

GEORGE MASON FOREST HOMEOWNERS ASSOCIATION (GMFHOA)
GENERAL MEMBERSHIP MEETING
March 18, 2023

Call to Order: 7:10PM

Attendance: Homeowners of the GMFHOA community (see attached sign-in sheet and list of electronic attendees)

Home Owners: 19 in-person; 5 virtual (required quorum of 10% met)

Board Members Present:

Heather Villavicencio – President	Julie Stewart - Vice President	Aaron Middlekauff – Treasurer (virtual)
Fred Knowles – Secretary	Roy Delauder - Board Member	Cindy Linnebur - Board Member
Tom Calhoun - Board Member		

WELCOME AND INTRODUCTION OF BOARD and ACC MEMBERS

Attendees welcomed; current Board and ACC members introduced.

ELECTION OF THE BOARD

President announced the candidates for the election and asked for nominees from the floor: no nominations. The election was conducted.

Result of the election (announced at the end of the meeting) the following homeowners were elected:

Heather Villavicencio
Roy Delauder
Cindy Linnebur
Cynthia Yellen

Presentation to the homeowners will be available on the Association website

President spoke to the slides representing general information and status of the Association.
Board Officers and Committee Chairs presented the content of their slides.
Presentation is attached to these minutes.

MEMBER BUSINESS FROM THE FLOOR

None

QUESTIONS FROM THE COMMUNITY:

Condition and status of 10154 Red Spruce was discussed. Owner purchased house in 2002; does not live in the house. Homeowner on Tapestry reported that the underground electric lines are reaching end of life status and may need to be replaced. Be careful what you plant or do with areas in established right of ways. Several questions and concerns were discussed about traffic on Braddock Road. Issues included increased traffic from Woodleigh Chase and the Cricket Field on GMU campus. Individual homeowners will have more impact by expressing those concerns to our government representatives. Status of University Park (area between Tapestry and the new houses on Roberts Road) was discussed. It is Fairfax County parkland.

ADJOURN: Meeting was adjourned at 8:07pm

Attachments: 1 - meeting presentation 2 – attendance list

These minutes approved by electronic vote of the Board members in attendance.

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

GMFHOA Annual Meeting

March 18, 2024

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
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

- _____ Heather Villavicencio (current Board)
- _____ Roy DeLauder (current Board)
- _____ Cindy Linnebur (current Board)
- _____ Bahiru Duguma (new candidate)
- _____ Michael Prutsok (new candidate)
- _____ Cynthia Yellen (new candidate)

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 four.

The four candidates receiving the most votes will be elected.

COVID prevented our elections in 2020 and 2021, resulting in the Board having the same term start and end dates. Our goal was to stagger the Board terms by resetting the Board members' election years. We re-elected three board members last year to re-start their terms. If elected, the three candidates currently on the board would re-start their three-year term this year. In 2025, the last two current board members will have the opportunity to be candidates and undergo the same process.

- **Bahiru Duguma's brief bio (for additional info, please visit: <https://www.linkedin.com/in/bahiruduguma/>)**
 - 9992 Ashley Manor Ct
 - **Professional experience:**
 - Agricultural research and research organization management
 - International development and diplomacy expert with 30+ years of successful career
 - Served in government (Ethiopia and US) and international agricultural research and development organizations (IITA, ILRI, ICRAF) in Africa, Asia, and the US.
 - Worked for USAID, USDA, and DoS as Foreign Service Officer, Team Leader, and Office Director overseeing USG funded multi-million dollar, development projects and programs implemented in several countries in Asia, Africa, and South and Central America.
 - **HOA-relevant experience.**
 - Chairman, Board of Directors, Oromia Foundation; 2018 – present (<https://oromiafoundation.org/board-of-directors/>)
 - President, Oromo Community Organization of Washington, DC Metropolitan area; 2023 - present. (<https://oromocommunitydmv.org/>)
 - Member, the Board of American School of Yaoundé, Cameroon -1987-88
 - **Education** – Ph.D. in agricultural science (1985); MBA in Business Administration (2006)
 - **Language proficiency** – English, Oromo, and Amharic – fluent; French – working knowledge.
 - *Bahiru is married to Abi, blessed with four adult children (Yomi, Firaol, Urgessa and Deebii) and a grandson, Luke.
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- Michael A. Prutsok
- 4401 Nuttall Rd.
- Summary Bio

