and the Board's appreciation to Juanita Easton for her efforts to assemble the FRHOA newsletter in a timely manner in order for Linda Menke to e-mail it out to homeowners.
Heselton suggested that FRHOA consider presenting "Certificates of Appreciation" to various individuals for service to the Forest Ridge community. Glenn mentioned the Brindleys and Juanita as examples of those deserving recognition.

NEW BUSINESS

CLEAN UP ALONG CRESTVIEW DRIVE
President Stewart advised that he had sent an email to the Kingston Chase Community HOA regarding a possible "joint cleanup effort", as Kingston Chase borders Crestview. As the e-mail was sent only recently no response has been received. There was discussion of the possibility of a mid-year cleanup effort in Forest Ridge with an attempt to involve more participation from residents. Communication with renters in Forest Ridge homes was discussed with various methods and options to achieve better interaction regarding community events, concerns and access to the FRHOA website. No course of action was determined.

HOMEOWNERS FORUM

Homeowner Senait Aherom spoke to the Shed Initiative and her support for it. She asked that the deadline for votes on Sheds be extended and objected to the May deadline. Members of the Board advised that the ballots to change the by-laws to allow for sheds were included in the 2022 Assessments mailed in December and reference the lack of responses thus far. The Board advised a discussion of deadline extension would be addressed in Executive Session later tonight.

Homeowner on Zoom spoke of her concerns regarding traffic issues and reported several vehicle accidents on Forest Ridge Drive and Applegate Drive near her residence. Homeowner said she spoke with VDOT, law enforcement and Loudoun County Board of Supervisors and was advised that the homeowners association had a role in addressing traffic. The Board reported that FRHOA has no jurisdiction on roads in our community, but agreed that traffic speeds in the community were an issue to be examined.

Glenn Heselton reported a call from one Forest Ridge homeowner with concerns about residents not picking up animal waste when walking pets in our neighborhoods. A notice regarding pest waste will be included in the next monthly newsletter.

Wesley Hall asked about the status of new Forest Ridge sign/s. President Stewart advised that he was "remiss" in following up with the sign company and would provide an update at the May meeting.

The Board adjourned into Executive Session.

Meeting adjourned at 8:25 p.m.
BOARD MEMBERS PRESENT:
Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Wesley Hall, Glenn Heselton and Marjorie Heselton, Linda Menke
Absent: Garvin Davenport

CALL TO ORDER:
President Fred Stewart called the meeting to order at 7:30 p.m. A quorum was present.

PRESIDENT’S REPORT:
Welcome to everyone attending both in person and via Zoom.

SECRETARY’S REPORT:
Minutes of the February 3, 2021 meeting were not available for acceptance. Will be presented at the April meeting.

TREASURER’S REPORT: (Bruce Kirk)
Bruce Kirk presented the 2022 budget report for February, 2022 and the 2022 budget YTD. Motion to approve was made, seconded and unanimously voted to approve as submitted.

COMMITTEE REPORTS:
TREES AND COMMON GROUNDS: (Glenn Heselton)
Glenn provided an update on the Trees and Grounds report. Year to date nine (9) dead trees have been cut down and/or identified for cutting or removal.

ACC APPLICATIONS/VIOLATIONS STATUS: Deferred until April

ADMINISTRATIVE UPDATE: (Linda Menke)
Linda advised 405 annual assessments for 2022 have been processed with an additional amount received but not yet processed. The number of delinquent assessments for prior years is unchanged. To date, 219 shed ballot votes have been received. Final tabulation will not be done until the deadline for submitting ballots has been met.
Resale packets for February was three (3). This is a YTD number also.

OLD BUSINESS:
A motion was made to extend the cutoff date for receipt of shed initiative ballots until May 1st by Bruce Kirk and seconded by Glenn Heselton. After discussion as vote was called and the motion passed 4 votes to 2.
The Board reviewed spring cleanup plans for the common areas to be done March 12th with March 19th as a rain date. Linda will publicize. Trash bags will be provided with volunteers responsible for personal protection: hats, gloves, boots etc.

**NEW BUSINESS:**
Spring Newsletter – The Board agreed to again do a spring newsletter. Juanita had already been contacted and volunteered to put it together. She would like to have all input by mid-March. It will be an electronic newsletter, e-mailed to all homeowners of record.

No other business was brought up and the meeting was adjourned at 8:35PM
MINUTES OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNER'S ASSOCIATION
THURSDAY FEBRUARY 3, 2022
Held at The Loudoun County Sheriff’s Substation and via Zoom
46620 E. Frederick Drive, Sterling, Virginia

MEETING MINUTES:

BOARD MEMBERS PRESENT:
Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Wesley Hall, Glenn Heselton and Marjorie Heselton, Garvin Davenport, Linda Menke

CALL TO ORDER:
President Fred Stewart called the meeting to order at 7:30 p.m. A quorum was present. Introductions were made.

PRESIDENT’S REPORT:
Welcome to everyone attending both in person and via Zoom.
Recognition of Glenn Heselton for doing some tree trimming along Crestview Drive
Recognition of Julia Stewart for acting as secretary for January, 2022 meeting.

SECRETARY’S REPORT:
Minutes of the January 6, 2021 meeting were distributed to the Board members. Fred Stewart made a motion to approve the minutes and seconded by Bruce Kirk. All members present approved.

TREASURER’S REPORT:
Bruce Kirk presented the 2021 year-end budget report and the 2022 budget YTD. Glenn Heselton motioned to approve the YE 2021 budget report and the YTD 2022 report. The motion was seconded by Wesley Hall. All members present approved.

COMMITTEE REPORTS:

TREES AND COMMON GROUNDS: (Glenn Heselton)
Glenn provided an update on the Trees and Grounds report. Several dead (4) trees have been identified for cutting and/or removal due their close proximity to homes. Glenn advised that one homeowner inquired what the HOA’s responsibility was for shoveling snow on sidewalks. Homeowner was advised that the homeowner is responsible for sidewalks in front of their home, while the HOA is responsible for Common Area sidewalks. Snow removal on our streets is VDOT’s responsibility.

ACC APPLICATIONS/VIOLATIONS STATUS: (Garvin Davenport)
Four (4) ACC change requests for exterior work were received. They were reviewed and approved by the ACC committee.
Three (3) first letters for Notice of Violation were sent for various covenants’ violations.

