

GMFHOA Annual Meeting

March 21, 2023

Agenda

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

Introductions

Board Member	Position
Heather Villavicencio	President
Julie Stewart	Vice President
Fred Knowles	Secretary
Aaron Middlekauff	Treasurer
Roy DeLauder	Grounds
Candyce Astroth	Member
Tom Calhoun	Member
Cindy Linnebur	Member

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

Website: gmfhoa.org

Email addresses for Board and ACC

All documents, forms and information

Election of Officers

Candidates

Candyce Astroth

Tom Calhoun

Fred Knowles

Nominees from the floor?

Process

One Ballot per lot. Only property owners in good standing (assessment paid) may vote.

One vote per candidate. Vote for three.

The three candidates receiving the most votes will be elected.

COVID prevented our elections in 2020 and 2021, resulting in the current Board having the same term start and end dates. Our goal is to stagger the Board terms by resetting the Board members' election years. If elected, the three candidates above would re-start their three-year term this year. In 2024, three additional candidates will undergo the same process, with the final two current Board members standing for re-election in 2025.

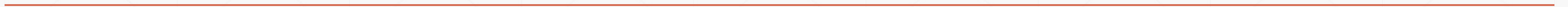
President's Report

- **Neighborhood Directory:**

- now a digital format
- PDF file can be printed or read on a mobile device
- update periodically so we capture all new residents frequently

- **Board Meetings:**

- open to residents
 - let us know if you'd like to be included on the agenda
- meeting dates and times will be in the most recent Board meeting minutes posted on our website
 - minutes are approved electronically soon after the meeting and posted as soon as possible



Treasurer's Report as of 28 Feb 2023

- The Operating account balance is: **\$55,556.96**
- The Reserve account balance is: **\$139,442.33**
- 177 have been paid (as of March 11)
- A copy of the 2023 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.
- The Virginia Property Owner's Act recommends that a study be conducted every 5 years. The study has been updated and included in this presentation.

- The 2022 books have been audited and the 2022 taxes prepared and filed.
 - Expenses to date for 2023 are:
 - Grounds maintenance: **\$4,981.20**
 - Electric: **\$900.00**
 - Tree Removal: **\$82.83**
 - VA Registration & CIC Fees: **\$125.00**
 - Legal retainer fee: **\$125.00**
 - Website Hosting: **\$227.83**
 - Copying, Supplies, Misc (postage, financial software, etc): **\$179.00**
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2023 Approved Budget

Highlights

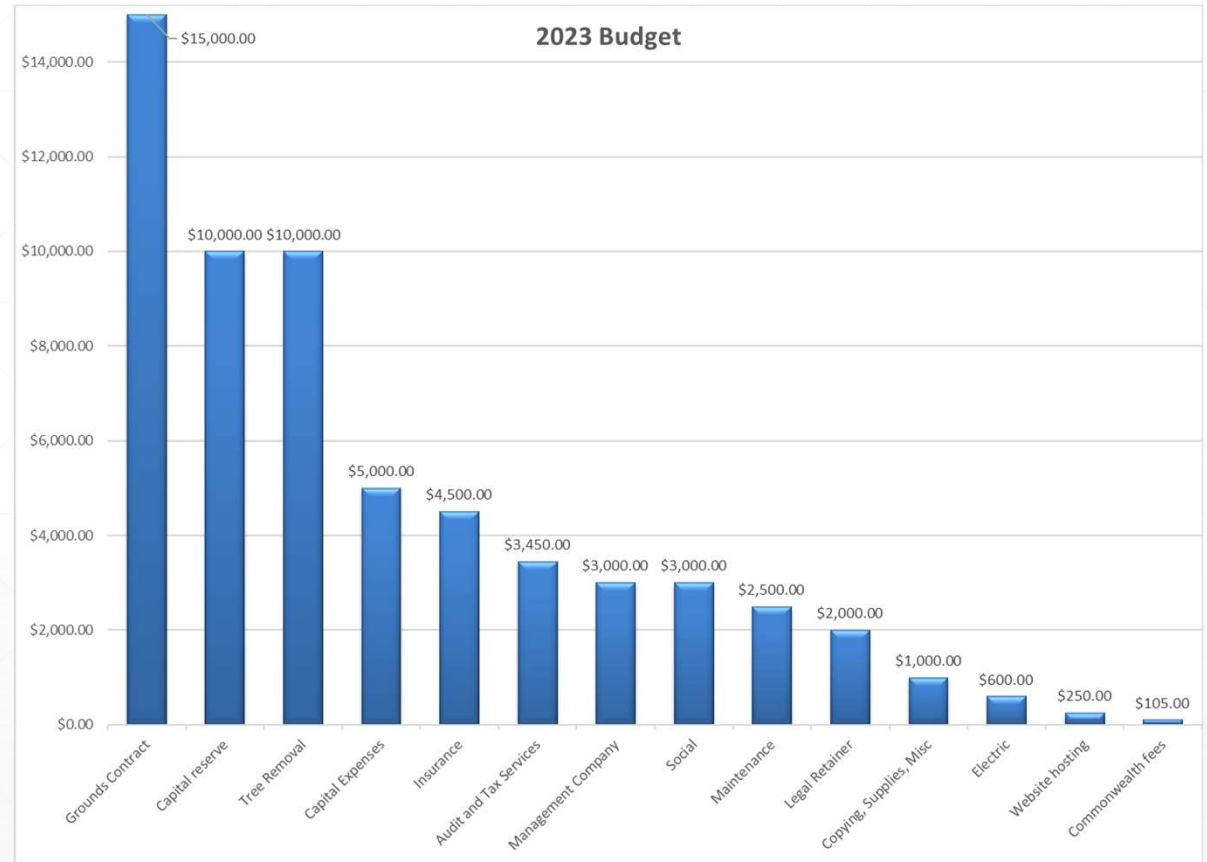
- Budgeted \$10,000 transfer to Reserve account for capital improvements in 2023
- Audit and Taxes increased by \$500
- Inflation impacting budget
- Continuing to budget for Management Company if needed

