



Monthly Board Meetings

Date: June 25, 2018

Location: 1503 Lake Forest Drive

Members Present: Chris Meadows (host), Steve Ward, Megan Maloney, Ellen Bessell, Mary Hackett, Deb Kelsey, Troy Miller and Pat Abell (host)

Also Present: Neighbor of house on MD which had unauthorized Architectural changes installed, over a year ago

Chris opened the meeting at 6:35 p.m. (1835 military) Chris introduced the neighbor and asked that they provide their thoughts on the changes in the neighbor's house. Pat provided some pictures so that everyone could visualize what the changes were and the appearance. There was a general discussion of the situation and the neighbor said that they were comfortable with the changes and actually feels safer with the changes because they are sometime alone in the house. They do not feel that it is a privacy issue.

Chris thanked the neighbor for coming and the neighbor left.

Mary Hackett, Treasurer reported the Checking Balance is \$26,569.82 and the Savings Balance is \$19,94.11. Chris asked about contracts Time Disposal, etc.

Mary asked about the black boxes with Comcast some home owners say they are being billed and some are not. Chris stated that the new contract will be for three (3) years not five (5) and will include one (1) Master box with ability to have on-demand, etc and one (1) Digital Transport Adapter which will have the same HD channels but no on-demand features.

Mary digressed into areas that she states the state requires home owner associations must provide for "a reasonable, effective and free method, appropriate to the size and nature of the association, for lot owners to communicate among themselves and with the board" (see the attachment).

Megan Maloney, Financial Secretary provided information on fourteen (14) home owners who are past due. She recommends that we start court proceedings on four (4). There was a discussion on what the new rate would be and when the invoices would be ready for the members. We now have one-hundred-sixteen (116) members who receive their invoices via PayPal email notifications and seventeen (17) who receive their paper invoices. Pat asked if all invoices go out at the same time, as with the "blast" emails from the secretary or if they are entered individually. Megan replied that they are done individually and Pat asked that she do his address last and that way he will know when to "blast" the newsletters. After the newsletters are emailed he prints the seventeen copies of the newsletter, attaches the appropriate invoice and delivers them to the homes. Chris said that he will be getting the newsletter ready and will get it out for approval and then we can send it. The FSPHA Members Fee for FY2018-2019 will be \$924 Annual, \$231 Quarterly and \$77 Monthly; with the 15th of the month being the due date.

Steve Ward, Commons Area Steve reported that he has talked with Virginia Conservation and Preservation and also with the Garden Spot regarding the planted areas near the cul-de-sac near the top and black eyed Susan. Trimming near the signs and the maintenance scheduled. Chris asked that we try to prioritize by quarter. Mary brought up some things that need to be addressed with Architectural concerns in lieu of Commons Areas. 308 LFL has a tree that needs to have all vines removed in order to save the tree. Area L has many trees that are being overrun with ivy.

Ellen Bessell, Architecture She reported that she has not had any updates from Richard White. Discussion centered on the MD architectural situation. Chris wanted to know how much FSPHA wanted to spend in order to get the changes removed and the structure restored to the original state. Motion to accept the changes as they exist and let the home owner know that prior approval must be received before any

other changes are made. Chris seconded the motion. Discussion was that it would be better to address houses that are in serious need of maintenance - paint etc. The motion carried unanimous.

Ellen said that she thinks it would be good to have a list of contractors, painters, carpenters, etc. that people have had good experiences. Chris recommended that no one should enter into any agreement without having a written contract.

Pat Abell, Secretary Presented a contact list for the board and noted that he and Megan have each set up separate G-mail email addresses to try and keep FSPHA communications out of their personal email folders. Pat's is *fspha.notes@gmail.com* and Megan's is *fourseasonshoa22901@gmail.com* and asked that the board members use them for communicating. Pat also asked that there be only one meeting, he explained the difficulty in filtering out side issues and asked that we follow the agenda Chris establishes for the meeting.

Presidents Report Chris asked if everyone is getting notifications from whenever someone accesses the "Contact the Association" page on the FSPHA web page. Most did not. Pat said that he does get occasional contacts from *fspha@emailedodo.com*

Cable contract: Comcast has accepted the three (3) year term instead of five (5). It has an automatic two (2) year renewal at the end of the term. Chris is going to change that to an automatic one (1) year renewal and he hopes to be able to insert an "early cancellation" term in order to allow FSPHA to get out of the contract in the future if the By-laws are changed and the members want to exit the contract. A typical "early cancellation" clause would be something like one-half (1/2) the remaining contract.

Motion to vote on accepting the Comcast contract by Steve Ward, Second by Chris Meadows. The motion carried unanimous.