ADMINISTRATIVE UPDATE: (Linda Menke)
Linda advised the implementation of PayPal for payments of Homeowner’s Assessments had overall gone pretty well. A final report on it’s implementation, acceptance and usage will be presented at a later date. The overall consensus was positive.
Linda advised that there were 12 delinquent assessments in 2021, 5 delinquent assessments from 2020 and 2 delinquent assessments in each year for 2019, 2018 and 2017. A tally for 2022 assessments has not yet been completed. 
SOLD homes for 2021 totaled 31 with the average price around $578,000.

OLD BUSINESS:
Linda Menke asked if there was any feedback yet on the shed ballot initiative. As the ballots were included with the mailing of the 2022 assessment invoice those have all not been processed. Authorization for costs associated with our SSL certification was needed. The Board approved a three year plan in the amount of $279.99. This is necessary for the implementation of our PayPal account. Linda Menke manages this function. 
Awards for the annual Christmas house decorating contest was wrapped up and awards sent to recipients.

NEW BUSINESS:
The Board agreed to do a spring cleanup of the common areas to collect debris which (constantly) accumulates. March 12th was agreed on with March 19th as a rain date. Linda will publicize. Trash bags will be provided with volunteers responsible for personal protection: hats, gloves, boots etc. Homeowner Bill Bien has been managing the database related to ACC violation notices for the past 12 months, since the previous manager moved. As his 1-year commitment is up, Board member Wes Hall has agreed to assume that function. Bill and Wes, along with Garvin, will manage that transition. No other business.

Meeting was adjourned at 8:15PM
Meeting Minutes:

Board Members Present
Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Wesley Hall, Glenn Heselton and Marjorie Heselton, Gavin Davenport.

Others in Attendance:
AJ and Christina Fuentes, Dorothy Annrice.
Linda Menke – via Zoom.

Call to Order:
President Fred Stewart called the meeting to order at 7:30 p.m. Introductions were made. Announcement that Linda Menke was running the meeting via Zoom. Dorothy Annrice, a new Forest Ridge homeowner was welcomed to the meeting.

Secretary’s Report:
Minutes of the December 2, 2021 Meeting were distributed to the Board members. Glenn Heselton made motion to approve the minutes and seconded by Brandon Buchholz-White. All members present approved.

President’s Report:
Welcome to everyone attending both in person and via Zoom.

Treasurer’s Report: Bruce Kirk presented the budget
Bruce Kirk asked that the December Treasurer’s Report be tabled until the next month. That request was approved.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update:
Glenn Heselton provided an update on the Trees and Ground report. Thanks to AJ Fuentes who handled the request for eradication of s bees’ nest at home on Briarwood Court - at no costs to the Homeowners Association -the Budget balance remains unchanged at $22,800.00. Glenn advised there were no messages or emails regarding tree and common areas.

Administrative Update: (Linda Menke)
Linda advised via Zoom that new implementation of PayPal for payments of Homeowner’s Assessment had gone pretty well. Linda recommended an increase of 60 cents - from $5.00 to - $5.60, to cover processing fees. Board discussion followed. Board approved.
Linda advised that there were 16 delinquent assessments in 2021; 5 delinquent assessments from 2020 and 2 delinquent assessments in each year from 2017.
SOLD homes averaged 34 for 2020 and 31 for 2021.
Average home sale price increases were $578,000 for 2021 and $524,000 for 2020.

**ACC Applications/Violations Status: Garvin Davenport reported** -
Two change regulations – one window and one for siding and such.
Another new home sale at 106 Pepperidge – HFS

**Old Business:**
Wesley Hall presented follow up information from Vision Works on a final price quote of $1566.00 for the cost of sign, post installation and warranty period for the replacement of the single sign in Fairfax Station. Discussion and questions followed. Brandon Buchholz-White asked of cost of additional signs. Wesley advised costs of three such signs would average in the range of $5,000. Christina Fuentes inquired if the additional signs might provide cost savings if all the signs were completed at one time. Bruce Kirk offered that in doing so HOA would be giving up life of current signs that do not need replaced. Wesley Hall made motion to replace the sign in the Fairfax area at the cost of $1566.00, Bruce seconded the motion. The motion passed unanimously.
Linda Menke asked if there was any feedback yet on the shed ballot. None was reported as yet.

**New Business:**
Brandon Buchholz-White reported the Christmas decorating contest had been conducted. Results and winners will be announced at the next meeting. There were three winners. Contest judges were Brandon, Bonnie Gallo and Christina Fuentes. Brandon will email Linda Menke the results.
Fred Stewart welcomed the new Forest Ridge Homeowner Dorothy Annrice to the HOA meeting, on behalf of the full Board.
AJ Fuentes advised he received one complaint from a homeowner regarding the amount of snow removal product he placed on a sidewalk in the community, as it had adversely affected a pet. He received the complaint and will review the amount of product used before next application.
Glenn Heselton inquired about the stacked wood on the bankway of Crestview/Lincoln Road. Fred Stewart advised that the wood was the result of small trees removed and cut down and stacked in his back yard. Wesley Hall has agreed to remove the wood.
Bruce Kirk reminded homeowners that clearing of sidewalks is the personal responsibility of homeowners – for that portion of the public sidewalk which is in front of their residences. Sidewalks should be cleared in 24 hours after snowfall – according to county/State laws.

No other business.
Meeting was adjourned.
MEETING OF THE BOARD OF DIRECTORS 
FOREST RIDGE HOMEOWNER’S ASSOCIATION 
THURSDAY, December 2, 2021 
Held at the Loudoun County Sheriff’s Substation and via Zoom 
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

Board Members Present: 
Fred Stewart (President) – via zoom, Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Wesley Hall, Glenn Heselton and Marjorie Heselton.

Board Members Absent: Garvin Davenport


Call to Order:
Vice President and Treasurer, Bruce Kirk called the meeting to order at 7:31 p.m. All were welcomed and introductions made.

Secretary’s Report: Dianne Langham-Butts
Minutes of the September 2, 2021 meeting transcribed from the Zoom recording had been distributed to the Board Members. As some portions were not clear it was recommended to insert “by a Board Member”. Bruce Kirk made a motion to approve the Minutes with these corrections, and seconded by Fred Stewart. All Board Members present approved.

Minutes of the November 4, 2021 meeting had been distributed to the Board Members. A motion was made to approve the minutes was made by Fred Stewart and seconded by Marjorie Heselton. All Board Members present approved.

