

FOREST RIDGE HOMEOWNERS ASSOCIATION



2021 Board of Directors Meeting Minutes

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**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNER'S ASSOCIATION
THURSDAY, December 2, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Fred Stewart (President) – via zoom, Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Wesley Hall, Glenn Heselton and Marjorie Heselton.

Board Members Absent: Garvin Davenport

Others in Attendance: Linda Menke, David Yerg, Bill Bien, AJ and Christina Fuentes, Dianne Langham-Butts and via zoom Homeowner from Fairfax section.

Call to Order:

Vice President and Treasurer, Bruce Kirk called the meeting to order at 7:31 p.m. All were welcomed and introductions made.

Secretary's Report: Dianne Langham-Butts

Minutes of the September 2, 2021 meeting transcribed from the Zoom recording had been distributed to the Board Members. As some portions were not clear it was recommended to insert "by a Board Member". Bruce Kirk made a motion to approve the Minutes with these corrections, and seconded by Fred Stewart. All Board Members present approved.

Minutes of the November 4, 2021 meeting had been distributed to the Board Members. A motion was made to approve the minutes was made by Fred Stewart and seconded by Marjorie Heselton. All Board Members present approved.

President's Report: Bruce Kirk

- Thank you to Linda Menke for preparing the Assessments and making arrangements for mailing.
- Thank you to Dianne Langham-Butts for taking the Minutes.
- Thank you to Garvin Davenport for preparing the shed ballot

Treasurer's Report: Bruce Kirk presented the October 2021 budget.

Income: \$8.60

Expenses: \$8861.24

- Administrative costs: \$650.00
- Common Grounds \$2,256.62 and tree maintenance \$1800.00
- Operating expenses: \$25.69
- Legal Fees: \$3043.64
- Postal Expenses: \$520.53

We are at 76.32% but at this time of the year we are usually at 83%.

A motion to approve the budget was made by Fred Stewart and seconded by Glenn Heselton. All Board members present approved.

Treasurer’s Report: Bruce Kirk presented the November 2021 budget.

Income: \$1233.97

Expenses: \$4829.97

- Administrative costs: \$1652.79
- Common Grounds \$2,256.62 and tree maintenance \$965.00
- Operating expenses: \$35.64
- Legal Fees: \$94.08 (credit from assessment collection fees)
- Postal Expenses: \$14.00

We are at 82.66%. Also note that the negative legal is from the assessment recovery. Also noted on the budget a footnote indicates the increase in the tree budget from \$20,500 to \$22,000. This \$1500.00 has been moved from Legal.

A motion to approve the budget was made by Glenn Heselton and seconded by Brandon Buchholz-White. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

Tree Budget.....	\$22,000
Funds Currently Committed.....	\$22,060
Funds fully spent.....	\$19,610
Percentage of Budget spent.....	.89%
Funds in Balance.....	\$0
Funds Spent in MONTH.....	\$965.00

Administrative Update: (Linda Menke)

Resale Packets: 28 to date compared with same time last year 29. Forty-four percent had violations this year compared to 59% at the same time last year.

Assessments – 19 unpaid and liens have been placed. There is a statute of limitations for three years.

Average sale price \$582,000.

ACC Applications/Violations Status: Garvin Davenport. This will be presented at the January 2022 meeting.

OLD BUSINESS TO DISCUSS:

Signs - Wesley Hall presented detailed information on two quotes to replace FRHOA Signs including installation costs. It will be important to check with zoning ordinances for Fairfax County and the homeowner.

A motion was made by Wesley Hall to move forward to have Vision Works provide a final firm quote which should include the cost of sign, warranty period and installation to replace the Fairfax section sign. Fred Stewart seconded the motion and all Board Members present approved.

Reserve Study – Bill Bien had emailed the updated version of the Study with minor comments. A motion to accept the report was made by Fred Stewart and seconded by Glenn Heselton. All Board Members present approved.

Secretary and Board Members: Fred Stewart advised that he had received some inquiries into both positions he had advertised on “Nextdoor”.

NEW BUSINESS TO DISCUSS:

On Line Payments for Assessments – Linda Menke presented a detailed analysis of options for the HOA to accept on-line payments and upgrade the website with the SSL Certificate. The SSL Certificate would cost \$70 per year, \$131 for three years and \$168 for five years. Comparisons were made between Network Solutions and PayPal.

Fred Stewart made a motion to set up the SSL certificate for five years and use PayPal at a cost of \$5.00 courtesy fee to each homeowner using it. Brandon Buchholz-White seconded and all Board Members present approved.

HOMEOWNER FORUM:

Homeowner ask about a new fence and was advised to submit an ACC form and copy of property plat to the Committee.

Homeowner suggested that the Fairfax County numbers be included in the Newsletter – similar to those of Loudoun County.

Homeowner interested in shed and was advised that Fairfax County had its own building codes and ordinances.

Homeowner reported discarded trash and mop bucket left in driveway. Homeowner was advised to contact the County if ACC unsuccessful.

The Board moved into an Executive Session at 8:41 p.m.