Budget concerns: Chris recommends that we go with the five percent (5%) increase. The new rate would be to increase from \$888 to \$924 an increase of 4.0541percent ($1.040541 \times 888 = 924$). Some discussion regarding the need for the additional money. There was also some discussion regarding there being no security in the budget. Motion to approve the budget with the 4.0541 percent increase was made by Chris and second by Steve. The motion carried unanimous.

Pat asked for the rate to be repeated. \$924 annual; \$321 quarterly and \$77 monthly

Troy mentioned that someone has been going around in the back of LFD and knocking on windows.

Meeting adjourned at 7:46 p.m. (1946 military)

Next Meeting: Tuesday, August 14, 2018 at 1451 Monterey Drive (the Abell's)

closed at 7:46

Lower Point upon Website
Black box from Comcast. Why are some being charged?

Va. Code

§ 55-510.2. Distribution of information by members.

The board of directors shall establish a reasonable, effective, and free method, appropriate to the size and nature of the association, for lot owners to communicate among themselves and with the board of directors regarding any matter concerning the association.

55-510. Access to association records; association meetings; notice.

A. The association shall keep detailed records of receipts and expenditures affecting the operation and administration of the association. All financial books and records shall be kept in accordance with generally accepted accounting practices.

B. Subject to the provisions of subsection C and so long as the request is for a proper purpose related to his membership in the association, all books and records kept by or on behalf of the association, shall be available for examination and copying by a member in good standing or his authorized agent including but not limited to:

1. The association's membership list and addresses, which shall not be used for purposes of pecuniary gain or commercial solicitation; and

F. Meetings of the association shall be held in accordance with the provisions of the bylaws at least once each year after the formation of the association. The bylaws shall specify an officer or his agent who shall, at least 14 days in advance of any annual or regularly scheduled meeting, and at least seven days in advance of any other meeting, send to each member notice of the time, place, and purposes of such meeting. Notice shall be sent by United States mail to all members at the address of their respective lots unless the member has provided to such officer or his agent an address other than the address of the member's lot; or notice may be hand delivered by the officer or his agent, provided the officer or his agent certifies in writing that notice was delivered to the member. Except as provided in subdivision C 7, draft minutes of the board of directors shall be open for inspection and copying (i) within 60 days from the conclusion of the meeting to which such minutes appertain or (ii) when such minutes are distributed to board members as part of an agenda package for the next meeting of the board of directors, whichever occurs first.

55-530. Powers of the Board; Common interest community ombudsman; final adverse decisions.

E. The Board shall establish by regulation a requirement that each association shall establish reasonable procedures for the resolution of written complaints from the members of the association and other citizens. Each association shall adhere to the written procedures established pursuant to this subsection when resolving association member and citizen complaints. The procedures shall include but not be limited to the following:



1. A record of each complaint shall be maintained for no less than one year after the association acts upon the complaint.

2. Such association shall provide complaint forms or written procedures to be given to persons who wish to register written complaints. The forms or procedures shall include the address and telephone number of the association or its common interest community manager to which complaints shall be directed and the mailing address, telephone number, and electronic mail address of the Office of the Common Interest Community Ombudsman. The forms and written procedures shall include a clear and understandable description of the complainant's right to give notice of adverse decisions pursuant to this section.

Register Report - Last month

5/1/2018 through 5/31/2018

6/25/2018

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 4/30/2018								26,174.62
5/6/2018	Four Season...	2167	Algieri's Land...		Common are...			-1,400.00
5/6/2018	Four Season...	2168	Mary Hackett		Stationery			-9.48
5/9/2018	Four Season...	DEP	Homeowner'...		Homeowner'...			1,087.10
5/9/2018	Four Season...	DEP	Homeowner'...		Homeowner'...			592.00
5/11/2018	Four Season...	DEP	Homeowner'...		Homeowner'...			1,152.00
5/14/2018	Four Season...	DEP	Bank Of Ame...		Correction			74.00
5/15/2018	Four Season...	2169	Comcast		Cable TV Ser...			-4,397.76
5/21/2018	Four Season...	DEP	Homeowner'...		Homeowner'...			962.00
5/21/2018	Four Season...	2170	Sharon White		Common are...			-64.99
5/25/2018	Four Season...	DEP	Homeowner'...		Homeowner'...			1,290.33
5/30/2018	Four Season...	DEP	Homeowner'...		Homeowner'...			1,110.00
5/1/2018 - 5/31/2018								395.20
BALANCE 5/31/2018								26,569.82
<div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> + 583.94 from PayPal </div>								
TOTAL INFLOWS								6,267.43
TOTAL OUTFLOWS								-5,872.23
NET TOTAL								395.20

Saving

\$ 19,949.11

note updated to \$23,028.33 on 6/26/18 @ 6:16 am email