

**GEORGE MASON FOREST HOMEOWNERS ASSOCIATION  
(GMFHOA)  
BOARD OF DIRECTORS (BoD) Meeting  
November 13, 2023**

**Call to order at: 7:02pm**

**Attendance:**

<b>Present:</b>	Heather Villavicencio - President	Julie Stewart - Vice President
	Aaron Middlekauff - Treasurer	Fred Knowles - Secretary
	Roy DeLauder - Grounds Chairman	Tom Calhoun - Board Member

<b>Absent:</b>	Candyce Astroth - Board Member	Cindy Linnebur - Board Member
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**Homeowners:** None

**Approval of November Meeting Agenda:**

Motion to approve: Fred                      Second: Roy                      Approved: Unanimous

**November meeting minutes approved unanimously by members in attendance via email on November 22**

**OFFICER AND COMMITTEE REPORTS:**

**President's Report:**

Braddock District Council membership

E-mail messages sent to Association members:

- 9/12/23 - President thanks for picnic turnout
- 9/16/23 - Volunteers Needed
- 10/4/23 - high traffic alert: GMU
- 10/18/23 - apple cider and hot chocolate on Maclura
- 11/1/23 - GMU Fitness Passes for GMF residents
- 11/8/23 - Diwali celebration
- 11/8/23 - Paul Kite memorial notice

**Treasurer's Report:**

Operating account:	\$56,048.68
Reserve account:	\$139,442.33

Board approved dues in the amount of \$50 to join the Braddock District Council for HOAs by electronic vote on 9/17/23.

Search for a new insurance company - continuing

Budget discussion

A detailed review of 2023 expenditures and probable increases or decreases resulted in a draft budget for 2024. Aaron will consolidate the results of that effort for a vote at the January meeting. He will also draft the assessment letter for 2024.

**Grounds Committee:**

Roy will review the 5-year plan for possible projects in the next year.  
Roy has a tree on Tapestry to look at for possible action.

**Social Committee:**

The Halloween party and Diwali celebration were a success.  
Plans for the Turkey Trot will be announced soon as will the Holiday Decoration event.  
We have a volunteer to decorate the front entrances – thank you Ed Leary!!

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

A draft update of the ACC Guidelines has been reviewed and approved by the ACC. It was submitted to the Board for review and the ACC requests a vote for approval.  
Heather moved to approve the updated ACC Guidelines; Julie seconded. Motion carried unanimously by those in attendance.

**OLD BUSINESS:**

Association Policies and Procedures - currently have 30. Most are not used or are outdated.  
Cindy, Roy and Tom will review and make recommendations on which need to be kept and which can be turned into a simple checklist for future use - continuing

**NEW BUSINESS:**

none

**Adjournment:** President asked for a motion to adjourn meeting.

Moved: Fred    Second: Heather    Approve: Unanimous

Meeting adjourned at: 8:35pm

Next meeting: January 22, 2024 7:00pm                      Location: Fred House

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

DATE: November 13, 2023

TO: GMF HOA BOD

FROM: GMF HOA ACC

SUBJECT: ACTIVITIES REPORT for period September 11, 2023 to November 13, 2023

1. GENERAL ACTIVITIES/Common Issues:

- a. Updated Guidelines submitted to the Board for vote
- b. Owner checked with ACC concerning radon fan – no ACC action needed
- c. Owner checked with ACC concerning replacing several roof shingles - no ACC action needed
- d. ACC member notified VDOT of need to replace/repair sidewalk segment on Gilbertson

2. COMPLAINTS/Violations:

- a. 7 houses had concerns. The owners were notified.
  - i. 5 have been resolved
  - ii. 1 has been partially resolved
  - iii. 1 still needs attention
- b. Political signs at one home were removed after owner notified

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

- a. 4607 Tapestry Drive      replace concrete side steps with wood
- b. 10165 Red Spruce Road    replace siding and window trim (after the fact)
- c. 10185 Red Spruce Road    replace shutters
- d. 10151 Red Spruce Road    Paint front door, shutters and trim above garage and sidelights
- e. 4504 Overcup Court        replace garage door
- f. 4538 Gilbertson Road      replace driveway, front walk and windows (after the fact)

4. PROPERTY INSPECTIONS: None

Fred Knowles  
ACC Chairman