

**GEORGE MASON FOREST HOMEOWNERS ASSOCIATION
(GMFHOA)
BOARD OF DIRECTORS (BoD) Meeting
January 23, 2023**

Call to order at: 7:00pm

Attendance:

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

Absent: Cindy Linnebur - Board Member

Homeowners: none

Approval of January Meeting Agenda:

Motion to approve: Fred Second: Roy Approved: Unanimous

January meeting minutes approved unanimously by members in attendance via email on January 28th

OFFICER AND COMMITTEE REPORTS:

President's Report:

Discussion of budget updates and adjustments. Need to separate Capital Expenses operating expenses to track actual use of the Capital Reserve account. Final 2023 assessment will be set at time of budget vote.

Treasurer will make changes and send final budget to Board for vote.

Annual meeting will include a vote on three Board members to spread out the rotation cycle disrupted by COVID concerns. Due to COVID we did not have elections in 2019 nor 2020. Result was Board members terms were expired and they were all voted back to the Board in 2022. They now have the same election start date and terms would end at same time. We are attempting to spread the Board terms by resetting Board members election date/year. Candyce, Tom and Fred will re-start their three-year term this year if elected. Next year Heather, Roy and Cindy will go through the same process and in 2025 Julie and Aaron would stand for re-election. That will allow for approximately a third of the Board to stand for re-election or end their tenure each year. This will not prevent other homeowners from possible election to the Board.

E-mail messages sent to Association members:

- 12/7/22 - Holiday decorating contest
- 12/13/22 - Winter Wear Charity Collection
- 12/20/22 - Holiday decoration contest winners

Treasurer's Report:

Operating account:	\$39,672.57
Reserve account:	\$119,442.33

Grounds Committee:

Repair of the Red Spruce entrance lights approved by unanimous electronic vote on 12/6/22 for \$1,000

Professional Grounds submitted proposal and will execute work as weather permits.

Removal of trees overhanging Nuttall approved by unanimous electronic vote on 12/16/22 for \$900

A resident proposed clean up of a non-RPA common area along Burke Station Road. Roy will let them know they can submit a plan to the Board for review and decision on support.

Social Committee:

Holiday decorating contest awards:

Most traditional – 10067 Maclura

Most festive – 10152 Red Spruce

Kid's choice – 10191 Red Spruce

Clark Griswold – 10145 Red Spruce

The front yard signs for winners were well received and will be used again for the annual contest.

Spring events calendar is being developed and will be announced on the website and entrance signs.

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

Discussion of current condition, past efforts to request compliance with DCCR and ACC Guidelines and possible courses of action for 10013 Manor Place condition.

Fred will call our attorney to discuss options. Fred will also discuss two unoccupied homes.

OLD BUSINESS:

Association Policies and Procedures - currently have 30.

Cindy, Roy and Tom will review and make recommendations for updating or removing. Continuing.

NEW BUSINESS:

Directory update to be sent at same time as the annual assessment notice.

Adjournment: President asked for a motion to adjourn meeting.

Moved: Fred Second: Tom Approve: Unanimous

Meeting adjourned at: 8:24pm

Next meeting: May 22nd at 7:00pm Location: Roy's house (4504 Overcup Court)

Annual Meeting time and location will be announced on website and entrance signs. Proposed for week of 20 March and will depend on meeting location availability.

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

DATE: January 23, 2023

TO: GMF HOA BOD

FROM: GMF HOA ACC

SUBJECT: ACTIVITIES REPORT for period November 15, 2022 to January 23, 2023

1. GENERAL ACTIVITIES/Common Issues:
 - a. Orange dumpster on Red Spruce – continuing construction, updates received from owner
 - i. A formal complaint was received and will be processed and reported out at the next meeting
2. COMPLAINTS/Violations:
 - a. E-mails sent to two homeowners about storage of trash bins – resolved
 - b. Condition of 10013 Manor Place
3. APPLICATION ACTIONS (in order of application, all approved):
 - a. 10157 Red Spruce Road add pavers to front yard
 - b. 4533 Gilbertson Road replace roof and shingles
 - c. 10186 Red Spruce Road replace windows and sliding doors
 - d. 4406 Nuttall Road install pergola on back deck
 - e. 4540 Gilbertson Road replace roof and siding
 - f. 4502 Overcup Court replace roof, siding, gutters and add window wrap on front windows
4. PROPERTY INSPECTIONS (in order of application, all cleared):
 - a. none

Fred Knowles
ACC Chair