INCOME	
Assessment for 200 lots @ \$300/lot	\$60,000.00
EXPENSES	
Grounds Contract	\$15,000.00
Capital reserve transfer	\$10,000.00
Tree Removal	\$10,000.00
Capital Expenses	\$5,000.00
Insurance	\$4,500.00
Audit and Tax Services	\$3,450.00
Contingency for Management Company	\$3,000.00
Social	\$3,000.00
Other Maintenance	\$2,500.00
Legal Retainer	\$2,000.00
Copying, Supplies, financial software, misc	\$1,000.00
Electric	\$600.00
Website hosting	\$250.00
VA Registration & CIC fees	\$105.00
TOTAL EXPENSES	\$60,405.00

2022 Approved Budget

Highlights

- **55%** of the budget covers maintenance and upkeep
- **17%** of the budget covers various legal fees
- **22%** of the budget covers capital reserve and contingency for management company
- Current reserve: **\$ 139,442**
- Capital Improvements (est): **\$153,000**



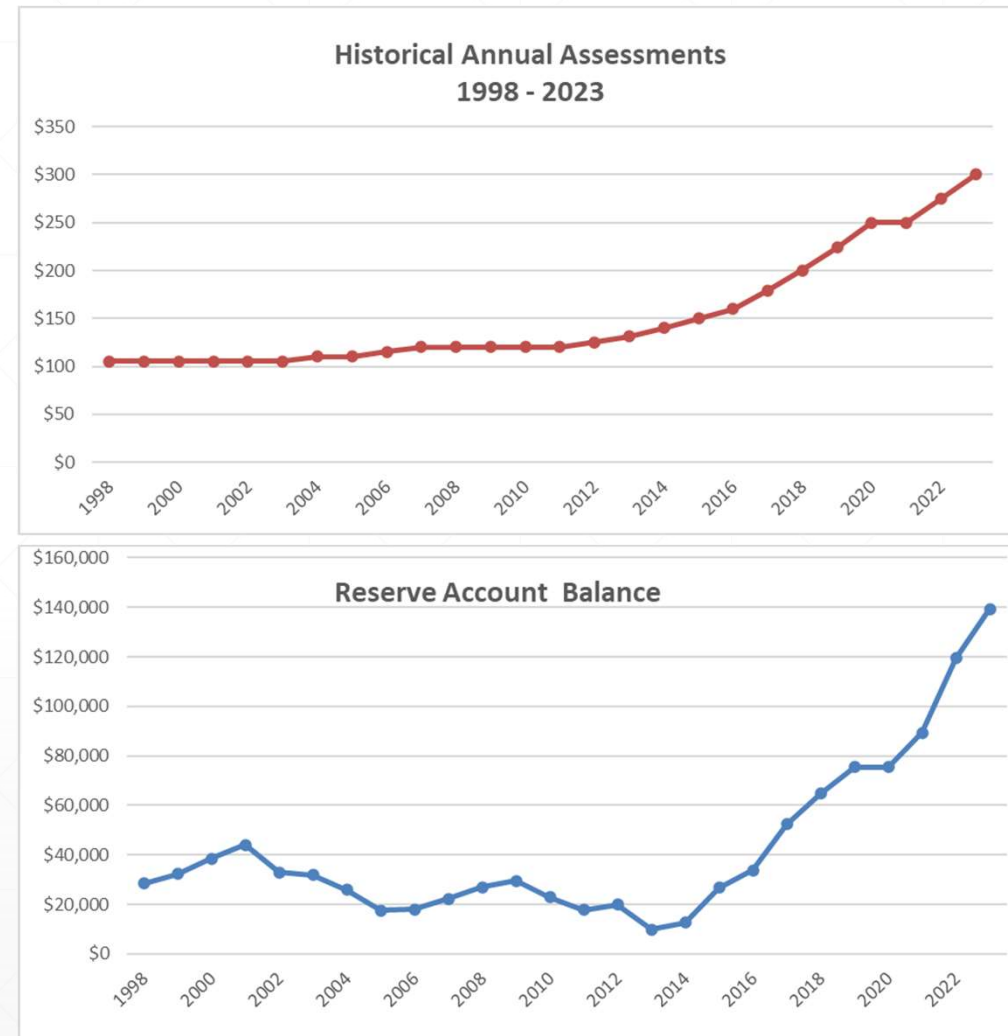
5-Year Capital Improvement Budget (2023 - 2028)