President’s Report: Bruce Kirk
- Thank you to Linda Menke for preparing the Assessments and making arrangements for mailing.
- Thank you to Dianne Langham-Butts for taking the Minutes.
- Thank you to Garvin Davenport for preparing the shed ballot

Treasurer’s Report: Bruce Kirk presented the October 2021 budget.
Income: $8.60
Expenses: $8861.24
- Administrative costs: $650.00
- Common Grounds $2,256.62 and tree maintenance $1800.00
- Operating expenses: $25.69
- Legal Fees: $3043.64
- Postal Expenses: $520.53
We are at 76.32% but at this time of the year we are usually at 83%.
A motion to approve the budget was made by Fred Stewart and seconded by Glenn Heselton. All Board members present approved.

**Treasurer’s Report:** Bruce Kirk presented the November 2021 budget.
Income: $1233.97  
Expenses: $4829.97
- Administrative costs: $1652.79  
- Common Grounds $2,256.62 and tree maintenance $965.00  
- Operating expenses: $35.64  
- Legal Fees: $94.08 (credit from assessment collection fees)  
- Postal Expenses: $14.00
We are at 82.66%. Also note that the negative legal is from the assessment recovery. Also noted on the budget a footnote indicates the increase in the tree budget from $20,500 to $22,000. This $1500.00 has been moved from Legal.

A motion to approve the budget was made by Glenn Heselton and seconded by Brandon Buchholz-White. All Board members present approved.

**COMMITTEE REPORTS:**
**Trees and Common Grounds: (Glenn Heselton)**  
**Update:**
Tree Budget...........................................$22,000  
Funds Currently Committed...........................................$22,060  
Funds fully spent...........................................$19,610  
Percentage of Budget spent...........................................89%  
Funds in Balance...........................................$0  
Funds Spent in MONTH...........................................$965.00

**Administrative Update: (Linda Menke)**
Resale Packets: 28 to date compared with same time last year 29. Forty-four percent had violations this year compared to 59% at the same time last year.

Assessments – 19 unpaid and liens have been placed. There is a statute of limitations for three years.

Average sale price $582,000.

**ACC Applications/Violations Status: Garvin Davenport.** This will be presented at the January 2022 meeting.
OLD BUSINESS TO DISCUSS:

Signs - Wesley Hall presented detailed information on two quotes to replace FRHOA Signs including installation costs. It will be important to check with zoning ordinances for Fairfax County and the homeowner.

A motion was made by Wesley Hall to move forward to have Vision Works provide a final firm quote which should include the cost of sign, warranty period and installation to replace the Fairfax section sign. Fred Stewart seconded the motion and all Board Members present approved.

Reserve Study – Bill Bien had emailed the updated version of the Study with minor comments. A motion to accept the report was made by Fred Stewart and seconded by Glenn Heselton. All Board Members present approved.

Secretary and Board Members: Fred Stewart advised that he had received some inquiries into both positions he had advertised on “Nextdoor”.

NEW BUSINESS TO DISCUSS:

On Line Payments for Assessments – Linda Menke presented a detailed analysis of options for the HOA to accept on-line payments and upgrade the website with the SSL Certificate. The SSL Certificate would cost $70 per year, $131 for three years and $168 for five years. Comparisons were made between Network Solutions and PayPal.

Fred Stewart made a motion to set up the SSL certificate for five years and use PayPal at a cost of $5.00 courtesy fee to each homeowner using it. Brandon Buchholz-White seconded and all Board Members present approved.

HOMEOWNER FORUM:

Homeowner asked about a new fence and was advised to submit an ACC form and copy of property plat to the Committee.

Homeowner suggested that the Fairfax County numbers be included in the Newsletter – similar to those of Loudoun County.

Homeowner interested in shed and was advised that Fairfax County had its own building codes and ordinances.

Homeowner reported discarded trash and mop bucket left in driveway. Homeowner was advised to contact the County if ACC unsuccessful.

The Board moved into an Executive Session at 8:41 p.m.

The Board came out of Executive Session and the meeting adjourned.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNER’S ASSOCIATION
THURSDAY, November 4, 2021
Held at the Loudoun County Sheriff’s Substation and via Zoom
46620 E. Frederick Drive, STERLING, VA

Meeting Minutes:

Board Members Present:
Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Garvin Davenport, Wesley Hall, Glenn Heselton and Marjorie Heselton.

Others in Attendance: Linda Menke, Dianne Langham-Butts, Bill Bien, Maria Drennan, Ramon Canas and via zoom Matt Darden.

Call to Order:
President, Fred Stewart called the meeting to order at 7:32 p.m. and welcomed all in attendance and on zoom.

Secretary’s Report:
Minutes of the October 7, 2021 Meeting had been distributed to the Board Members. A motion to approve the minutes was made by Garvin Davenport and seconded by Bruce Kirk. All Board members present approved.

President’s Report: Fred Stewart reported -
• On behalf of the Board accept Dianne Langham-Butts’ offer to act as secretary for tonight’s meeting – thank you.
• A thank you to Glenn Heselton for use of his muscle and truck to remove an abandoned piece of furniture along Crestview Drive.
• Bruce Kirk will present the budget for October and also the proposed 2022 budget. With input from the Committees.
• Committee reports
• Executive session will be held at end of the meeting.
• Old Business – signs
• New Business
  o Talk to friends and neighbors to find a new secretary. Seek guidance/concurrence to post position on Nextdoor and FRHOA Facebook Group.
  o Review Reserve Study by Bill Bien – due at end of year.
  o Signing the 2022 contract with AJ Landscapes for mowing and maintaining common areas.

Treasurer’s Report:
Bruce Kirk asked that the October 2020 budget report to be deferred to the December 2021 meeting.

A motion was made by Glenn Heselton for $1,500 be transferred to the Trees to cover expenses through end of year. Bruce Kirk seconded that the money be transferred from Legal Fees. All Board members present agreed.
Treasurer’s Report: Bruce Kirk presented the DRAFT 2022 BUDGET:
The report has been prepared based on an assessment rating of $141.00.
Income: $79,600.00
Expenses: $79,300.00
Proposed ending balance: $300.00.

After discussion a motion to approve the proposed 2022 budget was made by Bruce Kirk and seconded by Wesley Hall. All Board members present approved.

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: Request made to increase the trees budget by an additional $1500.00. A motion was made by Glenn Heselton and seconded by Bruce Kirk. All Board members present approved.
A few trees have been marked. There is a homeowner issue of damage to a vehicle. Extension and signing by the President the 2022 contract for AJ Landscapes.

