



FHCA
Board of Directors Meeting
Wednesday, February 9, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:03 p.m.

2.0 Roll Call

Board members present: Elaine Freeman, Mike Petrina, Graham Law, Pat Henriques, Carolyn Sand, Todd Bushman, Karen Smith, Khacki Berry, and Theresa Godwin.

Board members absent: John Carter, Lester Martin, and Bob Pastusek.

Homeowners present: June Brown, David Myers and Frank Shoup.

3.0 Approval of Board Minutes

January 5, 2010 FH Board Minutes were approved by board motion with the amendment to increase the dues ceiling to \$1,313.80 and to set the actual annual dues level for 2011 at \$1,200 per annum per lot.

4.0 Approval of January Financial Report

Motion passed to approve the January financial statements as presented.

Homeowner's dues - 116 homeowners have fully paid dues to date. 14 homeowners are still outstanding. Reminder notices will be sent to the outstanding homeowners.

5.0 Committee Reports

Social –Khacki Berry

Encouraged everyone to please RSVP to the wine & cheese social scheduled for March 4.

Khacki Berry left the meeting at 8:01 pm.

Directory – David Myers

David needs assistance with converting the excel file to a Pdf file. Also, wanted to add one new homeowner. Have contacted Diane Lynott to help provide the homeowner's name.

Newsletter - Frank Shoup

Next newsletter will go out when there are events to report. Recommendation made that April will be a good time for the next newsletter to announce the annual homeowners May meeting, spring landscaping news, and the annual neighborhood garage sale.

Caring / Neighborhood Watch– Diane Lynott

Report on file.

Snow Removal – Graham Law

Discussion of the new Arlington County snow ordinance.

Motion made and approved to have the snow removed from the Army Navy Drive sidewalk when there are 3 or more inches of snow, which conforms to the snow removal policy for FHCA common areas.

Landscape/Grounds – Theresa Niemeier

Report received and on file.

Sprinklers – Todd Bushman

Todd stated he needs another person to be the first person to call when there are problems and to approve the bills. Board to locate another person to take over these duties.

Architectural Control Committee (ACC) – June Brown

Report on file. ACC will be sending out a letter to homeowners in the spring encouraging everyone to keep up with their home improvements.

6.0 Reserve Study – Pat Henriques

Committee met and made all the recommended editorial changes to the reserve report.

7.0 Disclosure Packages – Carolyn Sand

One disclosure package was requested and delivered.

8.0 By-Laws

Mike Petrina and Pat Henriques had reviewed the By-laws and pointed out some corrections and/or updates that need to be made. Recommended that any proposed changes should be reviewed by the attorney.

9.0 President/Vice President's Comments

An inquiry was made with regard to a homeowner renting out a portion of her home. The Board will look into the issue.

10.0 FHCA Homeowners comments

None

11.0 Old Business

None

12.0 New Business

None

13.0 Next Board Meeting

Wednesday, March 16, 2011, 7:00 PM at Elaine Freeman's home.

14. Adjournment: By motion, the Board adjourned at 8:19 p.m.

Submitted by Theresa Godwin, FHCS Secretary



FHCA
Board of Directors Meeting
Wednesday, March 16, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:04 p.m.

2.0 Roll Call

Board members present: Elaine Freeman, Mike Petrina, Graham Law, Pat Henriques, Carolyn Sand, Karen Smith, Khacki Berry, and Theresa Godwin.

Board members absent: John Carter, Todd Bushman, Lester Martin, and Bob Pastusek.

Homeowners present: Carol Moylan and Frank Shoup.

3.0 Approval of Board Minutes

February 9, 2011 FH Board Minutes were approved by board motion.

4.0 Approval of February Financial Report

Motion passed to approve the February financial statements as presented.

5.0 Reserve Study - Pat Henriques

Elaine Freeman presented the recommendations made by the Reserve Committee. Motion made and approved to move forward with the estimates and scheduling for the repairs.

6.0 By-laws – Mike Petrina

Mike and Pat Henriques presented six (6) recommended changes to the by-laws. Board approved these by-law changes. Board will present these recommended changes to the homeowner vote for approval at the May annual meeting.

7.0 Committee /Activity Reports

7.1 FH Dues

Three (3) outstanding delinquencies to date. Pat recommended sending out letters reminding homeowners that a lien will be placed on their home if annual dues are not paid.

7.2 Disclosure Packages – Carolyn Sand

No disclosure packages distributed this month.

7.3 Board Nominations – Carolyn Sand

Solicited recommendations for potential candidates for the four Board vacancies. Will contact those recommended and seek bios from those interested.

7.4 Architectural Control Committee (ACC) – Carol Moylan

Meeting held on March 3 and made a list of recommendations for homeowners for spring cleaning. Detailed report sent and on file.