Description	Location	Condition	Responsible	Budget	Capital Bduget Cost	Useful Life	Remaining Life	Planned Year
Entrance sign	Red Spruce	Good	HOA	Maintenance			Indef	
Entrance Sign Electrical	Red Spruce	Excellent	HOA	Capital	\$ 1,000	15	15	2023
Entrance sign	Red Spruce	Good	HOA	Maintenance			Indef	
Entrance Sign Electrical	Red Spruce	Poor	HOA	Capital	\$ 1,000		1	2023
Entrance Sign	Tapestry	Good	HOA	Maintenance			Indef	
Entrance Sign Electrical	Tapestry	Poor	HOA	Capital	\$ 1,000		1	2023
Asphalt Trail	North Tapestry	Good	HOA	Capital	\$ 5,000	12	10	2033
Asphalt Trail	SouthTapestry	Good	HOA	Capital	\$ 6,000	12	10	2033
Bridge	North	Fair	HOA	Maint/Capital	\$ 20,000	25	10	2030
Bridge	South	Fair	HOA	Maint/Capital	\$ 30,000	25	5	2028
Bridge	Path	Good	HOA	Maint/Capital	\$ 10,000	30	15	2035
Creek Path	Creek	Poor	HOA	Maintenance				
Concrete sidewalk	Gilbertson	Fair	HOA	Capital	\$ 5,000	5	5	2025
Split Rail Fence	Gilbertson	Excellent	HOA	Maintenance	\$ 5,000	15	7	2030
Path to Glenmere	Glenmere	Fair	HOA	Capital	\$ 5,000	20	5	2025
Path Boardwalk	Path	Fair	HOA	Maintenance	\$ 3,000	15	5	2025
				Total	\$ 92,000			
				Total (2023-2028)	\$ 43,000			

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 25 years saw no increase in annual dues
- 8 of the last 14 dues increases were \leq \$10.00
- 2023 Assessment \$300
- Reserve account now \$139,442



Social Committee Chair Report

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

September: Neighborhood Picnic

October: Halloween Party

November: Turkey Trot

December: Holiday Decorating Contest

December: Manor Social

2023 Events

March: Spring EggStraveaganza and BBQ

June: Summer Carnival

Additional events TBD (currently being planned)

Grounds Committee Chair Report

Summary

- Professional Grounds, Inc. is continuing as our landscape provider
 - Inflation adjustment to contract
 - Contract up for renewal in 2023
- Tree removal increased in 2022
- Braddock Road entry lights have been a problem

Issues that need attention

- Deadfall wood accumulating along Braddock and Burke Station in common areas
- Invasive species
 - Bamboo
 - English Ivy
 - Japanese stilt grass

ACC Actions - 2022

- 26 actions, some multiple
- 6 concerns addressed
- 11 pre-sale inspections

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
Paul Shively	Red Spruce
Steve Spratt	Red Spruce

What does your Board do...

President

- Responsible for seeing that association business is properly and promptly transacted
- Presides over Board meetings and general membership meetings
- Signs all official documents
- Working knowledge of parliamentary procedure
- Good common sense

Vice President

- Acts in the President's place whenever the President is not available
 - Often assigned special responsibilities by the President or Board
 - Serving as the Board's liaison with committees
 - Acting as liaison with local government agencies
 - Co-signatory for checks issued by the Treasurer
 - Currently serving as Social Committee Chairwoman
-

What does your Board do...

Treasurer

- Receives and reviews bills for payment, ensuring accuracy; requests Board approval for any non-recurring bills
- Maintains a current Operating Account Ledger of all funds and checks disbursed / transferred
- Reconciles monthly bank statements with the Operating Account Ledger
- Reports the account balances and any disbursements made at each Board meeting
- Prepares a draft budget for the following year to present to the Board for review and approval
- Manages annual assessment deposits and collections
- Prepares the information requested by the auditor for the annual audit and tax preparation

Secretary

- Keeps accurate minutes of Board and general membership meetings
 - Maintains all official Association documents
 - Tracks Board actions
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What does your Board do...

Social

- Organize/serve as liaison for neighborhood social events, such as the annual community picnic, the annual Halloween Event, etc.
- 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

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 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
 - 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
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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 (with majority of ACC members) planned exterior improvements or changes to owner's home or property to ensure 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 Board meetings
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New Business

Q & A

Adjourn