55 Trees cut this year at an average price of $356.55

2021 Tree Budget: $22,000.00

Payments Made YTD: $19,610.00 (89%)

Pending Expenses: $2,390.00

Projected Budget Remaining: $0.00

Pending Action – Resolve ownership of two trees with homeowners.

Administrative Update: (Linda Menke)
Resale Packets: 28 prepared year-to-date with 44% having violations. Comparison against 2020 – 29 were prepared with 59% having violations.
Average sale price for 2021 $582,262.50 compared to 2020 of $523,675.81
Assessments: 14 unpaid compared to 5 in 2020, 2 in 2019, 2 in 2018 and 1 in 2017. The 2017 one will be put under judgement.

Assessments for 2022: FRHOA can increase amount by 5%. A motion was made by Bruce Kirk to increase the fee to $141.00 and seconded by Marjorie Heselton. All Board Members present approved.

ACC Applications/Violations Status: Garvin Davenport reported -
Have received six change request applications – fence, sidewalk, siding, roof, front door, deck.
Two resale requests.
Violations – 2 in September (1st courtesy letter)
For year-to-date a total of 22 courtesy letters have been sent.
Seventeen cases have been closed by the ACC.

OLD BUSINESS:
**Signs** – Wesley Hall presented two quotes that have been received – foam and 3D metal. Foam option gives a better depth perception. He will send the quotes electronically to the Board. Looking to replace three signs – Fairfax, Circle Drive and Crestview.

There has been an offer by a homeowner to repaint the Circle Drive sign, but it will need to be resecured. Also looking at options for meeting signs.

**NEW BUSINESS:**
**Vacancies:** We are looking to fill the Secretary position. Also looking for two additional Board Members. Discussion took place on advertising all three positions on Nextdoor and the Forest Ridge Facebook Group page.

**Reserve Study:** Bill Bien presented a draft study in Pdf format to the Board members. Every five years the report requires updating.

**HOMEOWNER ISSUES:**
Homeowner seeking approval for improvements and had submitted a form a couple of years ago and will work with ACC to update the form.
Homeowner seeking action to a tree on common ground that was causing major damage to his vehicle. Glenn will handle and get back to homeowner.

**Election of Board Officers:**
A motion was made by Bruce Kirk to have Fred Stewart be elected President and that Bruce Kirk be elected as Vice President. All Board Members present approved.

**Lighting Contest Date:** Homeowners will be advised that judging will take place from December 10th onward. Also looking to get judges for this year’s review.

**2022 Annual Assessments:** These will be prepared on December 10 for mailing to all homeowners no later than December 15th. Time and place to be determined.

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

The Board came out of Executive Session and the Meeting adjourned.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS’ ASSOCIATION
THURSDAY, October 7, 2021
Held at the Loudoun County Sheriff’s Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

Board Members Present:
Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Garvin Davenport, Glenn Heselton, Marjorie Heselton, Wesley Hall and Brandon Buchholz-White.


Call to Order:
President, Fred Stewart called the meeting to order at 7:40 p.m.

Secretary’s Report:
Minutes of the September 2, 2020 will be presented at the November meeting.

President’s Report:
President, Fred Stewart:
• Thanked the Board Members for diligently working to secure proxies to reach Quorum.
• Thanked all the homeowners attending in person and on zoom.
• Expressed disappointment that more homeowners did not mail in their proxies or attend the meeting.
• Recognized Marion Kirk’s contribution to the Board and as Secretary to the HOA.
• Offered heartfelt condolences to Bruce Kirk for his loss and thanking him for coming to the meetings.
• Accepted Dianne Langham-Butts’ offer to act as secretary for tonight’s meetings.

Treasurer’s Report: Bruce Kirk presented the September 2021 budget
Income: $9.90
Expenses: $7,237.56
• Administrative costs: $675.00
• Common Grounds $2,256.62 and tree maintenance $4,030.00
• Operating expenses: $29.69
• Legal Fees: $99.77
• Postal Expenses: $150.00 – for bulk mail permit
We are at 64.71% of the budget spent. Trees slightly above and on target for lawn maintenance. Hoping to recover legal action funds being handled by lawyer.

A motion to approve the budget was made by Marjorie Heselton and seconded by Garvin Davenport. All Board members present approved.
COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update: Fifty-four trees cut this year so far at an average price of $345.28.
Criteria for tree cutting – if trees present danger to paths, homes, playsets, or have broken and are hung up. We do not cut small dead trees. We do not go into backyards unless invited. Please see website for contact email address to let us know of trees we should investigate.

Common Area – dormant period coming. Reminder to homeowners not to dump grass cuttings or branches on any common ground as it prevents small trees from establishing and growing.

Trash Companies require all yard waste to be placed in BROWN PAPER BAGS or special marked containers. They will not pick up plastic bags. At this time American pick up on Tuesdays and Republic picks up on Wednesdays.

Tree Budget..........................................................$20,500.00
Funds Currently Paid or Committed..........................................................$18,645.00
Percentage of Budget spent...................................................................91%
Funds in Balance (available for remainder of year) .....................$1,855.00
Fred Stewart called on AJ Fuentes to talk on the wood available at no cost to homeowners. Cut fireplace length logs have been stacked opposite 159 Applegate Drive. If no available logs, homeowners can email the trees account to get update when/where new wood will be available.

Administrative Update: (Linda Menke)
Resale Packets:
2021 year to date: 26 of which 44% had violations.
Comparison to 2020 year: 27 of which 59% had violations.
Note: State mandate for turnaround on Resale Packets is 14 days.

2021 Average Sale Price: $582,410.53 compared to 2020 Average Sale Price: $523,675.81.

For 2021 Assessments – 525 paid and unpaid was 25 – however, two checks were received just prior to the meeting.

ACC Applications/Violations Status: Garvin Davenport reported –
The ACC does resale inspections and review of applications for external changes. For example, roofing, siding, shutters, fences, decks, patios and sidewalks. Between September, 2020 and October, 2021, the ACC received 71 applications for review.