The Board came out of Executive Session and the meeting adjourned.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNER'S ASSOCIATION
THURSDAY, November 4, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Brandon Buchholz-White, Garvin Davenport, Wesley Hall, Glenn Heselton and Marjorie Heselton.

Others in Attendance: Linda Menke, Dianne Langham-Butts, Bill Bien, Maria Drennan, Ramon Canas and via zoom Matt Darden.

Call to Order:

President, Fred Stewart called the meeting to order at 7:32 p.m. and welcomed all in attendance and on zoom.

Secretary's Report:

Minutes of the October 7, 2021 Meeting had been distributed to the Board Members. A motion to approve the minutes was made by Garvin Davenport and seconded by Bruce Kirk. All Board members present approved.

President's Report: Fred Stewart reported -

- On behalf of the Board accept Dianne Langham-Butts' offer to act as secretary for tonight's meeting – thank you.
- A thank you to Glenn Heselton for use of his muscle and truck to remove an abandoned piece of furniture along Crestview Drive.
- Bruce Kirk will present the budget for October and also the proposed 2022 budget. With input from the Committees.
- Committee reports
- Executive session will be held at end of the meeting.
- Old Business – signs
- New Business
 - Talk to friends and neighbors to find a new secretary. Seek guidance/concurrence to post position on Nextdoor and FRHOA Facebook Group.
 - Review Reserve Study by Bill Bien – due at end of year.
 - Signing the 2022 contract with AJ Landscapes for mowing and maintaining common areas.

Treasurer's Report:

Bruce Kirk asked that the October 2020 budget report to be deferred to the December 2021 meeting.

A motion was made by Glenn Heselton for \$1,500 be transferred to the Trees to cover expenses through end of year. Bruce Kirk seconded that the money be transferred from Legal Fees. All Board members present agreed.

Treasurer’s Report: Bruce Kirk presented the DRAFT 2022 BUDGET:

The report has been prepared based on an assessment rating of \$141.00.

Income: \$79,600.00

Expenses: \$79,300.00

Proposed ending balance: \$300.00.

After discussion a motion to approve the proposed 2022 budget was made by Bruce Kirk and seconded by Wesley Hall. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: Request made to increase the trees budget by an additional \$1500.00. A motion was made by Glenn Heselton and seconded by Bruce Kirk. All Board members present approved.

A few trees have been marked. There is a homeowner issue of damage to a vehicle. Extension and signing by the President the 2022 contract for AJ Landscapes.

55 Trees cut this year at an average price of \$356.55

2021 Tree Budget..... \$22,000.00

Payments Made YTD..... \$19,610.00 (89%)

Pending Expenses..... \$2,390.00

Projected Budget Remaining..... \$0.00

Pending Action – Resolve ownership of two trees with homeowners.

Administrative Update: (Linda Menke)

Resale Packets: 28 prepared year-to-date with 44% having violations. Comparison against 2020 – 29 were prepared with 59% having violations.

Average sale price for 2021 \$582,262.50 compared to 2020 of \$523,675.81

Assessments: 14 unpaid compared to 5 in 2020, 2 in 2019, 2 in 2018 and 1 in 2017. The 2017 one will be put under judgement.

Assessments for 2022: FRHOA can increase amount by 5%. A motion was made by Bruce Kirk to increase the fee to \$141.00 and seconded by Marjorie Heselton. All Board Members present approved.

ACC Applications/Violations Status: Garvin Davenport reported -

Have received six change request applications – fence, sidewalk, siding, roof, front door, deck.

Two resale requests.

Violations – 2 in September (1st courtesy letter)

For year-to-date a total of 22 courtesy letters have been sent.

Seventeen cases have been closed by the ACC.

OLD BUSINESS:

Signs – Wesley Hall presented two quotes that have been received – foam and 3D metal. Foam option gives a better depth perception. He will send the quotes electronically to the Board. Looking to replace three signs – Fairfax, Circle Drive and Crestview.

There has been an offer by a homeowner to repaint the Circle Drive sign, but it will need to be resecured. Also looking at options for meeting signs.

NEW BUSINESS:

Vacancies: We are looking to fill the Secretary position. Also looking for two additional Board Members. Discussion took place on advertising all three positions on Nextdoor and the Forest Ridge Facebook Group page.

Reserve Study: Bill Bien presented a draft study in Pdf format to the Board members. Every five years the report requires updating.

HOMEOWNER ISSUES:

Homeowner seeking approval for improvements and had submitted a form a couple of years ago and will work with ACC to update the form.

Homeowner seeking action to a tree on common ground that was causing major damage to his vehicle. Glenn will handle and get back to homeowner.

Election of Board Officers:

A motion was made by Bruce Kirk to have Fred Stewart be elected President and that Bruce Kirk be elected as Vice President. All Board Members present approved.

Lighting Contest Date: Homeowners will be advised that judging will take place from December 10th onward. Also looking to get judges for this year's review.

2022 Annual Assessments: These will be prepared on December 10 for mailing to all homeowners no later than December 15th. Time and place to be determined.

The Board moved into an Executive Session at 8:25 p.m.