- I was born and raised in Summersville, West Virginia to a large, close-knit, Italian American family. From a young age I was instilled with a strong work ethic and to never settle for complacency. After high school, I attended Fairmont State University, majoring in Finance. While attending FSU, I held leadership positions in many campus organizations, such as: Student Government, Tau Beta Iota fraternity, and Students In Free Enterprise (SIFE). Upon graduation, I moved to the Northern Virginia area where I now proudly call home and where I met my wife, Paloma. Paloma and I will be celebrating 9 years of marriage and share two beautiful children, Anthony (7) and Annabelle (3), as well as 2 dogs, Gino, and Luna.
 - Professionally, my career is in Corporate Finance for General Dynamics. Aside from my day-to-day responsibilities, I was appointed by senior leadership as the chair of the Continuous Improvement Steering Committee for the GD Corporate Office where our mission is to promote and support a sustainable culture of continuous improvement.
 - In closing, George Mason Forest isn't just a neighborhood, but a community that I am proud to raise my family. If elected, I would serve as a steward to our community and leverage past and current experience to ensure that GMF continues to thrive and maintain that same sense of community for current and incoming families.
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- Greetings, my name is Cynthia N. Yellen and I am interested in the member at large position on the HOA board. I have lived in GMF for over 20 years. Like so many others, we arrived here as a military family for my husband's last assignment, which brought me back to VA once again.
 - Let me continue by telling you what I enjoy doing. I enjoy gardening, cooking, baking, swimming, biking, bowling, fishing, camping and other outdoor sports. I (we) also believe in giving back to the community and we always have, and still do. As a business owner I give back to my community by making sure no one is turned away because of finances.
 - During my husband's active-duty career, I had to reinvent my own career many times over as we moved around. I also had to be creative with my time as I was balancing family and work. My careers were in Behavioral Health, teaching and the dental field. I worked in many schools both private, public, and religious institution as well as the placement coordinator for a graduate program at GMU. I been employed by several behavioral health agencies both state and private, defense government contractors and directly for the Military. I have worked in many nursing facilities and hospitals, until I opened my own business in 2016.
 - However, it was the volunteer activities and personal interests I pursued that provides me with a variety of skills and enjoyment.
 - Writing a grant and publishing it in a professional journal was a personal goal. Other personal career goals were certifications in Mediation, Ombudsman, and Restorative Justice. Currently I hold 3 professional licenses, one in MD and 2 in VA.
 - But the most important and enjoyable skills I have learned was from my volunteer positions with the boy scouts as director of events, coordinator and team member during my active years 1998- 2019:
 - District pinewood derby, district scouting for food, District coordinator annual award dinners, director of archery, (director of bb.) 11 yrs. of summer cub camps, boy scout away camps, OA, Chaplin, district camporees, merit badge counselor, cub master, scout master, commissioner, leader, WB, all involving logistics for transportation of goods and people, food prep. and purchase, scheduling, insurance, publicity, arranging for volunteers, medical records check and health and safety officer.
 - All this means I can manage and coordinate large events, manage volunteers and insurance needs advertise the events in a timely fashion, do risk assessment for health and safety & mediate disputes.
 - Cynthia N. Yellen, proud veteran and army mom
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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
 - **County Trash Collection:**
 - discussion
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Fairfax County trash collection

- Fairfax has reopened the ability for HOAs to petition for trash collection by the County
 - Cost would be added to annual property tax bills
 - Would be higher than individual homeowners contracting with companies
 - County would do all the work of getting the companies to do their job
 - Homeowners would go directly to the County with problems
 - We would have one set of trucks coming through the neighborhood
 - Did not go into details of how to do it – we would need someone dedicated to the effort if interested
-