Old Business – Wesley Hall reported
Estimates to replace four “Forest Ridge” signs had been received. He had reached out to four and two companies had responded. These were provided to the Board in September, but due to an oversight the review will take place at the November meeting.
New Business:
- Committees to submit their 2022 budget requirements to Bruce Kirk so he can prepare a draft budget
- Bruce Kirk is looking for a homeowner to take over as Treasurer in October 2022. He would like sufficient time to handle a training and transfer.
- Fred Stewart has handout for homeowners interested in becoming a Board Member. The position of Secretary is also available.
- Review and approve 2022 contract for mowing and maintaining of all Common Areas.

HOMEOWNER ISSUES:
Homeowner asked if there was “quiet time” or if the Board handled extremely loud car noise. As this is not a HOA matter, he was advised to check with the County Ordinance and also the Sterling Supervisor.

Fred Stewart made a motion to adjourn the meeting at 8:10 p.m. Garvin Davenport seconded the motion.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS’ ASSOCIATION
THURSDAY, September 2, 2021
Held at the Loudoun County Sheriff’s Substation and via Zoom
46620 E. Frederick Drive, STERLING, VA

Meeting Minutes (transcribed from Zoom file):

Board Members Present:
Fred Stewart (President) via zoom, Bruce Kirk (Vice President & Treasurer), Garvin Davenport, Wesley Hall, Glenn Heselton, Marjorie Heselton, and Marion Kirk.


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

Secretary’s Report: Marion Kirk
Minutes of the August 5, 2021 meeting had been distributed to the Board Members via email. A couple of minor changes with regard to “multiple issues with commercial vehicles” and the deletion of a line from the ACC report. A motion to approve the minutes with these changes was made by Fred Stewart and seconded by didn’t get the name. All Board members present approved.

President’s Report: Bruce Kirk advised:
October Annual Meeting and it is required to have 55 homeowners in attendance or verified June 2020: Income: $1,081.58 Expenses: $6,409.49 A motion to approve the budget was made by Glenn Heselton (didn’t hear anyone second)

• All Board members present approved./
• Proxies – Bruce Kirk challenged the Board Members to get seven proxies per member.

Treasurer’s Report: Bruce Kirk presented the budget for June, July and August 2020.

June 2020:
Income: $1,081.58 Expenses: $6,409.49
A motion to approve the budget was made by Glenn Heselton (didn’t hear anyone second)
All Board members present approved.

July 2020: Year to date figures
Income: $74,159.71 Expenses: $38,925.38
A motion to approve the budget was made by (didn’t hear) and seconded by Glenn Heselton. All Board members present approved.

August 2020: Year to date figures
Income: $74,942.98 Expenses: $42,117.45
Had not received the Legal invoice, so negative payment. Homeowner’s selling or refinancing need to have assessments paid. Additional $1,360.00 spent for tree removal and beehive removal. A motion to approve the budget was made by Fred Stewart and seconded by Wesley Hall. All Board members present approved.

COMMITTEE REPORTS:

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

**Update:** Forty-four cut trees. In August removed trash from Crestview. Had spent 62% of budget. The sum of $14,295.00 paid to date. Last month spent $1,360.00. Will most likely need additional funds so further discussion to take place. No concerns or issues on common ground.

Glenn Heselton cleared up Tamarack Lane trash – dead fish. Lengthy discussion moved to it not being a HOA Board job and perhaps look for volunteers for clean-up. The common area owned by all homeowners and it was recommended that Fred Stewart contact the Lawyer. Homeowners should identify dead dangerous trees. Covenants – Article 1 explains.

Suggestion made to have a Fall clean-up, but with the poison ivy it was suggested to have a community clean-up in January/February.

**Administrative Update: (Linda Menke)**

Resale Packets: At the end of August, 25 resale packets had been prepared of which 44% had violations. At the same time in the year 2020 we had 22 resale packets of which 59% had violations. Average sale price for this year is $582,410 compared to 2020 when it was $523,675. One property sold at a high of $680,000.

Assessments: 2021 – 26 unpaid and in collections. In 2020 had 50 unpaid and the prior years remained the same – 2019 – 2 unpaid, 2018 – 2 unpaid, 2017 – 2 unpaid. Prior years are in collections.

**ACC Applications/Violations Status: Garvin Davenport reported** - 4 Resale, 1 violation. Noted algae on homes and discussion was to send letter earlier while the weather is warm.

**FRHOA Sign replacement: Wesley Hall and Fred Stewart.** Wesley Hall reported he had received 2 estimates for replacement of 3 signs. One came with drawings. There was discussion among the Board members and it was agreed that the Board would be sent the estimates and would vote via email. Fred Stewart moved to table Image 360 and Vision signs to the next meeting. Seconded by Wesley Hall. All Board members present approved.

**HOMEOWNER ISSUES: Homeowner via zoom.** Lengthy discussion was had on getting a polling from FRHOA homeowners regarding self-standing sheds, which was ongoing since March 2020. For this poll it was recommended to have an official letter from the Board. To change a covenant the HOA needs 75% in agreement. Marjorie Heselton suggested an exception for free standing shed to change the Covenants.

**Old Business:**

**Bike Trail – Silverleaf Court area.** Discussion on how best to stop ATV and bikes from using this path and leave it as walking trail only. At this time the matter will be dropped.
Newsletter – has been mailed and contains the proxy form for the upcoming Annual Meeting. Bruce Kirk reminded the Board to get proxies.

Meeting adjourned at 8:33 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, August 5, 2021
Held at the Loudoun County Sheriff’s Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes

Board Members Present:
Garvin Davenport, Glenn Heselton, Margery Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart.


Call to Order:
Fred Stewart called the meeting to order at 7:31 p.m. Introductions were made.

Secretary’s Report: A motion was made to accept the May minutes. 1st-Glenn  2nd-Wesley
A motion was made to accept the June minutes. 1st-Bruce  2nd-Garvin

President’s Report:
- The debris on Crestview has been cleaned up by VDOT. Thanks to Omar Massod for helping to encourage VDOT to expedite.
- There is a tractor trailer on the street by 103 Applewood Drive. Tractor Trail continues to park on Forest Ridge Dr in violation of zoning. Encouraged residents to contact the non-emergency sheriffs’ number and Loudoun Zoning.
- There is a cut through from Davis Drive to 606. This will be put in our next e-mail. Linda to include details of road completion in HOA notifications/media.
- In October we will have HOA elections. Discussed the need for proxies.
- Juanita needs news articles within the next ten days for the mailed out (snail mail) newsletter.

Treasurer’s Report:
Deferred until next meeting.