The Board came out of Executive Session and the Meeting adjourned.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS' ASSOCIATION
THURSDAY, October 7, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Fred Stewart (President), Bruce Kirk (Vice President & Treasurer), Garvin Davenport, Glenn Heselton, Marjorie Heselton, Wesley Hall and Brandon Buchholz-White.

Others in Attendance: Greg and Brandon Buchholz-White, Bonnie Gallo, Dave and Liz Caraway, Vikas Saxena, Yolanda Hays, Senait Ahfreno, Amet and Christina Fuentes, Dianne Langham-Butts, Linda Menke. Eddie and Justin Gillard joined by zoom.

Call to Order:

President, Fred Stewart called the meeting to order at 7:40 p.m.

Secretary's Report:

Minutes of the September 2, 2020 will be presented at the November meeting.

President's Report:

President, Fred Stewart:

- Thanked the Board Members for diligently working to secure proxies to reach Quorum.
- Thanked all the homeowners attending in person and on zoom.
- Expressed disappointment that more homeowners did not mail in their proxies or attend the meeting.
- Recognized Marion Kirk's contribution to the Board and as Secretary to the HOA.
- Offered heartfelt condolences to Bruce Kirk for his loss and thanking him for coming to the meetings.
- Accepted Dianne Langham-Butts' offer to act as secretary for tonight's meetings.

Treasurer's Report: Bruce Kirk presented the September 2021 budget

Income: \$9.90

Expenses: \$7,237.56

- Administrative costs: \$675.00
- Common Grounds \$2,256.62 and tree maintenance \$4,030.00
- Operating expenses: \$29.69
- Legal Fees: \$99.77
- Postal Expenses: \$150.00 – for bulk mail permit

We are at 64.71% of the budget spent. Trees slightly above and on target for lawn maintenance. Hoping to recover legal action funds being handled by lawyer.

A motion to approve the budget was made by Marjorie Heselton and seconded by Garvin Davenport. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: Fifty-four trees cut this year so far at an average price of \$345.28.

Criteria for tree cutting – if trees present danger to paths, homes, playsets, or have broken and are hung up. We do not cut small dead trees. We do not go into backyards unless invited. Please see website for contact email address to let us know of trees we should investigate.

Common Area – dormant period coming. Reminder to homeowners not to dump grass cuttings or branches on any common ground as it prevents small trees from establishing and growing.

Trash Companies require all yard waste to be placed in BROWN PAPER BAGS or special marked containers. They will not pick up plastic bags. At this time American pick up on Tuesdays and Republic picks up on Wednesdays.

Tree Budget.....	\$20,500.00
Funds Currently Paid or Committed.....	\$18,645.00
Percentage of Budget spent.....	91%
Funds in Balance (available for remainder of year)	\$1,855.00

Fred Stewart called on AJ Fuentes to talk on the wood available at no cost to homeowners. Cut fireplace length logs have been stacked opposite 159 Applegate Drive. If no available logs, homeowners can email the trees account to get update when/where new wood will be available.

Administrative Update: (Linda Menke)

Resale Packets:

2021 year to date: 26 of which 44% had violations.

Comparison to 2020 year: 27 of which 59% had violations.

Note: State mandate for turnaround on Resale Packets is 14 days.

2021 Average Sale Price: \$582,410.53 compared to 2020 Average Sale Price: \$523,675.81.

For 2021 Assessments – 525 paid and unpaid was 25 – however, two checks were received just prior to the meeting.

ACC Applications/Violations Status: Garvin Davenport reported –

The ACC does resale inspections and review of applications for external changes. For example, roofing, siding, shutters, fences, decks, patios and sidewalks. Between September, 2020 and October, 2021, the ACC received 71 applications for review.

Old Business – Wesley Hall reported

Estimates to replace four “Forest Ridge” signs had been received. He had reached out to four and two companies had responded. These were provided to the Board in September, but due to an oversight the review will take place at the November meeting.

New Business:

- Committees to submit their 2022 budget requirements to Bruce Kirk so he can prepare a draft budget
- Bruce Kirk is looking for a homeowner to take over as Treasurer in October 2022. He would like sufficient time to handle a training and transfer.
- Fred Stewart has handout for homeowners interested in becoming a Board Member. The position of Secretary is also available.
- Review and approve 2022 contract for mowing and maintaining of all Common Areas.

HOMEOWNER ISSUES:

Homeowner asked if there was “quiet time” or if the Board handled extremely loud car noise. As this is not a HOA matter, he was advised to check with the County Ordinance and also the Sterling Supervisor.

Fred Stewart made a motion to adjourn the meeting at 8:10 p.m. Garvin Davenport seconded the motion.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS' ASSOCIATION
THURSDAY, September 2, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes (transcribed from Zoom file):

Board Members Present:

Fred Stewart (President) via zoom, Bruce Kirk (Vice President & Treasurer), Garvin Davenport, Wesley Hall, Glenn Heselton, Marjorie Heselton, and Marion Kirk.

Others in Attendance: Bill Bien, AJ Fuentes and Person who wanted shed.

Call to Order:

Vice President, Bruce Kirk called the meeting to order at 7:30 p.m.