Treasurer's Report as of 28 Feb 2024

- The Operating account balance is: **\$80,549.12**
- The Reserve account balance is: **\$24,442.33**
- The 7-Month CD Account is: **\$125,000.00**
 - Anticipated interest at maturity: \$3,416
- 130 have been paid (as of 28 Feb 2024)
- A copy of the 2024 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 2024-2029 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 2023 books have been audited and the 2023 taxes prepared and filed.
- Expenses to date for 2024 are:
 - Grounds maintenance: **\$1193**
 - Electric: **\$86.54**
 - Tree Removal: **\$0**
 - VA Registration & CIC Fees: **\$0**
 - Legal retainer fee: **\$125.00**
 - Website Hosting: **\$0**
 - Copying, Supplies, Misc (postage, financial software, etc): **\$0**

2024 Approved Budget

Highlights

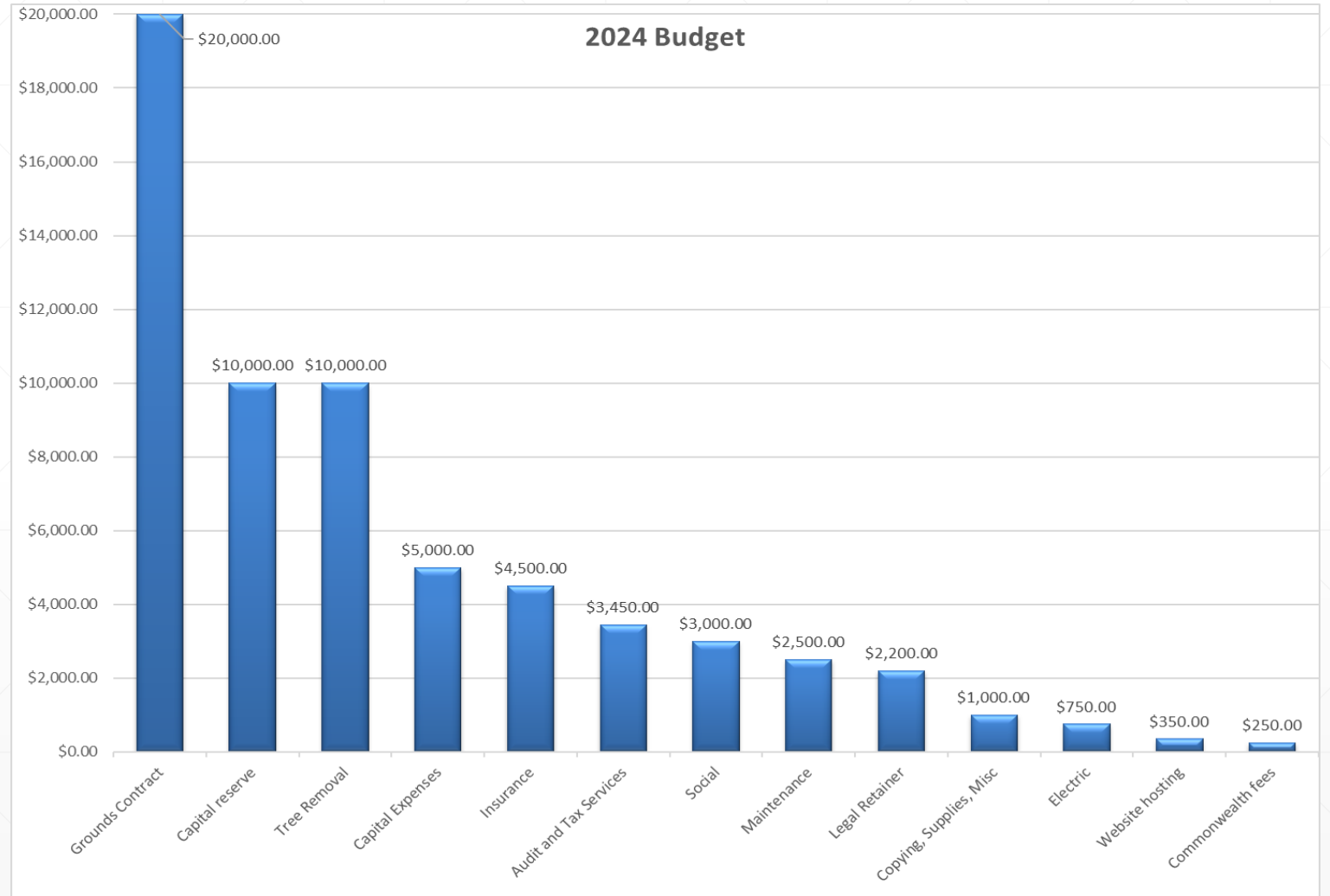
- Budgeted \$10,000 transfer to Reserve account for capital improvements in 2024
- Grounds Contract increased by \$5000
- Inflation impacting budget
- Removed budget line item for Management Company if needed
- Interest from CD will be worked into next years budget as an income line item