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

50% of this years budget has been used to date
Cut 3 new trees on Dickenson in common area.
8 Trees Outstanding (AJ will be getting numbers)
(3 trees Glenn found/5 trees reported by neighbors)
Administrative Update: (Linda Menke)
Resale Packets: ?
Assessments: For 2021, Only 19 are unpaid. 5 for 2020, 2 for 2019, 2 for 2018, and 1 for 2017
Resale: 22 for 2021. 19 last year at this time.
$572,488 Average sale price this year. $523,675 for 2020

ACC Applications/Violations Status: Garvin Davenport reported –
Discussed violation of a homeowner who still had Christmas lights up.
1 Resale inspection completed this month
Replacements of doors, decks and windows

Suggested homeowners keep an eye on mold/mildew since this is a great time of year to get out and clean, also when it occurs the most.

Old Business:
Wesley-Sign Situation
  - The sign on South Fillmore needs fixed.
  - Signs should look the same at all entrances to Forest Ridge Development.

We decided to vote on sign replacement options at September meeting.

Meeting adjourned at 8:42 p.m.
Meeting Minutes:

Board Members Present:
Garvin Davenport, Glenn Heselton, Margery Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien. Doug and Anita Bloom, Donald Byers, Senait Ahrenom, David Caraway, and AJ and Christina Fuentes

Call to Order:
Fred Stewart called the meeting to order at 7:33 p.m. Introductions were made.

Secretary’s Report:
Minutes from the May meeting were not presented but, will be presented at the August meeting.

President’s Report:
- A reminder that there would be no meeting in July and the next meeting would be in August.
- We will defer the secretary’s report from May until August.

Treasurer’s Report: Bruce Kirk presented the budget
Income: $3,071.79 (assessments, late fees, disclosure packets, and interest income)
Expenses: $8,619.33

Administrative costs: $680.53
• Common Grounds: $7,216.62
• Operating expenses: $25.69
• Legal Fees: $696.49
• Postal Expenses: $0.0

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

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

Tree budget for 2021 $17,500.00
Payments made year to date $8,005.00
Payment and committed YTD $8,005.00
% of budget spent 46%
-18 trees were cut down.
-$4,960.00 was spent during May.

Administrative Update: (Linda Menke)
Resale Packets: 2 for the month of May. 17 for the year.
Assessments: For 2021, Only 27 are unpaid as of the April meeting.
24 going to lawyer for collection.

ACC Applications/Violations Status: Garvin Davenport reported -
One ACC applications came in and was approved. Two resale packages were requested and approved.
6 cases were closed.

Old Business

There is an issue on the common grounds. There seems to be an abundance of excessive debris. (twigs, branches, and trees. This debris is running into the common ground, clogging the drains and making it a swampy mess. A J Fuentes can remove the debris with his trailer. Each trailer load will be $700 dollars. We will consider doing this and check back on this in the fall.

We need to get quotes for signs. (mtg. signs) We need info for four permanent signs and 3 sandwich boards.

We need a back-up for Linda. By the September meeting, Linda will have procedures to share with the HOA board.

We will be reviewing our current insurance policies. (Info from the Hartford Insurance) Do we have adequate insurance, or do we have to get a bigger one? We will need this insurance by the August mtg.

Meeting adjourned at 8:34 p.m.
Meeting Minutes:

Board Members Present:
Garvin Davenport, Glenn Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart

Others in Attendance: Bill Bien

Call to Order:
Fred Stewart called the meeting to order at 7:33 p.m. Introductions were made.

Secretary’s Report:
Noted that Streich (lawyer) name was misspelled in the last minutes

President’s Report:
- Not much to report

Treasurer’s Report: Bruce Kirk presented the budget
Income: $832.46 (assessments, late fees, disclosure packets and interest income)
Expenses: $8,619.33

Administrative costs: $680.53
- Common Grounds $7,216.62
- Operating expenses: $25.69
- Legal Fees: $696.49
- Postal Expenses: $0.0

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

COMMITTEE REPORTS:
Trees and Common Grounds: (Glenn Heselton)
Update:
Identified a tree on Caragana that needs to be cut down
Tree budget for 2021 $17,500.00
Payments made year to date $3045.00
Payment and committed YTD $7385.00

Administrative Update: (Linda Menke)
Resale Packets: Unknown for the month of May. 15 for the year.
Assessments: For 2021, Only 37 are unpaid as of the April meeting.

ACC Applications/Violations Status: (Garvin Davenport)
5 ACC applications came in and was approved. 4 resale packages were requested and approved.
3 violations opened. 1 cases were closed.

Old Business:

Replacing the HOA signs and sandwich boards was discussed. Wes will solicit quotes.

The need for a backup for Linda was discussed. Linda will produce methods and procedures.

Homeowner had questions about a privacy fence along the W&OD access trail by their property.
Homeowner raised a concern about a tree that had fell onto their property and was requesting that the
HOA pay for the repair/replacement to their fence.
Homeowner who would like to have a detached shed on their property was asking how to get the
Covenants changed to allow this.

Meeting adjourned at 8:42 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, April 1, 2021
Held at the Loudoun County Sheriff’s Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA

Meeting Minutes:

Board Members Present:
Garvin Davenport, Glenn Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien, Jose W. Hernandez, AJ and Christina Fuentes

Call to Order:
Fred Stewart called the meeting to order at 7:31 p.m. Introductions were made.

Secretary’s Report:
Minutes of the March 4, 2021 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Garvin Davenport and seconded by Bruce Kirk. All Board members present approved.

President’s Report:
- Thank you goes out to Garvin for his clean-up work.
- Fred filled in a form for the State Corporation Commission for Homeowners Association. A copy has been sent to Strike (the lawyer).

Treasurer’s Report: Bruce Kirk presented the budget
Income: $4,688.31 (assessments, late fees, disclosure packets and interest income)
Expenses: $5,054.91
  • Administrative costs: $747.47
  • Common Grounds $2,256.62 and tree maintenance $280.00
  • Operating expenses: $15.74 (Dishonesty insurance, Holiday Decoration Awards and IT Support)
  • Legal Fees: ($491.62) This is a recovery prior years legal collection fees.
  • Postal Expenses: $162.00

Reserve has increased by $191.11
A motion to approve the budget was made by Wesley Hall and seconded by Garvin Davenport. All Board members present approved.