Secretary's Report: Marion Kirk

Minutes of the August 5, 2021 meeting had been distributed to the Board Members via email. A couple of minor changes with regard to "multiple issues with commercial vehicles" and the deletion of a line from the ACC report. A motion to approve the minutes with these changes was made by Fred Stewart and seconded by **didn't get the name**. All Board members present approved.

President's Report: Bruce Kirk advised:

October Annual Meeting and it is required to have 55 homeowners in attendance or verified **June 2020:**

Income: \$1,081.58

Expenses: \$6,409.49

A motion to approve the budget was made by Glenn Heselton (**didn't hear anyone second**)

- All Board members present approved/.
- **Proxies** – Bruce Kirk challenged the Board Members to get seven proxies per member.

Treasurer's Report: Bruce Kirk presented the budget for June, July and August 2020.

June 2020:

Income: \$1,081.58

Expenses: \$6,409.49

A motion to approve the budget was made by Glenn Heselton (**didn't hear anyone second**)

All Board members present approved.

July 2020: Year to date figures

Income: \$74,159.71

Expenses: \$38,925.38

A motion to approve the budget was made by (**didn't hear**) and seconded by Glenn Heselton. All Board members present approved.

August 2020: Year to date figures

Income: \$74,942.98

Expenses: \$42,117.45

Had not received the Legal invoice, so negative payment. Homeowner's selling or refinancing need to have assessments paid. Additional \$1,360.00 spent for tree removal and beehive removal. A motion to approve the budget was made by Fred Stewart and seconded by Wesley Hall. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update: Forty-four cut trees. In August removed trash from Crestview. Had spent 62% of budget. The sum of \$14,295.00 paid to date. Last month spent \$1,360.00. Will most likely need additional funds so further discussion to take place. No concerns or issues on common ground.

Glenn Heselton cleared up Tamarack Lane trash – dead fish. Lengthy discussion moved to it not being a HOA Board job and perhaps look for volunteers for clean-up. The common area owned by all homeowners and it was recommended that Fred Stewart contact the Lawyer. Homeowners should identify dead dangerous trees. Covenants – Article 1 explains.

Suggestion made to have a Fall clean-up, but with the poison ivy it was suggested to have a community clean-up in January/February.

Administrative Update: (Linda Menke)

Resale Packets: At the end of August, 25 resale packets had been prepared of which 44% had violations. At the same time in the year 2020 we had 22 resale packets of which 59% had violations.

Average sale price for this year is \$582,410 compared to 2020 when it was \$523,675. One property sold at a high of \$680,000.

Assessments: 2021 – 26 unpaid and in collections. In 2020 had 50 unpaid and the prior years remained the same – 2019 – 2 unpaid, 2018 – 2 unpaid, 2017 – 2 unpaid. Prior years are in collections.

ACC Applications/Violations Status: Garvin Davenport reported -

4 Resale, 1 violation. Noted algae on homes and discussion was to send letter earlier while the weather is warm.

FRHOA Sign replacement: Wesley Hall and Fred Stewart.

Wesley Hall reported he had received 2 estimates for replacement of 3 signs. One came with drawings. There was discussion among the Board members and it was agreed that the Board would be sent the estimates and would vote via email. Fred Stewart moved to table Image 360 and Vision signs to the next meeting. Seconded by Wesley Hall. All Board members present approved.

HOMEOWNER ISSUES: Homeowner via zoom.

Lengthy discussion was had on getting a polling from FRHOA homeowners regarding self-standing sheds, which was ongoing since March 2020. For this poll it was recommended to have an official letter from the Board. To change a covenant the HOA needs 75% in agreement. Marjorie Heselton suggested an exception for free standing shed to change the Covenants.

Old Business:

Bike Trail – Silverleaf Court area. Discussion on how best to stop ATV and bikes from using this path and leave it as walking trail only. At this time the matter will be dropped.

Newsletter – has been mailed and contains the proxy form for the upcoming Annual Meeting. Bruce Kirk reminded the Board to get proxies.

Meeting adjourned at 8:33 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, August 5, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes

Board Members Present:

Garvin Davenport, Glenn Heselton, Margery Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien. Luke Ottem, AJ and Christina Fuentes

Call to Order:

Fred Stewart called the meeting to order at 7:31 p.m. Introductions were made.

Secretary's Report: A motion was made to accept the May minutes. 1st-Glenn 2nd-Wesley
A motion was made to accept the June minutes. 1st-Bruce 2nd-Garvin

President's Report:

-The debris on Crestview has been cleaned up by VDOT. Thanks to Omar Massod for helping to encourage VDOT to expedite.

- There is a tractor trailer on the street by 103 Applewood Drive. Tractor Trail continues to park on Forest Ridge Dr in violation of zoning. Encouraged residents to contact the non-emergency sheriffs' number and Loudoun Zoning.

- There is a cut through from Davis Drive to 606. This will be put in our next e-mail. Linda to include details of road completion in HOA notifications/media.

- In October we will have HOA elections. Discussed the need for proxies.

- Juanita needs news articles within the next ten days for the mailed out (snail mail) newsletter.

