

GEORGE MASON FOREST HOMEOWNERS ASSOCIATION (GMFHOA)
GENERAL MEMBERSHIP MEETING
June 22, 2022

Call to Order: 7:03PM

Attendance: Homeowners of the GMFHOA community – 15 homes were represented in person and another 10 through online presence using Microsoft Teams.

Board Members Present:

Heather Villavicencio – President (in person)
Fred Knowles – Secretary (in person)
Julie Stewart - Vice President (online)
Aaron Middlekauff - Treasurer (online)
Cindy Linnebur - Board Member (online)

WELCOME AND INTRODUCTION OF BOARD MEMBERS

Attendees were welcomed; current Board members introduced.

ELECTION OF THE BOARD

President announced the candidates for the election and the election was conducted.
Result of the election (announced at the end of the meeting) – all candidates were elected to the Board.

Presentation to the homeowners will be available on the Association website

President spoke to the slides representing general information and status of the Association.
Board Officers and Committee Chairs presented the content of their slides.
The social committee met and developed a schedule for the next year. The schedule will be presented to the Board and once approved will be posted on our website. Suggestions and volunteers are always welcome.
Presentation is attached to these minutes.

MEMBER BUSINESS FROM THE FLOOR

None.

QUESTIONS FROM THE COMMUNITY

Grounds Committee – responses added as “NOTE” after each item.

Please cut back bushes at the entrances so we can see the signs and lights.

NOTE: message sent to Professional Grounds. They will cut back the bushes at next trimming.

Can a homeowner cut back an invasive species plant that originates RPA to prevent further spread?

NOTE: Yes, to the property line. Removal of an invasive species plant in an RPA requires the county’s permission. If you have an invasive species plant coming from the RPA please contact the GMFHOA Grounds Committee. I will see if the county will approve the removal.

When will our roads be repaved (on Red Spruce area)?

Unknown, will send a message to Supervisor Walkinshaw (e-mail: braddock@fairfaxcounty.gov)

NOTE: this VDOT site has a way to request road repairs:

[Report a Road Problem - Virginia Department of Transportation](#)

Can we get a traffic light for exiting Red Spruce onto Braddock?

No, traffic studies indicate that is not feasible.

There was an extended discussion about the project across Braddock Road from the Red Spruce entrance. Cary Adams (on the Braddock land use committee) and Heather Villavicencio (was on the Task Force for the Erickson proposal) described what has been presented in those forums and what has happened since. Suggestion was made for us all to send an email to Supervisor Walkinshaw expressing our concerns.

Traffic and safety concerns and waste bin etiquette within our neighborhood were expressed.

Cindy Linnebur is drafting a general message to be put on our website addressing these issues.

Cathy Beckett is going to investigate getting a traffic speed sign in our neighborhood.

Questions and concerns about waste removal were discussed.

This is an individual homeowner function. The Association does not interact with the several waste removal companies.

NOTE: I emailed Supervisor Walkinshaw's office in November 2021 about my concerns with American Disposal. I received an email in response from one of his Staff Aides who forwarded my concern to the contact in the Fairfax County. Contact information for both:

Joon Park
Staff Aide, PMP
Supervisor James R. Walkinshaw, Braddock District
703-425-9300
571-459-8338 cell
Joon.Park@Fairfaxcounty.gov

Courtney Wills-Banks
Department of Solid Waste Management
Courtney.Willis-Banks@fairfaxcounty.gov

This website has a list of all our elected officials with contact information at local, County, Commonwealth and National levels:

[Fairfax County Elected Officials](#)

ADJOURN: Meeting was adjourned at 8:13pm

Attachment 1 – meeting presentation

Prepared by: Fred Knowles – Secretary, George Mason Forest HOA

GMFHOA Annual Meeting

June 22, 2022

Agenda

- Welcome and Introductions
 - Election of Officers
 - President's Report - Heather Villavicencio
 - Treasurer's Report – Aaron Middlekauff
 - Committee Reports
 - Grounds Committee Report – Roy DeLauder
 - AAC Report – Fred Knowles
 - Social Committee Report – Julie Stewart
 - Capital Improvements / Annual Dues
 - Q&A / Meeting Adjourn
-

Election of Officers

Candidates

Heather Villavicencio

Julie Stewart

Aaron Middlekauff

Fred Knowles

Roy DeLauder

Cindy Linnebur

Candyce Astroth

Tom Calhoun

Nominees from the floor?