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

-AJ Fuentes has cut down the trees that were down on Crestview.
-Environmental Pest Control is taking the bees nest down in the common area for $325.
-There is trash in the neighborhood and in the common areas. We will have a clean up day on April 17th from 10-2. People willing to help should meet at the Forest Grove Elementary School Parking lot at 10 am. Bruce will put the information on Facebook, Linda will post it on the website and Fred will put it on the Next Door sight. Fred will be getting in touch with the Dranesville District Supervisor.

Administrative Update: (Linda Menke)
Resale Packets: 2 for the month of March.
Assessments: For 2021, Only 49 are unpaid as of the April meeting.

ACC Applications/Violations Status: Garvin Davenport reported -
One ACC applications came in and was approved. Two resale packages were requested and approved. 6 cases were closed.

New Business
* Someone needs to also have access to Network Solutions and the website in case something happens to Linda.
We need to find someone who knows something about software management (Network Solutions). They need to be knowledgeable about PHP (front end) data base and SQL (backward) data base. We will advertise in the newsletter. We will need a strategy of what we want them to do with our data base. We might need to contract it out. It is not on common land.
For the Fairfax FRHOA Entrance sign, we will need to talk to the homeowner and get permission or put it on the other side of the street. Wesley Hall will speak to the owner at 1707 Whitewood and he will get back to the HOA.

There is an issue on the common grounds. There seems to be an abundance of excessive debris. (twigs, branches, and trees. This debris is running into the common ground, clogging the drains and making it a swampy mess. A J Fuentes can remove the debris with his trailer. Each trailer load will be $700 dollars. WE will consider doing this and check back on this in the fall.

Meeting adjourned at 8:26 p.m.
MEETING OF THE BOARD OF DIRECTORS  
FOREST RIDGE HOMEOWNERS ASSOCIATION  
THURSDAY, March 4, 2021  
Held at the Loudoun County Sheriff’s Substation and via Zoom  
46620 E. Frederick Drive, STERLING, VA

Meeting Minutes:

Board Members Present:
Garvin Davenport, Glenn Heselton, Marjorie Heselton, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien, Anita Bloom, Rob Arthur, and Wesley Hall.

Call to Order:
Fred Stewart called the meeting to order at 7:30 p.m. Introductions were made.

Secretary’s Report:
Minutes of the February 4, 2021 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Bruce Kirk and seconded by Glenn Heselton. All Board members present approved.

President’s Report:

- We didn’t have a President’s Report due to the fact there isn’t a President at this time.

Treasurer’s Report: Bruce Kirk presented the February 4, 2021 budget
Income: $32,738.60 (assessments, late fees, disclosure packets and interest income)
Expenses: $5,054.91
- Administrative costs: $842.90
- Common Grounds $2,256.62 and tree maintenance $450.00
- Operating expenses: $15.74 (Dishonesty insurance, Holiday Decoration Awards and IT Support)
- Legal Fees: $1,821.48
- Postal Expenses: $7.00

Reserve has increased by $29,092.37
A motion to approve the budget was made by Garvin Davenport and seconded by Marjorie Heselton. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)
Update:
Tree Budget.................................................................$20,500

Total Funds committed YTD..............................................$1,340-
Funds in Balance .............................................................................................................................................. $16,160-

Percentage of budget spent .................................................................................................................. 8%

Funds Spent last month ....................................................................................................................................... $450-

Number of trees cut YTD .................................................................................................................................... 7

Issues responded to YTD ..................................................................................................................................... 7

Administrative Update: (Linda Menke)
Resale Packets: 7 for the month of February.
Assessments: 508 have paid. (92%) Only 42 are unpaid now.

Video Equipment for Zoom HOA meetings: The new video equipment was purchased and was used during the March 2021 meeting. When using the new video equipment, you can see more of the room but the sound is not good with people wearing masks and being a distance away from the camera. Linda will try using Bluetooth next month to see if the sound will be better.

ACC Applications/Violations Status: Garvin Davenport reported - Two ACC applications came in and were approved. Two resale packages were requested and approved. 1 case was closed and four courtesy letters were sent. One lawyer demand

New Business
President – A nomination was made by Bruce Kirk and seconded by Marjorie Heselton was made to make Fred Stewart President until the end of October 2021.

Vice President – A nomination was made by Fred Stewart and seconded by Marjorie Heselton was made to make Bruce Kirk Vice President until the end of October 2021.

Member at Large- A nomination was made by Bruce Kirk and seconded by Garvin Davenport to make Wesley Hall a member at large on the board.

Issue on the common ground- A house (that is not in Forest Ridge) which house dead ends on Williamsburg and has a stop sign in front of it has constructions debris, granite and mud in their yard. This debris is running into the common ground, clogging the drains and making it a swampy mess. A decision was made to send them a letter requesting them to clean up their debris.

The Board moved into an Executive Session at 8:07 p.m.. The Board came out of Executive Session at 8:25 p.m.

Meeting adjourned at 8:25 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, February 4, 2021
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: Marion Kirk and Bill Bien

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 January 7, 2021 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Brandon Buchholz-White and seconded by Garvin Davenport. All Board members present approved.

President’s Report:

• As advised at the last meeting both Bill and Marianne will be moving and a list of duties pertaining to the President’s role was read:
  o Put out the agenda for the Monthly Meeting and chair the meeting.
  o Liaison with the Sheriff’s Office to arrange briefings/presentations and the FRHOA’s continuing Community Conference room use
  o Contact point for SCC (State Corporation Commission) which yearly requires a new listing of current Board members and charges $130 per year. If this is not completed the HOA is dissolved at the state level and ceases to exist as a corporation.
  o Authorized to sign HOA checks together with the Treasurer if amounts are above 5% of the annual budget.
  o President is responsible for signing all contracts
  o Interface with HOA Lawyer either by email or phone
  o To help save the HOA funding do some research to assist with background information that may require legal action.
  o Represents the HOA in court proceedings.

• Board member vacancies are filled through two methods: 1) Every October at the Members meeting 3 of our 9 Board member positions are up for election. Any homeowner is eligible to run for one of these positions which are voted on by the homeowners in attendance including proxies of those not in attendance. 2) If a Board member position becomes vacant during the year, the Board may fill the vacancy by nominating a candidate and a simple majority vote to approve the new Board member. That new Board member fills the remainder of that term until that position is up for election.

