

GMFHOA Annual Meeting

March 24, 2026

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
Cynthia Yellen	Member
Lloyd Luck	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

Email addresses for Board and ACC

All documents, forms and information

Election of Officers

Candidates

**Julie Stewart (current Vice President)
Aaron Middlekauff (current Treasurer)**

Nominees from the floor?

Process

One Ballot per lot.

Only property owners in good standing (assessment paid) may vote.

Vote for two.

The two candidates receiving the most votes will be elected.

VOTING – 15 MINUTE PAUSE TO VOTE

check in at table in back

President's Report

- **Neighborhood Directory:**
 - now a digital format
 - PDF file can be printed or read on a mobile device
 - **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:**
 - Effort discontinued
 - County level effort may continue
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Treasurer's Report as of 15 Feb 2026

- The Operating account balance is: **\$55,234.77**
 - The Reserve account balance is: **\$232,458.70**
 - 146 have been paid (as of 15 Feb 2025)
 - A copy of the 2026 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.
 - Bridge replacement underway.
- The 2025 books are scheduled to be audited and the 2025 taxes are scheduled to be prepared and filed.
 - Expenses to date for 2026 are:
 - Grounds maintenance: **\$2582**
 - Electric: **\$97**
 - Tree Removal: **\$0**
 - Other Maintenance: **\$0**
 - Legal retainer fee: **\$260**
 - Website Hosting: **\$38**
 - Capital Expenses: **\$0**
-

2026 Approved Budget

Highlights

- Budgeted \$37,500 transfer to Reserve account for capital improvements in 2025 (bridges)
- Inflation impacting budget

	2026 Proposed Budget	2026 yr/o/yr change
INCOME		
Assessment	\$70,000.00	\$2,000.00
Interest from CD - matured 3 Sep 2024		
Interest from CD - matures May 2025		
Interest from CD - matures Dec 2025	\$0.00	
Late fees / fines		
Disclosure Packets		
TOTAL INCOME		
EXPENSES		
Grounds Contract	\$20,000.00	\$0.00
Electric	\$750.00	\$0.00
Other Maintenance	\$2,500.00	
Tree Removal	\$10,000.00	\$0.00
Audit and Tax Services	\$3,500.00	\$0.00
Insurance	\$4,500.00	\$0.00
VA Registration & CIC fees	\$250.00	\$0.00
Legal Retainer	\$2,250.00	\$50.00
Website hosting	\$350.00	\$0.00
Social	\$3,000.00	\$0.00
Copying, Supplies, Misc (postage, financial software, etc).	\$500.00	

Pedestrian Bridges Update

Highlights – South Bridge

- Board awarded construction contract June 2025
- Fairfax County Building permit approved December 2025
- Material delivered January 2026
- Weather delays in January and February
- Work underway March 2026
- Approximate Total Cost \$125,000



South Bridge Construction Photos



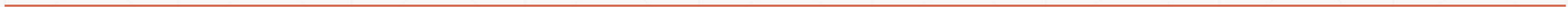
Protected access
from Tapestry



Excavation of stream
bank



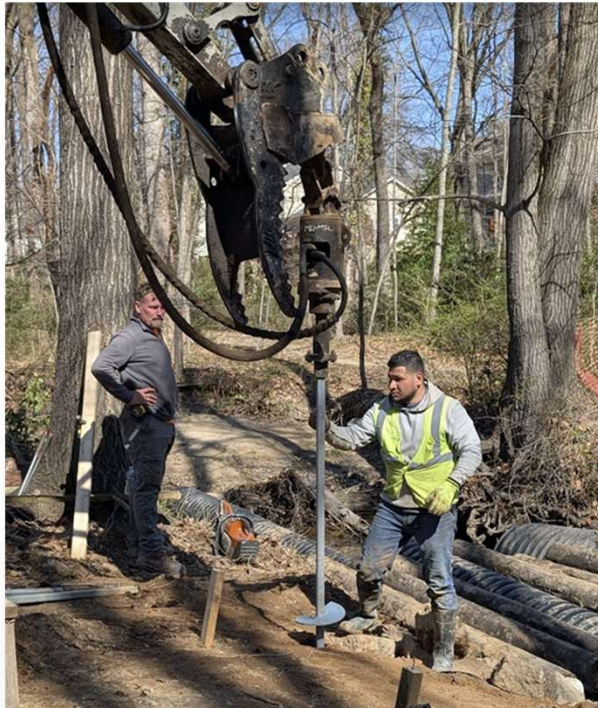
Placement of filter
fabric on bank



South Bridge Construction Photos



Protective rip rap on
top of Fabric
underway



Drilling piers for
bridge foundation

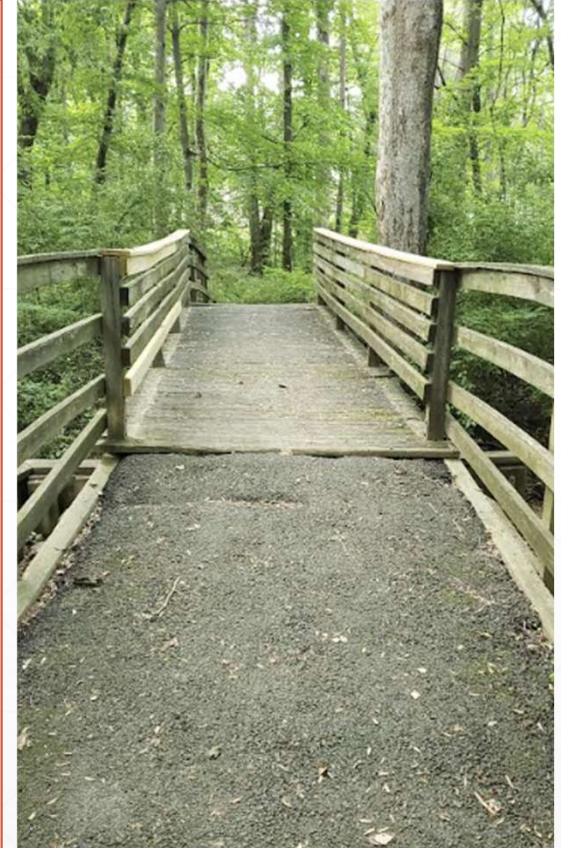


Partially assembled
bridge ready for
placement

Pedestrian Bridges Update

Highlights – North Bridge

- Board proceeding with replacement of North Bridge
- Design Complete
- Schedule TBD, but targeting this calendar year
 - New Permit Submission
 - Material Delivery
 - Construction
- Estimated Cost to Complete \$130,000