Process

One Ballot per lot. Only property owners in good standing are allowed to vote.

One vote per candidate. The candidates receiving the most votes will be elected.

President's Report

- **Neighborhood Directory:**

- converted to a digital format and notice sent to homeowners and renters to download it from our website
- PDF file can be printed or read on a mobile device
- update periodically, so we capture all new residents frequently

- **Board Meetings:**

- are open to residents and just let us know if you'd like to be included on the agenda
 - Meeting dates and times will be posted on our website
-

Treasurer's Report as of June 2022

- The Operating account balance is: **\$68,421.48**
- The Reserve account balance is: **\$119,442.33**
- All assessments have been paid
- A copy of the 2022 Budget was included in the assessment notice

The annual assessment was raised this year to increase the funds in our reserve account.

- The reserve account will be used to fund needed repairs and replacement to the items of common property in the 2017-2022 Capital Improvements Budget. In order to avoid a special assessment, an annual assessment increase is needed every year.
- The Virginia Property Owner's Act recommends that a study be conducted every 5 years. The study was updated in 2017. A new study will be initiated this year.

- The 2021 books have been audited and the 2021 taxes prepared and filed.
 - Expenses to date for 2022 are:
 - Grounds maintenance: **\$5,840.27**
 - Other Maintenance (tree removal): **\$9,740.00**
 - Web site: **\$222.51**
 - Insurance: **\$1,826.00**
 - Social: **\$435.72**
 - VA Registration & CIC Fees: **\$105.00**
 - Electricity for the entrance lights: **\$202.27**
 - Legal retainer fee: **\$1,251.36**
 - Annual audit and taxes: **\$2,950.00**
 - Copying: **\$159.00**
 - Supplies: **\$86.79**
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2022 Approved Budget

Highlights

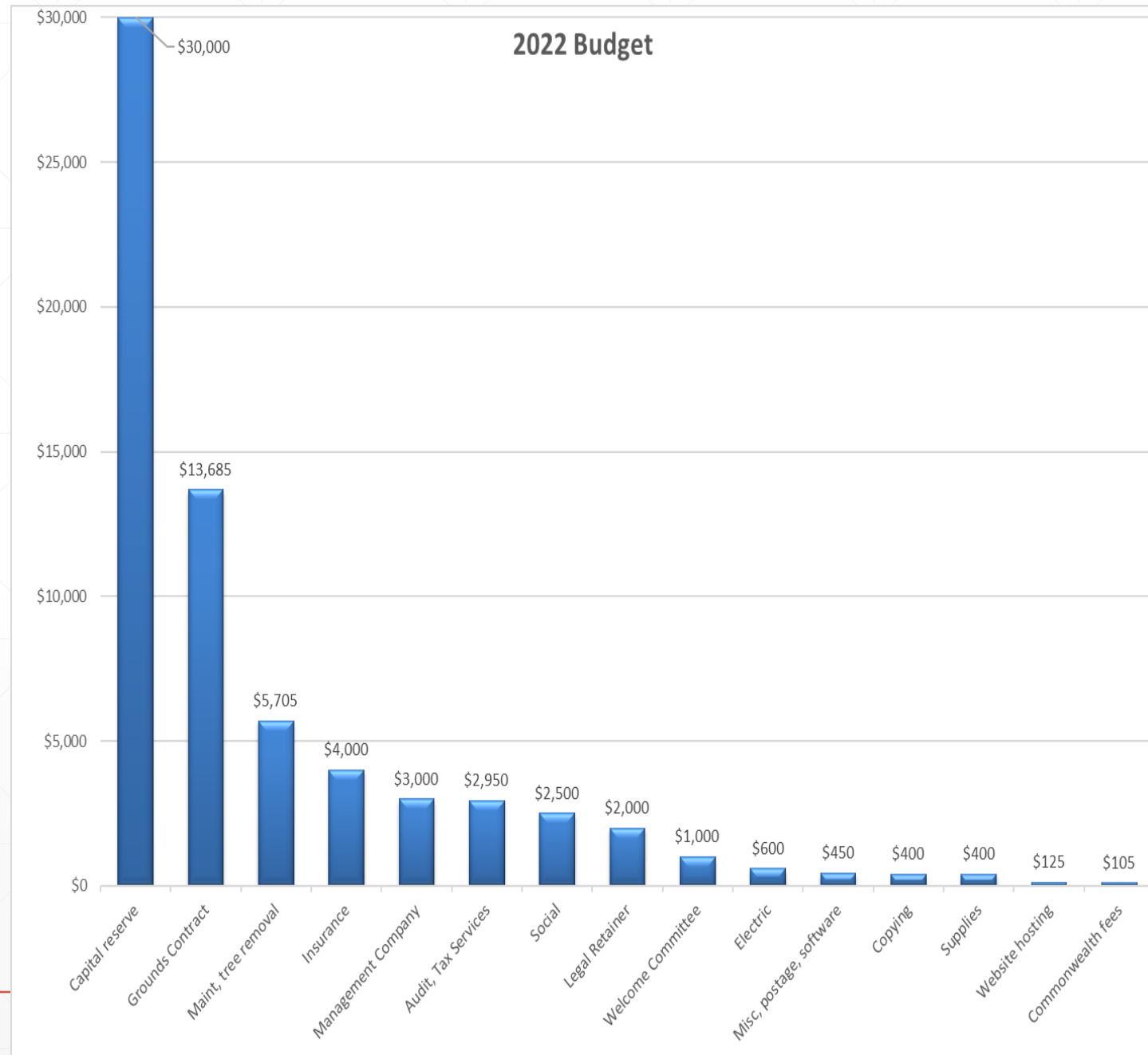
- Budgeted \$30,000 transfer to Reserve account for capital improvements in 2022
- Audit and Taxes increased by \$150
- Inflation already impacting budget
- Welcome Committee budget increase
 - 7 home sales already this year
- Continuing to budget for Management Company if needed

