

# **GMFHOA Annual Meeting**

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March 18, 2025

# Agenda

- Welcome and Introductions - Heather Villavicencio
    - Supervisor Walkinshaw plans to attend when his meeting concludes
  - 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
    - Fairfax County trash collection – Cynthia Yellen
    - AAC Report – Fred Knowles
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- 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
Cynthia Yellen	Member

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

Website: [gmfhoa.org](http://gmfhoa.org)

Email addresses for Board and ACC

All documents, forms and information

# **Election of Officers**

## **Candidates**

**Tom Calhoun  
Fred Knowles  
Lloyd Luck**

**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 (if any nominations from the floor).  
The three candidates receiving the most votes will be elected.  
Steve Spratt is Chief of elections.**

**VOTING – 15 MINUTE PAUSE TO VOTE  
check in at table in back**

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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

- **Update on Bridge project:**

discussion/presentation later in the meeting

- **County Trash Collection:**

- discussion
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# Treasurer's Report as of 31 Jan 2025

- The Operating account balance is: **\$89,788.34**
  - The Reserve account balance is: **\$62,938.95**
  - The 7-Month CD Account is: **\$100,666.26**
    - Anticipated interest at maturity: \$2275
  - 125 have been paid (as of 16 Feb 2025)
  - A copy of the 2025 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 2024 books are scheduled to be audited and the 2024 taxes are scheduled to be prepared and filed.
  - Expenses to date for 2025 are:
    - Grounds maintenance: **\$1247**
    - Electric: **\$93**
    - Tree Removal: **\$5058**
    - Other Maintenance: **\$1075**
    - Legal retainer fee: **\$125.00**
    - Website Hosting: **\$36**
    - Capital Expenses: **\$140**
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# 2025 Approved Budget

## Highlights

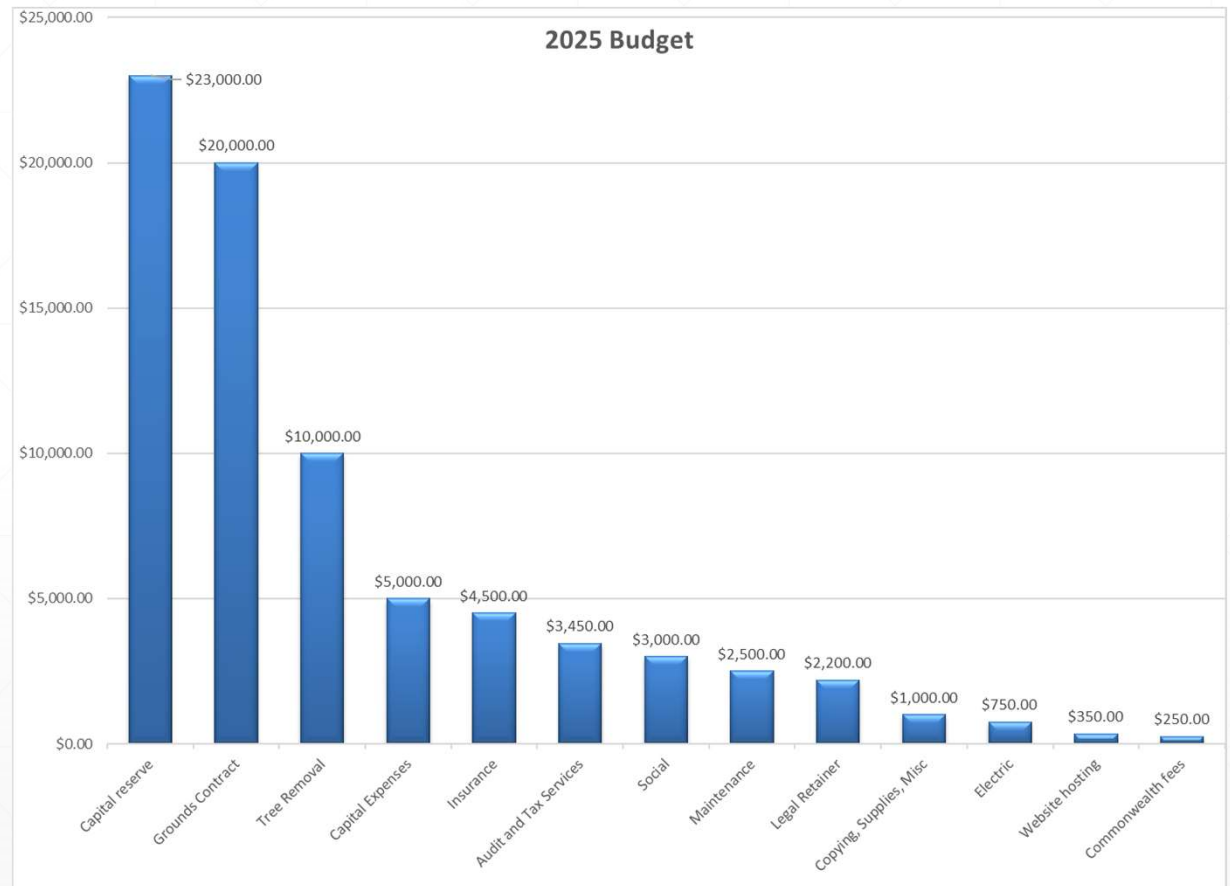
- Budgeted \$23,225 transfer to Reserve account for capital improvements in 2025 (bridges)
- Inflation impacting budget