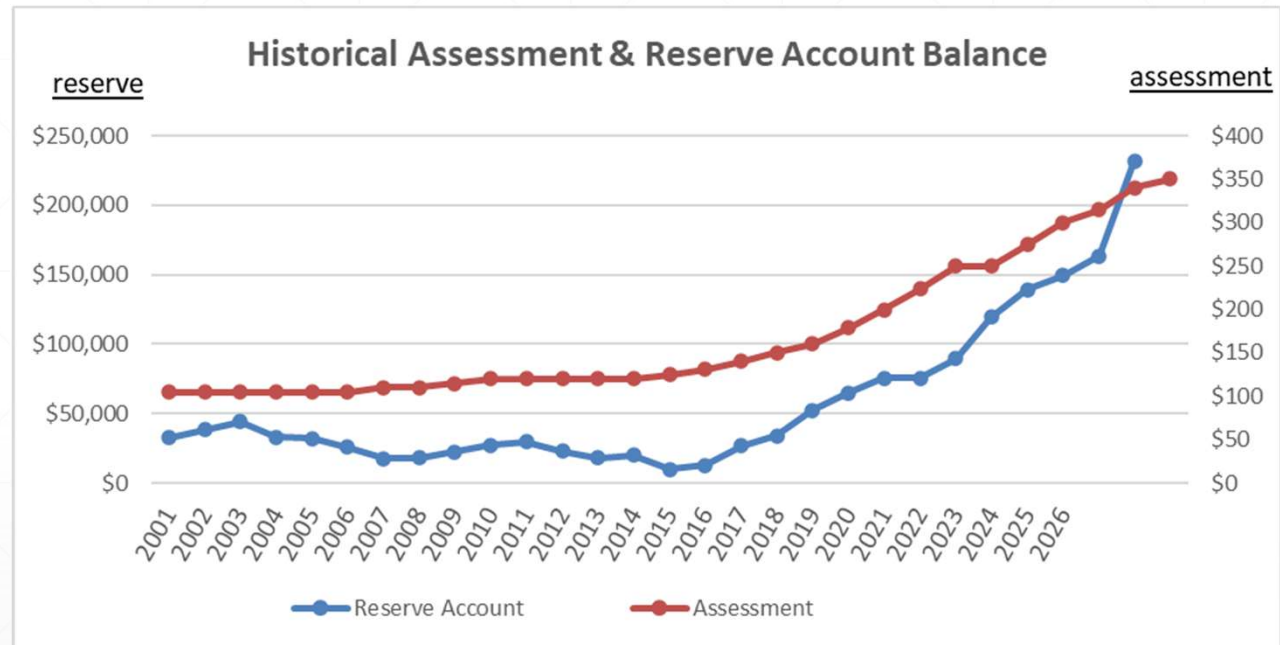


5-Year Capital Improvement Budget (2026 - 2031)

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	\$ 131,000	25	10	2027
Bridge	South	2026	Poor	HOA	Maint/Capital	\$ -	40	40	2066
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	2027
Split Rail Fence	Gilbertson	2022	Excellent	HOA	Maintenance	\$ 5,000	15	7	2030
Path to Glenmere	Glenmere		Fair	HOA	Capital	\$ 5,000	20	5	2027
Path Boardwalk	Path		Fair	HOA	Maintenance	\$ 3,000	15	5	2025
Streambank Erosion Mitigation	RPA		Poor	??? FFX/HOA ???	Unknown	Unknown			????
					Total	\$ 170,000			
					Total (2026-2031)	\$ 141,000			

Annual Dues

- 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
- 9 of the last 17 dues increases were \leq \$10.00
- 2026 Assessment \$350
- Reserve account now \$232,089



Social Committee Chair Report

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

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

2026 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

Let me know if you have an idea for a new event!

Many thanks to all our volunteers who help with these events!

Grounds Committee Chair Report

Summary

- Cynthia Yellen to help out.
- Professional Grounds, Inc. is continuing as our landscape provider.
 - Contract renewed for one year in 2025. Expect it to be renewed in 2026.
- Tree removal was under budget in 2025.
 - In 2026 only tree removal so far is related to bridge replacement. 😊
 - 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 18 (Earth Day)

Issues that need attention 😞

- Invasive species
 - Bamboo
 - English Ivy
- Stream bank erosion
 - Behind Maclura Court
 - Research ongoing. No good option yet found. Recommendation is that we monitor it.

ACC Actions - 2025

- 26 actions, some multiple
- 8 concerns addressed
 - On advice of our attorney anonymous complaints / concerns are not processed
- 6 pre-sale inspections
 - 2 in 2026

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.

ACC Notes

Yard debris around your home's curbside is your responsibility
if you have a corner lot – both sides are your responsibility

We allow yard debris to be placed curb side any time during the autumn season because of volume
all other seasons the yard debris is only allowed at the curb the evening before pickup
same timing as waste bins

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