INCOME	
Assessment for 200 lots @ \$250/lot	\$55,000.00
EXPENSES	
Grounds Contract	\$13,685.00
Electric	\$600.00
Other Maintenance and tree removal	\$5,705.00
Audit and Tax Services	\$2,950.00
Insurance	\$4,000.00
VA Registration & CIC fees	\$105.00
Legal Retainer	\$2,000.00
Website hosting	\$125.00
Welcome Committee	\$1,000.00
Social	\$2,500.00
Copying	\$400.00
Supplies	\$400.00
Misc, postage, financial software	\$450.00
Contingency for Management Company	\$3,000.00
Capital reserve transfer	\$30,000.00
TOTAL EXPENSES	\$66,920.00

2022 Approved Budget

Highlights

- **30%** of the budget is for maintenance and upkeep
- **14%** of the budget is for various legal fees
- 49% of the budget for capital reserve and contingency for management company
- Current reserve: **\$ 119,442**
- Capital Improvements (est): **\$153,000**



5 Year Capital Improvement Budget (2017 – 2022)

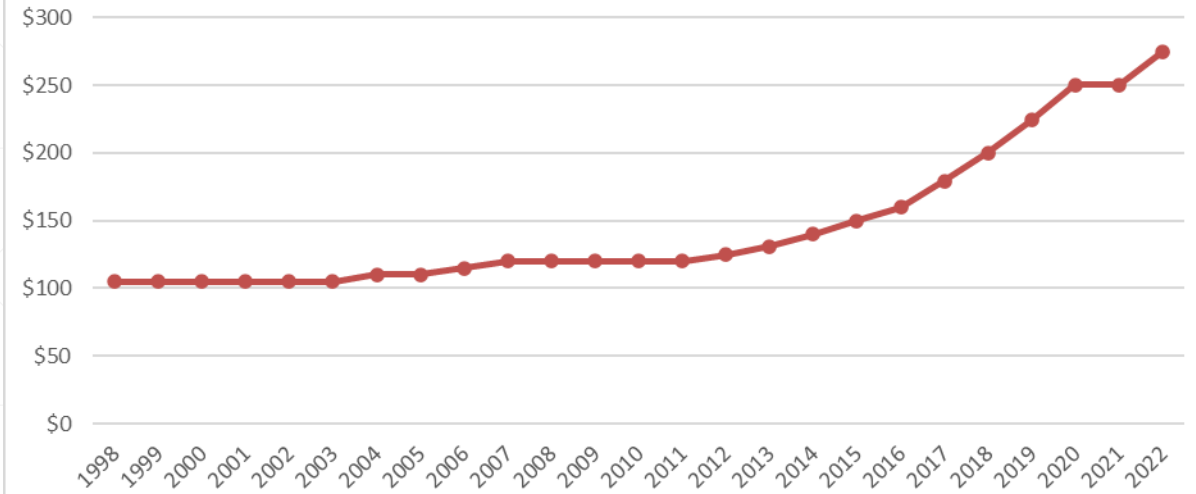
Project	Estimated Useful Life (Years)	Estimated Cost
Bridges and trails		
Replacement/repair 3 trail bridges to include bridge decking, rails, posts, rip rap, hauling materials out/in	30	\$48,000.00
Asphalt walkway paths at trail heads repair/replacement	10	\$12,000.00