INCOME	
Assessment	\$63,000
TOTAL INCOME	\$63,000
EXPENSES	
Grounds Contract	\$20,000
Electric	\$750
Other Maintenance	\$2,500
Tree Removal	\$10,000
Audit and Tax Services	\$3,450
Insurance	\$4,500
VA Registration & CIC fees	\$250
Legal Retainer	\$2,200
Website hosting	\$350
Welcome Committee	\$0
Social	\$3,000
Copying, Supplies, Misc (postage, financial software, etc)	\$0.00
Copying, Supplies, Misc (postage, financial software, etc)	\$1,000
Capital Expenses	\$5,000
Capital reserve transfer	\$10,000
TOTAL EXPENSES	\$63,000

2024 Approved Budget

Highlights

- **61%** of the budget covers maintenance and upkeep
- **16%** of the budget covers various legal fees
- **16%** of the budget covers capital reserve and contingency
- The Reserve account balance is: **\$24,442.33**
- The 7-Month CD Account is: **\$125,000.00**
- Capital Improvements (est): **\$5,000**



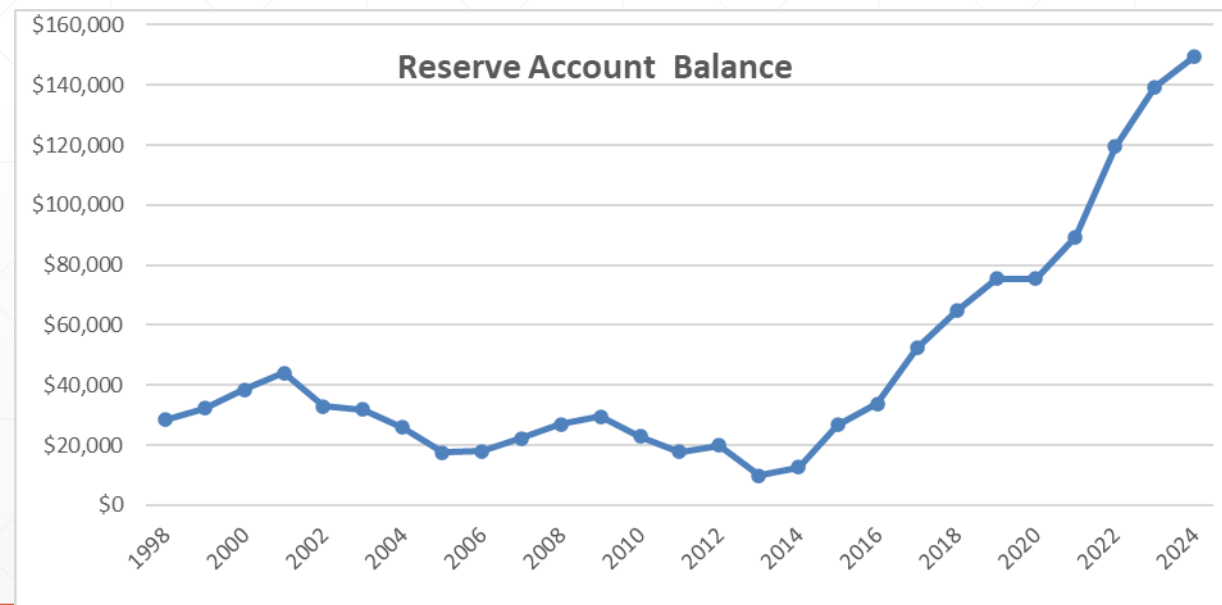
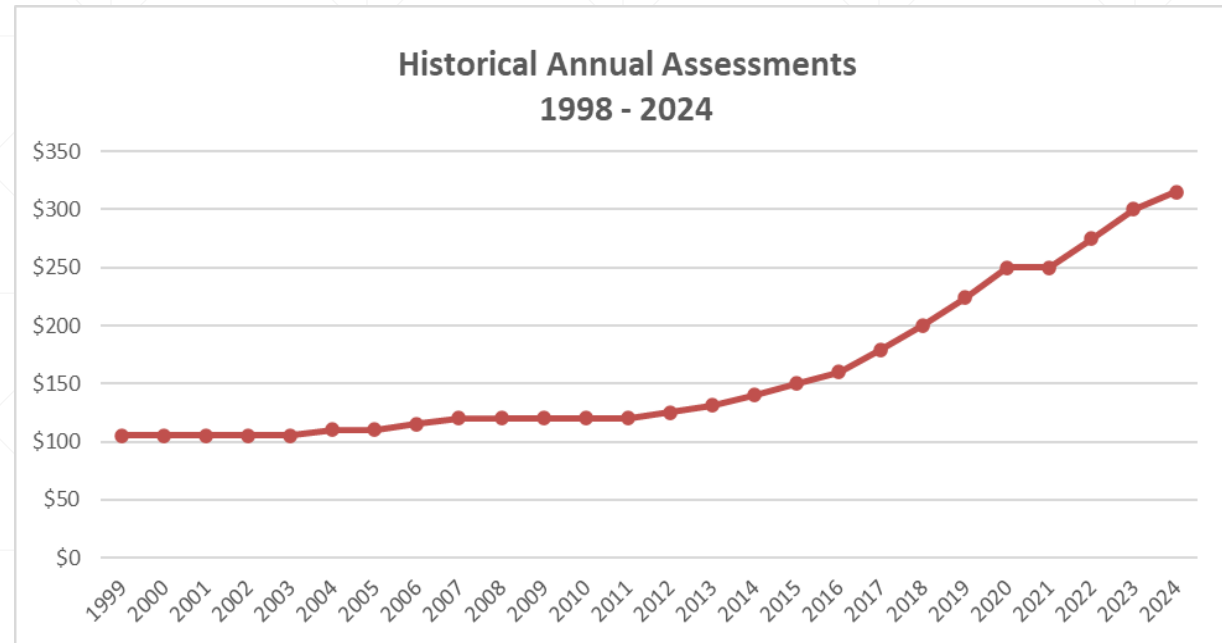
5-Year Capital Improvement Budget (2024 - 2029)

Description	Location	Installed	Condition	Budget	Capital Budget Cost	Useful Life	Remaining Life	Planned Year