• The Board can operate with less than the full complement of 9 members. Whatever number of filled positions the Board is operating with, one over half becomes the quorum. Then when
voting, the majority of those present is sufficient to approve items. For instance for a 9 member Board, 5 are necessary for a quorum. If you only had 5 attending you could hold the meeting and only 3 would be needed to approve items. If you had 6 or 7 members present you would require 4 votes to approve items. If you had only 7 member positions filled, you would need 4 present for a quorum. Then for approving items you would need to vote approval by the majority of your 4 members which is 3. Just one more example – if you had a 4 member Board (that means you have 5 vacancies) you would need 3 members for a quorum. Then you could approve items with a vote of 2 at that meeting.

- Board voting is done by simple majority.

**Treasurer’s Report: Bruce Kirk presented the January 4, 2021 budget**

Income: $32,738.60 (assessments, late fees, disclosure packets and interest income)

Expenses: $5054.91

- Administrative costs: $660.00
- Common Grounds $2,256.62 and tree maintenance $690.00
- Operating expenses: $806.74 (Dishonesty insurance, Holiday Decoration Awards and IT Support)
- Legal Fees: $627.65
- Postal Expenses: $13.90

Reserve has increased by $3,500.00.

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

**Treasurer’s Report: Bruce Kirk presented a change to the CY2021 budget.**

- Under the category “Operating Expenses” the amount of $566 was included for Dishonesty Insurance. A motion was made by Marianne Brindley and seconded by Dianne Langham-Butts. All Board members present approved.

**COMMITTEE REPORTS:**

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

Update:

Tree Budget..........................................................................................................................$20,500

Funds spent.............................................................................................................................. $70.00

Glenn has been checking with companies for a quote to remove a bees nest from one of our common areas near homeowners. One company has not returned any phone calls and Glenn requested other recommendations.

**Administrative Update: (Linda Menke)**

Resale Packets: 3 for the month of January compared to six in 2020.

Assessments: 334 have been processed and an additional 75 will be completed. The HOA is on track for the year and we have one month before sending “second notices”.
Note: 2020 year to date resale packets = 34 with 62% having violations. In 2019 we had 30 of which 73% had violations. Average sale price for 2020 = $523,675.81 compared with 2019 = $460,791.00.

**Video Equipment for Zoom HOA meetings:** Linda Menke and Bill Bien have worked on getting quotes for video equipment and made a presentation to the Board. A motion was made by Bruce Kirk for the purchase with the HOA debit card, equipment up to but not exceeding $250.00 and seconded by Fred Stewart. All Board Members present approved.

**ACC Applications/Violations Status:** Garvin Davenport reported - January has been a quiet month with approvals for: 1 roof replacement, 1 new siding, and 3 resale requests. Also, 4 violations letters were sent and two homeowners received first certified letters. 1 case was closed and a courtesy letter sent.

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

The Board came out of Executive Session at 8:35 p.m.

Dianne Langham-Butts had tended her resignation to be effective February 28, 2021, but as a volunteer had come forward to take on both Board Member and Secretary role her resignation became effective at the end of the February 4, 2021 meeting. A motion was made by Garvin Davenport and seconded by Brandon Buchholz-White for Marion Kirk to join the Board. All Board members present approved.

Due to scheduling conflicts Brandon Buchholz-White tended his resignation.

Meeting adjourned at 8:45 p.m.
MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, January 7, 2021
Via Zoom

Meeting Minutes:

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

Board Members Absent: Fred Stewart.

Others in Attendance: Bill Bien

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 3, 2020 Meeting have been distributed to the Board Members. A motion to approve the minutes was made by Marianne Brindley and seconded by Glenn Heselton. All Board members present approved.

President’s Report:
President Bill Brindley advised:
- Happy New Year
- FRHOA Budget – 94% of 2020 budget spent giving us a cushion of 6%.
- Linda Menke has been looking into video options for the HOA to use at zoom meetings.
- Bill and Marianne Brindley will be selling their house and moving in the month of February.
- Dianne Langham-Butts tendered her resignation effective February 28th, 2021. She has agreed to take the Minutes, and other tasks for March and April 2021.

Treasurer’s Report: Bruce Kirk presented the December 2020 budget (keep Treasurer’s Report)
Income: $734.40 of which assessments, late fees, disclosure packets.
Expenses: $7246.71
  - Administrative costs: $1,405.30 (assessment notices/2nd notices, admin. Services)
  - Common Grounds $2,256.62 and tree maintenance $2,690.00
  - Operating expenses: $160.74 (IT Support and Web site)
  - Legal Fees: $698.15
  - Postal Expenses: $35.00

Bruce advised he had contacted the CPA firm to do the FRHOA budget review but had not heard back, so there maybe a budget adjustment. Also, a homeowner has asked why the budget goes up yearly and Bruce will contact the person.

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

Trees and Common Grounds: (Glenn Heselton)
Update:

Trees Report
January 7, 2021

2021 Tree budget ................................................................. $20,500-
Funds currently committed ................................................. $ 620
Funds in Balance ............................................................... $ 19,880-
Percentage of budget spent ................................................ 3%
Funds Spent in December .................................................... $2,690-
Number of trees cut in 2020 ................................................. 62
Issues responded to in 2020 ................................................. 40

Common Area
Nothing to report

Administrative Update: (Linda Menke)
Resale Packets:
For 2020, 34 packets prepared with 62% having violations.
Compared to the year 2019 to date: 30 packets prepared with 73% having violations.

Average Sales Prices:
2020 - $523,675.81
2019 - $460,791.00

Linda also advised that she was looking at potential video equipment at Amazon.com and pricing seemed to be around $299.00 for a wide-angle camera and microphone. Homeowner, Bill Bien offered to assist with the ongoing research.

ACC Applications/Violations Status: Garvin Davenport reported for the year 2020 the ACC had accomplished the following: -
64 – 1st courtesy letters.
5 – 2nd courtesy letters.
1 – Lawyer demand letter.
66 – Closed cases.
158 – Total actions processed.

For the month of December, the ACC approved:
2 roofs and
3 deck upgrades

Nomination process: Bill Brindley advised the Board that Board Members can nominate a new President from the current Board. In the meantime, the Vice President would be Acting President. For Board Member vacancies current Board members were asked to talk to homeowners to seek interest and could nominate also. The Board will also need to find a keeper for the HOA records and also maintaining the ACC database.
HOMEOWNER ISSUES:

- Homeowner had advised of a Wasp Nest on Common Ground.

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

The Board came out of Executive Session at 8:26 p.m.

Meeting adjourned at 8:28 p.m.