Treasurer's Report:

Deferred until next meeting.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

50% of this years budget has been used to date

Cut 3 new trees on Dickenson in common area.

8 Trees Outstanding (AJ will be getting numbers)

(3 trees Glenn found/5 trees reported by neighbors)

Administrative Update: (Linda Menke)

Resale Packets: ?

Assessments: For 2021, Only 19 are unpaid. 5 for 2020, 2 for 2019, 2 for 2018, and 1 for 2017

Resale: 22 for 2021. 19 last year at this time.

\$572,488 Average sale price this year. \$523,675 for 2020

ACC Applications/Violations Status: Garvin Davenport reported –

Discussed violation of a homeowner who still had Christmas lights up.

1 Resale inspection completed this month

Replacements of doors, decks and windows

Suggested homeowners keep an eye on mold/mildew since this is a great time of year to get out and clean, also when it occurs the most.

Old Business:

Wesley-Sign Situation

- The sign on South Fillmore needs fixed.
- Signs should look the same at all entrances to Forest Ridge Development.

We decided to vote on sign replacement options at September meeting.

Meeting adjourned at 8:42 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, June 3, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Garvin Davenport, Glenn Heselton, Margery Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien. Doug and Anita Bloom, Donald Byers, Senait Ahrenom, David Caraway, and AJ and Christina Fuentes

Call to Order:

Fred Stewart called the meeting to order at 7:33 p.m. Introductions were made.

Secretary's Report:

Minutes from the May meeting were not presented but, will be presented at the August meeting.

President's Report:

- A reminder that there would be no meeting in July and the next meeting would be in August.
- We will defer the secretary's report from May until August.

Treasurer's Report: Bruce Kirk presented the budget

Income: \$3,071.79(assessments, late fees, disclosure packets and interest income)

Expenses: \$8,619.33

Administrative costs: \$680.53

- Common Grounds \$7,216.62
- Operating expenses: \$25.69
- Legal Fees: \$696.49
- Postal Expenses: \$0.0

A motion to approve the budget was made by Glenn Heselton and seconded by Marion Kirk.

All Board members present approved

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

Tree budget for 2021 \$17,500.00

Payments made year to date \$8,005.00

Payment and committed YTD \$8,005.00

% of budget spent 46 %

-18 trees were cut down.

-\$4,960.00 was spent during May.

Administrative Update: (Linda Menke)

Resale Packets: 2 for the month of May. 17 for the year.

Assessments: For 2021, Only 27 are unpaid as of the April meeting.

24 going to lawyer for collection.

ACC Applications/Violations Status: Garvin Davenport reported -

One ACC applications came in and was approved. Two resale packages were requested and approved. 6 cases were closed.

Old Business

There is an issue on the common grounds. There seems to be an abundance of excessive debris. (twigs, branches, and trees. This debris is running into the common ground, clogging the drains and making it a swampy mess. A J Fuentes can remove the debris with his trailer. Each trailer load will be \$700 dollars. We will consider doing this and check back on this in the fall.

We need to get quotes for signs. (mtg. signs) We need info for four permanent signs and 3 sandwich boards.

We need a back-up for Linda. By the September meeting, Linda will have procedures to share with the HOA board.

We will be reviewing our current insurance policies. (Info from the Hartford Insurance) Do we have adequate insurance, or do we have to get a bigger one? We will need this insurance by the August mtg.

Meeting adjourned at 8:34 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, May 6, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Garvin Davenport, Glenn Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart

Others in Attendance: Bill Bien

Call to Order:

Fred Stewart called the meeting to order at 7:33 p.m. Introductions were made.

Secretary's Report:

Noted that Streich (lawyer) name was misspelled in the last minutes

President's Report:

-Not much to report

Treasurer's Report: Bruce Kirk presented the budget

Income: \$832.46 (assessments, late fees, disclosure packets and interest income)

Expenses: \$8,619.33

Administrative costs: \$680.53

- Common Grounds \$7,216.62
- Operating expenses: \$25.69
- Legal Fees: \$696.49
- Postal Expenses: \$0.0

A motion to approve the budget was made by Fred Stewart and seconded by Garvin Davenport.

All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

Identified a tree on Caragana that needs to be cut down

Tree budget for 2021 \$17,500.00

Payments made year to date \$3045.00
Payment and committed YTD \$7385.00

Administrative Update: (Linda Menke)

Resale Packets: Unknown for the month of May. 15 for the year.
Assessments: For 2021, Only 37 are unpaid as of the April meeting.

ACC Applications/Violations Status: (Garvin Davenport)

5 ACC applications came in and was approved. 4 resale packages were requested and approved.
3 violations opened. 1 cases were closed.

Old Business:

Replacing the HOA signs and sandwich boards was discussed. Wes will solicit quotes.

The need for a backup for Linda was discussed. Linda will produce methods and procedures.

Homeowner had questions about a privacy fence along the W&OD access trail by their property.
Homeowner raised a concern about a tree that had fell onto their property and was requesting that the HOA pay for the repair/replacement to their fence.
Homeowner who would like to have a detached shed on their property was asking how to get the covenants changed to allow this.

