

**GEORGE MASON FOREST HOMEOWNERS ASSOCIATION
(GMFHOA)
BOARD OF DIRECTORS (BoD) Meeting
July 18, 2022**

Call to order at: 7:30pm

Attendance:

Present:	Heather Villavicencio - President	Fred Knowles - Secretary
	Roy DeLauder - Grounds Chairman	Candyce Astroth - Board Member
	Cindy Linnebur - Board Member	Tom Calhoun - Board Member
Absent:	Julie Stewart - Vice President	Aaron Middlekauff - Treasurer

Approval of July Meeting Agenda:

Motion to approve: Fred Second: Roy Approved: Unanimous

Approval of March Meeting Minutes:

Motion to approve: Heather Second: Roy Approved: Unanimous

Approval of June General Membership Meeting Minutes:

Motion to approve: Heather Second: Tom Approved: Unanimous

OFFICER AND COMMITTEE REPORTS:

President's Report:

Elect executive officers of the Board

All four executive officers agreed to continue in their positions if elected. No other nominees were presented.

Tom made a motion to elect the executive board as noted. Roy seconded. There was no further discussion.

The executive officers were elected unanimously by the Board to sever a term of three years.

President - Heather Villavicencio

Vice President - Julie Stewart

Treasurer - Aaron Middlekauff

Secretary - Fred Knowles

Following the election a discussion of staggering the terms was engaged so that the entire executive board would not be ending terms at the same time. Decision was to offer one or two positions for re-election each of the next two years to stage the terms. After the next general membership meeting the Board will define the details of this process.

Heather gave a short recap of the general membership meeting. There was a concern about being able to read (see) the slide presentation. Decision was made to get the presentation on the Association website prior to the meeting so membership can review and attend prepared with any questions or concerns. Secretary will take this for action.

Appoint committee chairs:

Grounds - Roy volunteered to continue as the Grounds Committee chairman.

Fred moved to appoint Roy as the chair. Heather seconded and motion was carried unanimously.

Social - Fred moved to appoint Julie as the chair. Heather seconded and motion was carried unanimously.

A discussion on establishing a regular Board meeting schedule noted that our documents require a meeting once a quarter. Decision was made to meet every other month with the possibility of additional meetings as needed. Secretary will establish a notional schedule and send to the Board. This discussion also included the decision to hold the annual general membership meeting in March as had been done prior to COVID restrictions of the past two years. The meeting will include a virtual attendance option as provided this year.

E-mail messages sent to Association members:

4/2/22 - Spring EggStravaganza & Community BBQ (April 16th)

4/18/22 - Community cleanup day (April 23rd)

5/18/22 - Directory

5/24/22 - Summer Carnival (June 4th)

6/10/22 – announcement of general membership meeting

Treasurer's Report:

Operating account: \$58,348.37
Reserve account: \$119,442.33

Research possible new firm for Bond insurance.

Grounds Committee:

The Board unanimously approved expenditure of \$400 to remove a dead tree in Burke Station Road common area electronically on April 9.

The Board unanimously approved expenditure of \$500 to support the social committee event (summer carnival) on May 2.

The Board unanimously approved expenditure of \$1,826 to renew the Association insurance policy electronically on April 15.

The Board unanimously approved expenditure of \$539.30 for an increase in the grounds maintenance contract due to inflation electronically on May 1.

The Board unanimously approved expenditure of \$175 to remove a dead tree at the Red Spruce Road curve electronically on June 15.

The Board unanimously approved expenditure of \$2,500 to remove several dead trees on the Nuttall Road common area electronically on June 15.

Roy presented a need to remove tree in the common area that is a threat to a home on Maclura Court. Cost is \$400.00

Roy made a motion to authorize the expenditure. Fred seconded. There was no further discussion and the motion was carried unanimously.

A discussion to remove dead wood along Burke Station Road and Braddock Road was tabled pending further research.

A discussion about the two bamboo "forests" (at north end of common area trail and in the common area at the end of the common driveway off Manor) was tabled pending further research.

The Board considered a request to include maintaining Braddock Road median as part of our grounds maintenance contract. The discussion included authority required from VDOT, coordination with VDOT for their maintenance of the median, safety considerations for the crew, cost, and possible maintenance by the new assisted living project across Braddock Road (without any action on our part). Final decision was this is not an appropriate expense for the Association.

The Board considered a request to remove or repair the fence by the common area access path on Gilbertson. Decision was to remove the fence and the Grounds Committee will decide how to get that accomplished.

Social Committee:

The social committee supported two highly successful events this Spring: Spring EggStravaganza & Community BBQ and a summer carnival.

The committee met to discuss future events and submitted a list to the Board. List will be considered at the next meeting.

Architectural Control Committee – report attached and sent to the ACC members.

OLD BUSINESS:

Association Directory – the first pdf version was distributed to the Association membership. We received 24 updates. Secretary will prepare an updated version. A notice will be posted on the website when the latest version has been sent.

Association Policies and Procedures - currently have 30. Cindy, Roy and Tom will review and make recommendations for updating or removing. Continuing.

NEW BUSINESS:

A "reminders" letter has been drafted and will be sent to the Association Membership when finalized.

Adjournment: President asked for a motion to adjourn meeting.

Moved: Fred Second: Candyce Approve: Unanimous

Meeting adjourned at: 8:49pm

Next meeting: TBD

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

DATE: July 18, 2022

TO: GMF HOA BOD

FROM: GMF HOA ACC

SUBJECT: ACTIVITIES REPORT for period March 21, 2022 to July 18, 2022

1. GENERAL ACTIVITIES/Common Issues:
 - a. Fox Crossing sign on Nuttall – neighbor requested to put it up because of fox kits crossing road.
 - b. Orange dumpster on Red Spruce is being used – they have informed the HOA that it is still needed.
2. COMPLAINTS/Violations:
 - a. Request to intervene in a problem on a common driveway. Our DCCRs specifically state that the Association is not involved in use disputes on any common driveway.
3. APPLICATION ACTIONS (in order of application, all approved):
 - a. 10058 Maclura Court replace front walkway
 - b. 10167 Red Spruce Road replace roof
 - c. 4409 Nuttall Road install deck and rear fence
 - d. 10000 Manor Place complete patio project - covered area over flagstone
 - e. 10009 Manor Place paint front door
 - f. 4614 Tapestry Drive replace front porch and walkway
 - g. 10192 Red Spruce Road replace brick porch, add railing, replace shutters
 - h. 10191 Red Spruce Road install new window on west side of house
 - i. 10194 Red Spruce Road replace garage door
4. PROPERTY INSPECTIONS (in order of application, all cleared):
 - a. 10150 Red Spruce Road
 - b. 4409 Nuttall Road
 - c. 4533 Gilbertson Road
 - d. 4406 Nuttall Road
 - e. 4507 Overcup Court
 - f. 4620 Tapestry Drive

Fred Knowles
ACC Chair