INCOME	
Assessment	\$68,000
Interest from CD - matured 3 Sep 2024	
Interest from CD - matures May 2025	\$2,275
Late fees / fines	
Disclosure Packets	
<b>TOTAL INCOME</b>	<b>\$70,275</b>
EXPENSES	
Grounds Contract	\$20,000
Electric	\$750
Other Maintenance	\$2,500
Tree Removal	\$10,000
Audit and Tax Services	\$3,500
Insurance	\$4,500
VA Registration & CIC fees	\$250
Legal Retainer	\$2,200
Website hosting	\$350
Social	\$3,000
Capital reserve transfer	\$23,225
<b>TOTAL EXPENSES</b>	<b>\$70,275</b>

# 2025 Approved Budget

## Highlights

- **48%** of the budget covers maintenance and upkeep
- **15%** of the budget covers various legal fees
- **33%** of the budget covers capital reserve and contingency





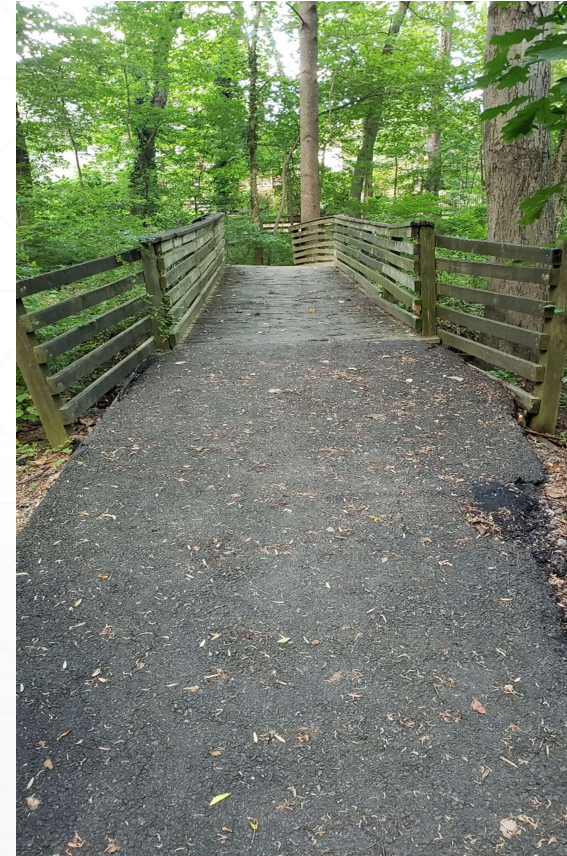
## 5-Year Capital Improvement Budget (2025 - 2030)

Description	Location	Installed	Condition	Responsible	Budget	Capital Bduget Cost	Useful Life	Remaining Life	Planned Year
Entrance sign	Red Spruce	1984	Good	HOA	Maintenance			Indef	
Entrance Sign Electrical	Red Spruce	2023	Excellent	HOA	Capital		15	15	2038
Entrance sign	Red Spruce	1984	Good	HOA	Maintenance			Indef	
Entrance Sign Electrical	Red Spruce	1984	Poor	HOA	Capital			15	2038
Entrance Sign	Tapestry	1984	Good	HOA	Maintenance			Indef	
Entrance Sign Electrical	Tapestry	1984	Poor	HOA	Capital			15	2038
Asphalt Trail	North Tapestry	2011	Good	HOA	Capital	\$ 5,000	12	10	2033
Asphalt Trail	SouthTapestry	2011	Good	HOA	Capital	\$ 6,000	12	10	2033
Bridge	North	1984	Fair	HOA	Maint/Capital	\$ 85,000	25	10	2027
Bridge	South	1984	Poor	HOA	Maint/Capital	\$ 100,000	25	5	2025
Bridge	Path	1984	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	2022	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	\$ 224,000			
					Total (2025-2030)	\$ 195,000			

# Pedestrian Bridges Update

## Highlights

- 2024 damage to south bridge necessitated action
- Repairs not feasible as bridge no longer meets code, driving decision to replace. Replacement costs significantly higher than previous repair estimates
- Board awarded design contracts for both bridges in Fall 2024
  - Will proceed with South bridge replacement
  - North bridge replacement will be contingent on funds availability
- Status
  - Design complete mid March 2025
  - Receipt of proposals April 2025
  - Construction schedule TBD upon receipt of proposals