Meeting adjourned at 8:42 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, April 1, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Garvin Davenport, Glenn Heselton, Wesley Hall, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien. Jose W. Hernandez, AJ and Christina Fuentes

Call to Order:

Fred Stewart called the meeting to order at 7:31 p.m. Introductions were made.

Secretary's Report:

Minutes of the March 4, 2021 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Garvin Davenport and seconded by Bruce Kirk. All Board members present approved.

President's Report:

-Thank you goes out to Garvin for his clean-up work.
- Fred filled in a form for the State Corporation Commission for Homeowners Association. A copy has been sent to Strike (the lawyer).

Treasurer's Report: Bruce Kirk presented the budget

Income: \$4,688.31 (assessments, late fees, disclosure packets and interest income)

Expenses: \$5,054.91

- Administrative costs: \$747.47
- Common Grounds \$2,256.62 and tree maintenance \$280.00
- Operating expenses: \$15.74 (Dishonesty insurance, Holiday Decoration Awards and IT Support)
- Legal Fees: (\$491.62) This is a recovery prior years legal collection fees.
- Postal Expenses: \$162.00

Reserve has increased by \$191.11

A motion to approve the budget was made by Wesley Hall and seconded by Garvin Davenport.

All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

-AJ Fuentes has cut down the trees that were down on Crestview.

-Environmental Pest Control is taking the bees nest down in the common area for \$325.

-There is trash in the neighborhood and in the common areas. We will have a clean up day on April 17th from 10-2. People willing to help should meet at the Forest Grove Elementary School Parking lot at 10 am. Bruce will put the information on Facebook, Linda will post it on the website and Fred will put it on the Next Door sight. Fred will be getting in touch with the Dranesville District Supervisor.

Administrative Update: (Linda Menke)

Resale Packets: 2 for the month of March.

Assessments: For 2021, Only 49 are unpaid as of the April meeting.

ACC Applications/Violations Status: Garvin Davenport reported -

One ACC applications came in and was approved. Two resale packages were requested and approved. 6 cases were closed.

New Business

*Someone needs to also have access to Network Solutions and the website in case something happens to Linda.

We need to find someone who knows something about software management (Network Solutions). They need to be knowledgeable about PHP (front end) data base and SQL (backward) data base. We will advertise in the newsletter. We will need a strategy of what we want them to do with our data base. We might need to contract it out. It is not on common land.

For the Fairfax FRHOA Entrance sign, we will need to talk to the homeowner and get permission or put it on the other side of the street. Wesley Hall will speak to the owner at 1707 Whitewood and he will get back to the HOA.

There is an issue on the common grounds. There seems to be an abundance of excessive debris. (twigs, branches, and trees. This debris is running into the common ground, clogging the drains and making it a swampy mess. A J Fuentes can remove the debris with his trailer. Each trailer load will be \$700 dollars. WE will consider doing this and check back on this in the fall.

Meeting adjourned at 8:26 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, March 4, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Garvin Davenport, Glenn Heselton, Marjorie Heselton, Bruce Kirk, Marion Kirk, and Fred Stewart.

Others in Attendance: Bill Bien, Anita Bloom, Rob Arthur, and Wesley Hall.

Call to Order:

Fred Stewart called the meeting to order at 7:30 p.m. Introductions were made.

Secretary's Report:

Minutes of the February 4, 2021 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Bruce Kirk and seconded by Glenn Heselton. All Board members present approved.

President's Report:

- We didn't have a President's Report due to the fact there isn't a President at this time.

Treasurer's Report: Bruce Kirk presented the February 4, 2021 budget

Income: \$32,738.60 (assessments, late fees, disclosure packets and interest income)

Expenses: \$5054.91

- Administrative costs: \$842.90
- Common Grounds \$2,256.62 and tree maintenance \$450.00
- Operating expenses: \$15.74 (Dishonesty insurance, Holiday Decoration Awards and IT Support)
- Legal Fees: \$1,821.48

- Postal Expenses: \$7.00

Reserve has increased by \$29,092.37

A motion to approve the budget was made by Garvin Davenport and seconded by Marjorie Heselton. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

Tree Budget.....\$20,500

Total Funds committed YTD..... \$1,340-

Funds in Balance	\$16,160-
Percentage of budget spent	8%
Funds Spent last month	\$450-
Number of trees cut YTD	7
Issues responded to YTD	7

Administrative Update: (Linda Menke)

Resale Packets: 7 for the month of February.

Assessments: 508 have paid. (92%) Only 42 are unpaid now.

Video Equipment for Zoom HOA meetings: The new video equipment was purchased and was used during the March 2021 meeting. When using the new video equipment, you can see more of the room but the sound is not good with people wearing masks and being a distance away from the camera. Linda will try using Bluetooth next month to see if the sound will be better

ACC Applications/Violations Status: Garvin Davenport reported -

Two ACC applications came in and were approved. Two resale packages were requested and approved. 1 case was closed and four courtesy letters were sent. One lawyer demand

New Business

President – A nomination was made by Bruce Kirk and seconded by Marjorie Heselton was made to make Fred Stewart President until the end of October 2021.