Concrete path to trail	20	\$10,000.00
Replace gravel on trail to include hauling and spreading gravel	7	\$10,000.00
Drainage Repairs on trail	10	\$6,000.00
Replace/repair split rail fence (trail head on Gilbertson)	10	\$2,000.00
Miscellaneous Common Area Repairs	20	\$10,000.00
Replace/repair split rail fence (Red Spruce & Gilbertson)	15	\$1,000.00
Red Spruce Front Entrance Sign Repairs	10	\$10,000.00
Red Spruce Front Entrance Light Repairs	10	\$1,000.00
Red Spruce Front Entrance Landscape Replacement	10	\$20,000.00
Tapestry Front Entrance Sign Repairs	10	\$10,000.00
Tapestry Front Entrance Light Repairs	10	\$1,000.00
Tapestry Front Entrance Landscape Replacement	10	\$5,000.00
Tree removal in Common Area	as needed	\$7,000.00
Total		\$153,000.00

Annual Dues

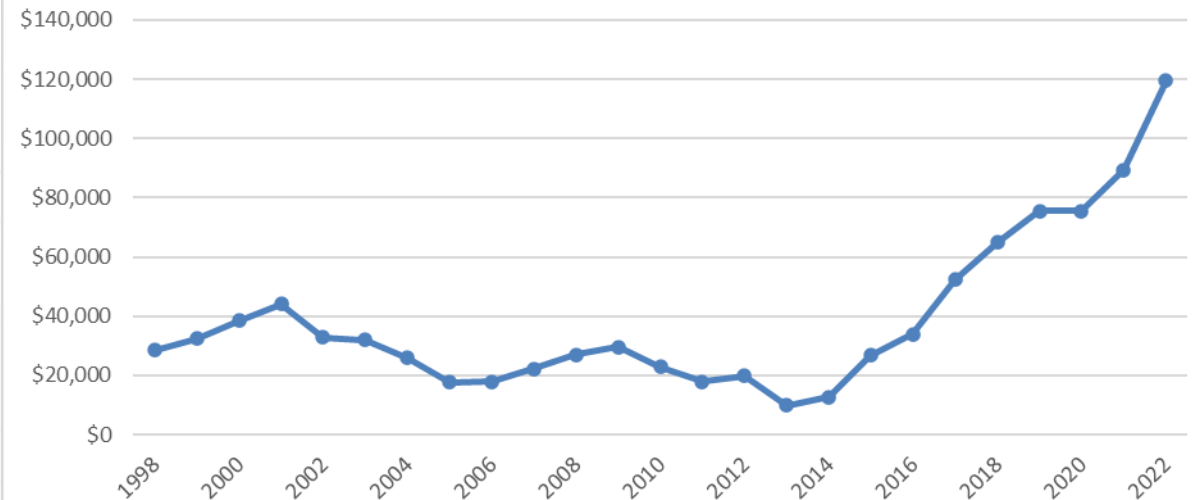
Highlights

- Prior to 2013 our documents capped the annual increase at \$5
- New documents in 2013 allowed a 12% increase and set the amount at \$131 for that year
- 12 of the last 24 years saw no increase in annual dues
- 8 of the last 13 dues increases were \leq \$10.00
- 2022 Assessment \$275
- Reserve account now \$119,442