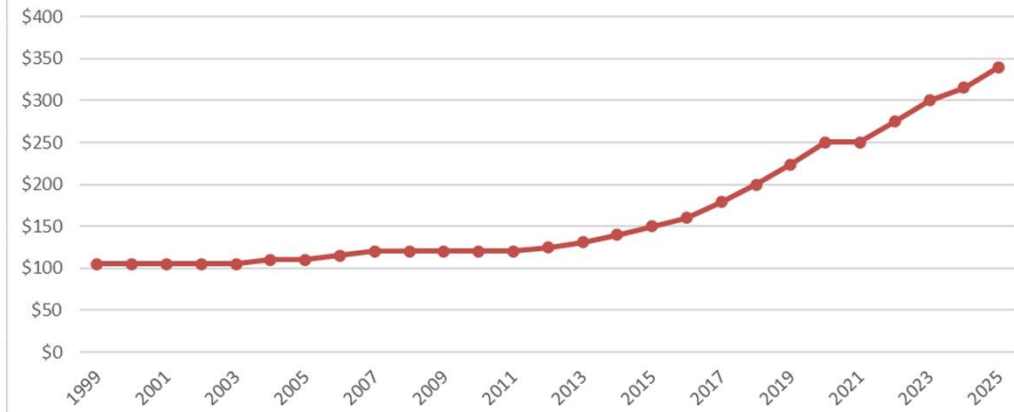


# Annual Dues

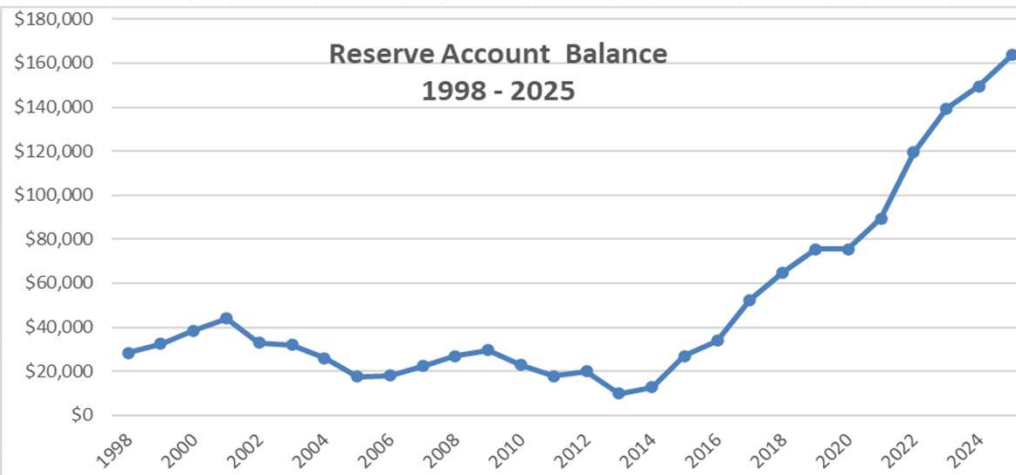
## Highlights

- 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 27 years saw no increase in annual dues
- 8 of the last 16 dues increases were  $\leq \$10.00$
- 2025 Assessment \$340
- Reserve account and CD now \$163,605

Historical Annual Assessments  
1998 - 2025



Reserve Account Balance  
1998 - 2025



# Social Committee Chair Report

## 2023 Events

March: Spring EggStravaganza  
June: End of School Celebration  
August: Back to School Gathering  
September: Neighborhood Picnic  
October: Fall Gathering/ Halloween Party  
November: Diwali  
November: Turkey Trot  
December: Holiday Decorating Contest  
December: Hot Chocolate & Cookies

## 2024 Events

June: End of School Celebration  
August: Back to School Gathering  
September: Neighborhood Picnic  
October: Halloween Party  
November: Turkey Trot  
November: Hot Chocolate & Cookies  
December: Holiday Decorating Contest

## 2025 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

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# Grounds Committee Chair Report

## Summary

- Professional Grounds, Inc. is continuing as our landscape provider.
  - Contract renewed for one year in 2024.
- Tree removal was under budget in 2024.
  - So far (knock on wood) Tree removal is at the same pace as 2024. 😊
  - Have been advised that we need to start to plant some new trees to replace those that have been removed.
- Neighborhood clean-up Day: April 19 (Earth Day)

## Issues that need attention ☹️

- Invasive species
  - Bamboo
  - English Ivy
  - Know any Scouts who want to undertake?
- Stream bank erosion
  - Behind Maclura Court
  - Research being done. No good option yet found.

# Fairfax County trash collection

- 1. What is a united sanitation district and its benefits
  - 2. Key operational points of contractual impacts
  - 3. What are the anticipated future plans for Fairfax County.
  - 4. Fairfax County links on united sanitation districts:
    - <https://www.fairfaxcounty.gov/publicworks/news/new-trash-and-recycling-services>
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## ACC Actions - 2024

- 28 actions, some multiple
  - 1 partial disapproval
- 22 concerns addressed
  - On advice of our attorney anonymous complaints are not processed
- 4 pre-sale inspections

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

**ACC is here to help keep neighborhood homes in compliance with our legal documents.**

**And ensure your project maintains our home values.**

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# 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
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# 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

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# Q & A

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# Adjourn

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