Vice President – A nomination was made by Fred Stewart and seconded by Marjorie Heselton was made to make Bruce Kirk Vice President until the end of October 2021.

Member at Large- A nomination was made by Bruce Kirk and seconded by Garvin Davenport to make Wesley Hall a member at large on the board.

Issue on the common ground- A house (that is not in Forest Ridge) which house dead ends on Williamsburg and has a stop sign in front of it has constructions debris, granite and mud in their yard. This debris is running into the common ground, clogging the drains and making it a swampy mess. A decision was made to send them a letter requesting them to clean up their debris.

The Board moved into an Executive Session at 8:07 p.m.. The Board came out of Executive Session at 8:25 p.m.

Meeting adjourned at 8:25 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, February 4, 2021
Held at the Loudoun County Sheriff's Substation and via Zoom
46620 E. Frederick Drive, STERLING. VA**

Meeting Minutes:

Board Members Present:

Bill Brindley (President), Brandon Buchholz-White (Vice President), Marianne Brindley, Garvin Davenport, Glenn Heselton, Marjorie Heselton, Bruce Kirk, Dianne Langham-Butts and Fred Stewart.

Others in Attendance: Marion Kirk and Bill Bien

Call to Order:

President, Bill Brindley called the meeting to order at 7:30 p.m. Introductions were made.

Secretary's Report:

Minutes of the January 7, 2021 meeting had been distributed to the Board Members. A motion to approve the minutes was made by Brandon Buchholz-White and seconded by Garvin Davenport. All Board members present approved.

President's Report:

- As advised at the last meeting both Bill and Marianne will be moving and a list of duties pertaining to the President's role was read:
 - Put out the agenda for the Monthly Meeting and chair the meeting.
 - Liaison with the Sheriff's Office to arrange briefings/presentations and the FRHOA's continuing Community Conference room use
 - Contact point for SCC (State Corporation Commission) which yearly requires a new listing of current Board members and charges \$130 per year. If this is not completed the HOA is dissolved at the state level and ceases to exist as a corporation.
 - Authorized to sign HOA checks together with the Treasurer if amounts are above 5% of the annual budget.
 - President is responsible for signing all contracts
 - Interface with HOA Lawyer either by email or phone
 - To help save the HOA funding do some research to assist with background information that may require legal action.
 - Represents the HOA in court proceedings.

- Board member vacancies are filled through two methods: 1) Every October at the Members meeting 3 of our 9 Board member positions are up for election. Any homeowner is eligible to run for one of these positions which are voted on by the homeowners in attendance including proxies of those not in attendance. 2) If a Board member position becomes vacant during the year, the Board may fill the vacancy by nominating a candidate and a simple majority vote to approve the new Board member. That new Board member fills the remainder of that term until that position is up for election.

- The Board can operate with less than the full complement of 9 members. Whatever number of filled positions the Board is operating with, one over half becomes the quorum. Then when

voting, the majority of those present is sufficient to approve items. For instance for a 9 member Board, 5 are necessary for a quorum. If you only had 5 attending you could hold the meeting and only 3 would be needed to approve items. If you had 6 or 7 members present you would require 4 votes to approve items. If you had only 7 member positions filled, you would need 4 present for a quorum. Then for approving items you would need to vote approval by the majority of your 4 members which is 3. Just one more example – if you had a 4 member Board (that means you have 5 vacancies) you would need 3 members for a quorum. Then you could approve items with a vote of 2 at that meeting.

- Board voting is done by simple majority.

Treasurer’s Report: Bruce Kirk presented the January 4, 2021 budget

Income: \$32,738.60 (assessments, late fees, disclosure packets and interest income)

Expenses: \$5054.91

- Administrative costs: \$660.00
- Common Grounds \$2,256.62 and tree maintenance \$690.00
- Operating expenses: \$806.74 (Dishonesty insurance, Holiday Decoration Awards and IT Support)
- Legal Fees: \$627.65

- Postal Expenses: \$13.90

Reserve has increased by \$3,500.00.

A motion to approve the budget was made by Garvin Davenport and seconded by Marianne Brindley. All Board members present approved.

Treasurer’s Report: Bruce Kirk presented a change to the CY2021 budget.

- Under the category “Operating Expenses” the amount of \$566 was included for Dishonesty Insurance. A motion was made by Marianne Brindley and seconded by Dianne Langham-Butts. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

Tree Budget.....\$20,500

Funds spent..... \$70.00

Glenn has been checking with companies for a quote to remove a bees nest from one of our common areas near homeowners. One company has not returned any phone calls and Glenn requested other recommendations.

Administrative Update: (Linda Menke)

Resale Packets: 3 for the month of January compared to six in 2020.

Assessments: 334 have been processed and an additional 75 will be completed. The HOA is on track for the year and we have one month before sending “second notices”.

Note: 2020 year to date resale packets = 34 with 62% having violations. In 2019 we had 30 of which 73% had violations. Average sale price for 2020 = \$523,675.81 compared with 2019 = \$460,791.00.