Historical Annual Assessments
1998 - 2020



Reserve Account Balance



Ground's Committee Chair Report

Summary

- Professional Grounds, Inc. is continuing as our landscape provider
 - Inflation adjustment to contract for this year and next
 - Contract up for renewal in 2023
- Tree removal increasing this year
 - Under budget for last year
 - Already over budget for this year

Issues that need attention

- Removal or repair of fence and shrubs alongside Gilbertson path to common area
- Deadfall wood accumulating along Braddock and Burke Station in common area
- Invasive species
 - Bamboo
 - English Ivy
 - Japanese stilt grass

ACC Actions since 2020

- Over 125 actions, some multiple
- 39 concerns addressed
- 24 pre-sale inspections
 - 7 in 2022 with two more on the market

ACC is here to help keep neighborhood homes in compliance with our legal documents.

And ensure your project maintains our home values.

ACC Membership	Street
Fred Knowles (Chair)	Ashley Manor
Kelly Daniel	Maclura
Bob Hutten	Nuttall
Nora Kuehn	Red Spruce
Fran Morgan	Tapestry
Sid Reeves	Gilbertson
Oscar Reyes	Black Rock
Paul Shively	Red Spruce
Steve Spratt	Red Spruce

Social Committee Chair Report

2019 Events

- Started the neighborhood socials
 - Maclura—June
 - Manor—October
- September: Annual Picnic
- October: Halloween Party
- November: Turkey Trot

2020 Events

- COVID
- December: Holiday Decorating Contest

2021 Events

- October: Halloween Party
- October: Ashley Manor social
- November: Turkey Trot
- December: Holiday Decorating Contest
- December: Manor social

2022 Events

- April: Spring EggStraveaganza and BBQ
 - June: Summer Carnival
 - Additional events TBD (currently being planned)
-

What does your Board do...

ACC

- Implements the GMFHOA Board's legal duty to preserve and maintain the values of the community
- Assists the GMFHOA homeowners in understanding the details of Article VII, Restrictive Covenants
- Approves planned exterior improvements or changes to owner's home or property to insure compliance with Article VII Restrictive Covenants of the Association's Declaration and the ACC Guidelines
- Perform a pre-sale visual exterior inspection of every sale property
- Report committee activities at the monthly Board meeting

Grounds

- Responsible for the maintenance and overall appearance of the community common areas
 - Responsible for maintenance/repair/replacement of bridges, trails and trail drains and develop plan if needed
 - Monitor state of repair of GMFHOA owned fences, entry signs and entry lighting and develop plan if needed
 - Organize an annual clean-up day of the common areas
 - Act as contact source and over see work of the grounds maintenance company.
 - Organize volunteer work groups
 - Report to appropriate VDOT or Fairfax County departments the need for road repairs, blocked storm water drains etc.
 - Investigate reports by resident of trees on common land that might pose a safety issue to homeowner property
 - Report committee activities at the monthly Board meeting
 - Review the Capital Improvement Budget and recommend to the board if changes are needed
-

What does your Board do...

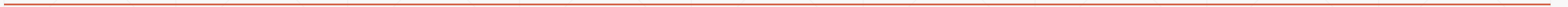
Treasurer

- Receive bills for payment, review bills to ensure they are correct and request board approval for any non-recurring bills
- Maintain a current record of all funds and checks disbursed and transferred in an Operating account Ledger
- Reconcile monthly bank statements with the Operating Account Ledger
- Report the account balances and any disbursements made at each board meeting
- Prepare a draft budget for the following year to present to the board for review and approval
- Manage annual assessment deposits and collections
- Prepare the information requested by the auditor for the annual audit and tax preparation

Social

- Organize/serve as liaison for neighborhood social events, such as the annual community picnic, the annual Halloween Event, etc.
 - Create welcome packets for new residents
 - Visit and welcome all new owners and residents and provide them with the GMFHOA information welcome packet.
 - Organize and solicit volunteers for any social events
 - Report committee activities at the monthly Board meeting
 - Organize any social events as directed by the board
-

New Business – none



Q & A

Adjourn
