

**GEORGE MASON FOREST HOMEOWNERS ASSOCIATION
(GMFHOA)
BOARD OF DIRECTORS (BoD) Meeting
April 24, 2023**

Call to order at: 7:01pm

Attendance:

Present: Heather Villavicencio - President
Roy DeLauder – Grounds Chairman
Tom Calhoun – Board Member
Julie Stewart - Vice President
Fred Knowles - Secretary

Absent: Aaron Middlekauff – Treasurer
Candyce Astroth - Board Member
Cindy Linnebur - Board Member

Homeowners: None

Approval of April Meeting Agenda:

Motion to approve: Fred Second: Heather Approved: Unanimous

April meeting minutes approved unanimously by members in attendance via email on April 30

OFFICER AND COMMITTEE REPORTS:

President's Report:

In accordance with our by-laws the officers were voted in the four position by the Board.
By Laws Art VIII Section 2. Election of Officers. The officers shall be elected by the Board at the first meeting of the Board of Directors following each annual meeting of the Members.
All current officers agreed to remain in their positions. The Board unanimously agreed to vote the officers as block of four. The Board then unanimously voted the officers back into their previous positions:
President – Heather Villavicencio
Vice President - Julie Stewart
Treasurer - Aaron Middlekauff
Secretary - Fred Knowles

The Board developed a meeting schedule for the remainder of 2023. This schedule will be posted on our website.

Date	Location
June 26	Knowles (9994 Ashley Manor Court)
September 11	Knowles (9994 Ashley Manor Court)
November 13	Villavicencio (10181 Red Spruce Road)

E-mail messages sent to Association members:

- 1/29/23 – assessment notice
- 1/29/23 – directory
- 2/23/23 – annual meeting notice
- 3/14/23 – annual meeting notice (2) and presentation with remote access information
- 3/17/23 - Spring EggStravaganza & Community potluck (March 25th)
- 4/7/23 – clean-up day announcement

Treasurer's Report:

Operating account: \$73,114.33
Reserve account: \$139,442.33

2023 Budget was unanimously approved electronically on Jan 28, 2023

Fred will draft a proposal to allow small cost overruns in approved expenditures to be allowed with no further Board action. He will coordinate the proposal with the treasure and grounds committee chairman then present to the Board for consideration.

Grounds Committee:

Annual clean-up on April 29 announced via website email message.

Actions approved via electronic vote:

- Red Spruce entrance lights transformer replacement - \$400 on 1/31/23
- Red Spruce entrance lights upgrade - \$100 on 2/15/23
- 4515 Gilbertson tree removal - \$450 on 3/8/23

Social Committee:

Association events calendar will be announced on the website and entrance signs.

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

A formal complaint was received in January. Below is the complaint log. It will be kept with permanent records of the Association.

George Mason Forest Homeowners Association				
GMFHOA Form 2012-01-03, Complaint Log				
ENTRY DATE	LOG-IN NUMBER	COMPLAINANT	STATUS	COMMENTS
1/23/2023	2023 - 1	Steve Delahunty	closed - formally briefed to Board at April 24, 2023 meeting. Complainant was invited to the meeting but declined to attend	The homeowners have experienced delays caused by a combination of continuing COVID concerns, supply chain delays, staffing shortages and long lead times to obtain required Fairfax County permits and inspections. They have been providing periodic updates. This situation was reported to the Board in the ACC reports. They are in compliance with our guidelines and there is no violation. Dumpster was removed on 3/12/23

Fred called our attorney, Allen Warren on March 14, 2023, about a particular house that needs attention. The Board discussed how best to handle the situation. Fred will develop a list of specific items and ask the homeowner to respond with a timeline for action on each item. If necessary, the Board will issue a formal notice to the homeowner.

Fred is working on an update to our ACC Guidelines to properly cite dumpster placement restrictions and update other sections as needed. He will coordinate all changes with the ACC and present them to the Board for consideration when completed.

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:

None

Adjournment: President asked for a motion to adjourn meeting.

Moved: Fred Second: Julie Approve: Unanimous

Meeting adjourned at: 7:47pm

Next meeting: June 26th at 7:00pm Location: Fred – 9994 Ashley Manor Court

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

DATE: April 24, 2023

TO: GMF HOA BOD

FROM: GMF HOA ACC

SUBJECT: ACTIVITIES REPORT for period January 23, 2023 to April 24, 2023

1. GENERAL ACTIVITIES/Common Issues:
 - a. See minutes for discussion with attorney on a house needing repair and maintenance.

2. COMPLAINTS/Violations:
 - a. Flag condition – flag removed and replaced
 - b. Wood left on street (Nuttall) not picked up – fixed
 - c. Question on style of fence (Blackrock) – discussed
 - d. Question about dumpster placement – see minutes for possible ACC Guidelines update
 - e. Orange dumpster on Red Spruce removed 3/12/23

3. APPLICATION ACTIONS (in order of application, all approved):

a.	4510 Gilbertson Road	replace roof
b.	4513 Gilbertson Road	replace roof
c.	9994 Ashley Manor Court	replace current deck with screened porch
d.	10196 Black Rock Court	fence
e.	10060 Maclura Court	replace fence and deck
f.	10136 Red Spruce Road	replace shutters and paint front door
g.	10058 Maclura Court	resurface deck
h.	10010 Manor Place	replace driveway, walkway and front stoop
i.	10136 Red Spruce Road	replace windows
j.	10056 Maclura Court	replace roof
k.	4605 Tapestry Drive	replace front walkway

4. PROPERTY INSPECTIONS (in order of application, all cleared): None

Fred Knowles
ACC Chairman