Video Equipment for Zoom HOA meetings: Linda Menke and Bill Bien have worked on getting quotes for video equipment and made a presentation to the Board. A motion was made by Bruce Kirk for the purchase with the HOA debit card, equipment up to but not exceeding \$250.00 and seconded by Fred Stewart. All Board Members present approved.

ACC Applications/Violations Status: Garvin Davenport reported -

January has been a quiet month with approvals for: 1 roof replacement, 1 new siding, and 3 resale requests.

Also, 4 violations letters were sent and two homeowners received first certified letters. 1 case was closed and a courtesy letter sent.

The Board moved into an Executive Session at 8:15 p.m.

The Board came out of Executive Session at 8:35 p.m.

Dianne Langham-Butts had tendered her resignation to be effective February 28, 2021, but as a volunteer had come forward to take on both Board Member and Secretary role her resignation became effective at the end of the February 4, 2021 meeting.

A motion was made by Garvin Davenport and seconded by Brandon Buchholz-White for Marion Kirk to join the Board. All Board members present approved.

Due to scheduling conflicts Brandon Buchholz-White tendered his resignation.

Meeting adjourned at 8:45 p.m.

**MEETING OF THE BOARD OF DIRECTORS
FOREST RIDGE HOMEOWNERS ASSOCIATION
THURSDAY, January 7, 2021
Via Zoom**

Meeting Minutes:

Board Members Present:

Bill Brindley (President), Marianne Brindley, Dianne Langham- Butts, Brandon Buchholz-White (Vice President), Garvin Davenport, Glenn Heselton, Marjorie Heselton, Bruce Kirk and Dianne Langham-Butts.

Board Members Absent: Fred Stewart.

Others in Attendance: Bill Bien

Call to Order:

President, Bill Brindley called the meeting to order at 7:30 p.m. Introductions were made.

Secretary's Report:

Minutes of the December 3, 2020 Meeting have been distributed to the Board Members. A motion to approve the minutes was made by Marianne Brindley and seconded by Glenn Heselton. All Board members present approved.

President's Report:

President Bill Brindley advised:

- Happy New Year
- FRHOA Budget – 94% of 2020 budget spent giving us a cushion of 6%.
- Linda Menke has been looking into video options for the HOA to use at zoom meetings.
- Bill and Marianne Brindley will be selling their house and moving in the month of February.
- Dianne Langham- Butts tendered her resignation effective February 28th, 2021. She has agreed to take the Minutes, and other tasks for March and April 2021.

Treasurer's Report: Bruce Kirk presented the December 2020 budget (keep Treasurer's Report)

Income: \$734.40 of which assessments, late fees, disclosure packets.

Expenses: \$7246.71

- Administrative costs: \$1,405.30 (assessment notices/2nd notices, admin. Services)
- Common Grounds \$2,256.62 and tree maintenance \$2,690.00
- Operating expenses: \$160.74 (IT Support and Web site)
- Legal Fees: \$698.15
- Postal Expenses: \$35.00

Bruce advised he had contacted the CPA firm to do the FRHOA budget review but had not heard back, so there maybe a budget adjustment. Also, a homeowner has asked why the budget goes up yearly and Bruce will contact the person.

A motion to approve the budget was made by Marianne Brindley and seconded by Dianne Langham Butts. All Board members present approved.

COMMITTEE REPORTS:

Trees and Common Grounds: (Glenn Heselton)

Update:

Trees Report
January 7, 2021

2021 Tree budget	\$20,500-
Funds currently committed	\$ 620
Funds in Balance.....	\$ 19,880-
Percentage of budget spent.....	3%
Funds Spent in December	\$2,690-
Number of trees cut in 2020	62
Issues responded to in 2020	40

Common Area
Nothing to report

Administrative Update: (Linda Menke)

Resale Packets:

For 2020, 34 packets prepared with 62% having violations.

Compared to the year 2019 to date: 30 packets prepared with 73% having violations.

Average Sales Prices:

2020 - \$523,675.81

2019 - \$460,791.00

Linda also advised that she was looking at potential video equipment at Amazon.com and pricing seemed to be around \$299.00 for a wide-angle camera and microphone. Homeowner, Bill Bien offered to assist with the ongoing research.

ACC Applications/Violations Status: Garvin Davenport reported for the year 2020 the ACC had accomplished the following: -

- 64 – 1st courtesy letters.
- 5 – 2nd courtesy letters.
- 1 – Lawyer demand letter.
- 66 – Closed cases.
- 158 – Total actions processed.

For the month of December, the ACC approved:

- 2 roofs and
- 3 deck upgrades

Nomination process: Bill Brindley advised the Board that Board Members can nominate a new President from the current Board. In the meantime, the Vice President would be Acting President. For Board Member vacancies current Board members were asked to talk to homeowners to seek interest and could nominate also. The Board will also need to find a keeper for the HOA records and also maintaining the ACC database.

HOMEOWNER ISSUES:

- Homeowner had advised of a Wasp Nest on Common Ground.

The Board moved into an Executive Session at 8:15 p.m.

The Board came out of Executive Session at 8:26 p.m.

Meeting adjourned at 8:28 p.m.