Entrance sign	Red Spruce	1984	Good	Maintenance			Indef	
Entrance Sign Electrical	Red Spruce	2023	Excellent	Capital		15	15	2023
Entrance sign	Red Spruce	1984	Good	Maintenance			Indef	
Entrance Sign Electrical	Red Spruce	1984	Poor	Capital			1	2023
Entrance Sign	Tapestry	1984	Good	Maintenance			Indef	
Entrance Sign Electrical	Tapestry	1984	Poor	Capital			1	2023
Asphalt Trail	North Tapestry	2011	Good	Capital	\$ 5,000	12	10	2033
Asphalt Trail	South Tapestry	2011	Good	Capital	\$ 6,000	12	10	2033
Bridge	North	1984	Fair	Maint/Capital	\$ 20,000	25	10	2030
Bridge	South	1984	Fair	Maint/Capital	\$ 30,000	25	5	2028
Bridge	Path	1984	Good	Maint/Capital	\$ 10,000	30	15	2035
Creek Path	Creek		Poor	Maintenance				
Concrete sidewalk	Gilbertson		Fair	Capital	\$ 5,000	5	5	2025
Split Rail Fence	Gilbertson	2022	Excellent	Maintenance	\$ 5,000	15	7	2030
Path to Glenmere	Glenmere		Fair	Capital	\$ 5,000	20	5	2025
Drainage culverts	Creek		Poor	N/A				
Path Boardwalk	Path		Fair	Maintenance	\$ 3,000	15	5	2025
				Total	\$ 89,000			
				Total (2024-2029)	\$ 40,000			

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 26 years saw no increase in annual dues
- 8 of the last 15 dues increases were \leq \$10.00
- 2024 Assessment \$315
- Reserve account and CD now \$149,442



Social Committee Chair Report

2022 Events

April: Spring EggStravaganza and BBQ

June: Summer Carnival

September: Neighborhood Picnic

September: Garage Sale

October: Halloween Party

October: Diwali

November: Turkey Trot

December: Holiday Decorating Contest

December: Hot Chocolate & Cookies

2023 Events

March: Spring EggStravaganza

June: End of School Celebration

August: Back to School Gathering

September: Neighborhood Picnic

October: Fall Get Together/Halloween Party

November: Turkey Trot

November: Diwali

December: Holiday Decorating Contest

December: Hot Chocolate & Cookies

2024 Events

Anticipated Events include:

June: End of School Celebration

September: Neighborhood Picnic

October: Halloween Party

November: Turkey Trot

December: Holiday Decorating Contest

Additional events TBD

Grounds Committee Chair Report

Summary

- Professional Grounds, Inc. is continuing as our landscape provider.
 - Contract renewed for one year in 2023.
 - GMFHOA Board decided to re-compete this contract in 2024.
- Tree removal was over budget in 2022.
 - Budget increased for 2023. Tree removal came in under budget.
 - So far (knock on wood) Tree removal is down for 2024 from 2023. 😊
- Neighborhood clean-up Day: April 20 (Earth Day)

Issues that need attention ☹️

- Deadfall wood accumulating along Braddock and Burke Station in common areas.
- Invasive species
 - Bamboo
 - English Ivy
- Know any Scouts who want to undertake?

ACC Actions - 2023

- 38 actions, some multiple
- 13 concerns addressed
- 3 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
-

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

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

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George Mason Forest Homeowners Association 2024 General Membership Meeting

Name(s)	Street Address
Fred Knowles	9994 Ashley Manor
Juli Stewart	10169 Red Spruce Rd
Heather Villavicencio	10181 Red Spruce Rd
Roy DeLauder	4504 Overcup Ct.
Tom Cahoon	4613 TAPESTRY
Cory Adams	4625 Tapesty
Doreen Nelson	4512 Gilberison Rd
Joe Nelson	" " " "
Barbara Dugum	9992 Ashley Manor Ct.
Lois SPRATT	10126 RED SPRUCE ROAD
JOHN SULLIVAN	4617 TAPESTRY DR
Nora Kuehn	10164 Red Spruce Rd
Anne Hone	10066 MacLura Ct
Cindy Lanebin	10058 MacLura Ct.
Cynthia N. Yella	10062 MacLura Ct
Anne Morgan	10162 Red Spruce Rd
Mary Bradley	10149 Red Spruce Rd

George Mason Forest Homeowners Association 2024 General Membership Meeting

Name(s)	Street Address
Anne T. Pilcher	9991 Ashley Manor Ct.
Robert Hutten	4400 NUTTALL RD
on-line	
Bent	4538 Gilbertson
Middlekauff	4501 Rachael Manor
Lockhard	4606 Tapestry
Froehlich	4505 Rachael Manor
Rozner	4518 Gilbertson