7.5 Directory –

Directory has been printed and assembled. Will be delivered to Diane Lynott to provide to the Block Captains for distribution.

7.6 Newsletter - Frank Shoup

Next newsletter to go out by the first part of April.

7.7 Caring / Neighborhood Watch– Diane Lynott

Report on file.

6.8 Landscape/Grounds – Theresa Niemeier

Report received and on file.

7.9 Sprinklers – Todd Bushman

Frank Shoup has agreed to assist Todd with the sprinklers.

7.10 Social –Khacki Berry

The wine and cheese social was well attended.

8.0 FHCA Homeowners comments

None

9.0 Old Business

None

10.0 New Business

None

13.0 Next Board Meeting

Wednesday, April 6, 2011, 7:00 PM at Elaine Freeman's home.

14. Adjournment: By motion, the Board adjourned at 8:13 p.m.

Submitted by Theresa Godwin, FHCS Secretary



FHCA
Board of Directors Meeting
Wednesday, April 6, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:04 p.m.

2.0 Roll Call

Board members present: Elaine Freeman, Mike Petrina, Graham Law, Pat Henriques, Carolyn Sand, Karen Smith, Khacki Berry, Lester Martin, Bob Pastusek, and Theresa Godwin.

Board member absent: Todd Bushman.

Homeowners present: June Brown, Diane Lynott, and Frank Shoup.

3.0 Approval of Board Minutes

March 16, 2011 FH Board Minutes were approved by board motion with the correction to the Reserve Study section to reword the last sentence to read "Motion made and approved to move forward with obtaining the estimates for and scheduling of repairs."

4.0 Approval of March Financial Report

One homeowner remains outstanding with not paying the annual homeowners dues. The Board discussed various options, and Elaine will report back to the Board before the May annual meeting with an update.

7:08 Bob Pastusek entered the meeting

Motion passed to approve the March financial statements as presented.

5.0 President Comments

5.1 Board Vacancy

Elaine contacted Mal MacKinnon to fill the vacant Board position left by John Carter who resigned last month. Motion made and approved to appoint Mal MacKinnon to fill the vacant position.

5.2 Annual Meeting

The Board held a general discussion of all the items that will need to be discussed at the May annual meeting.

5.3 Notification / Mailings

All meeting information needs to be sent to Lester by April 14 so he can compile all the information into one PDF file for copying.

5.4 Nominations – Carolyn Sanders

Four slots are available on the board for the new term. Four individuals have agreed to run; however, additional names were recommended and will be contacted. All nominations need to be received by Carolyn by April 14.

6.0 Committee /Activity Reports

6.1 Architectural Control Committee (ACC) – June Brown

ACC sent out letter to some home owners on improvements needed. Two complaints were received and were resolved.

6.2 Communication – Lester Martin

Directory was delivered and an April Newsletter was sent out.

6.3 Newsletter - Frank Shoup

Newsletter was prepared and sent to homeowners. A list of homeowner recommended repairmen will be available as a handout at the Annual meeting.

6.4 Caring / Neighborhood Watch– Diane Lynott

Nothing new to report with regard to Caring. Diane coordinated with the Block Captains to deliver the new directory which was accomplished over a 2 day period. Some homeowners did inquire about why the directory did not include recommended repairmen. Pat recommended that the Board pay for light refreshments when Diane plans to hold their next Block Captain's Meeting in recognition of the work the Block Captains have done. The Board agreed that was a good recommendation and identified a small amount of funding in the budget.

6.5 Social –Khacki Berry

May 28 is scheduled for the annual yard sale. The Annual Picnic is proposed to be held in late September.

6.6 Sprinklers – Frank Shoup

LCS, the sprinkler vendor came by a week ago and walked the grounds with Todd in preparation for the sprinklers to be turned on.

Elaine received a proposal about extending the sprinkler system on 24th street by the Lucas' house and to the Queen Street Circle. The current homeowner on 24th Street needs to be contacted to determine if they would be willing to sign an agreement to have the association pay them for the use of water for running the sprinklers by their home.

Grow proposal was also received and discussed.

Todd will continue to approve the sprinkler bills and Frank can approve them in his absence.

6.7 Landscape/Grounds – Theresa Niemeier

Report received and on file.

7.0 Reserve Study - Pat Henriques

Elaine Freeman recommended that the reserve committee meet to discuss the reserve study prior to the May annual meeting. Committee consisting of Karen Smith, Steve Abbot, Gordon Nash, Lester Martin, Bob Pastusek, and Pat Henriques scheduled a meeting on Saturday, April 9 at 10:00 at Bob Pastusek's house.

8.0 FHCA Homeowners comments

Lester reported that the sprinklers by his house are not working and it was recommended that he should contact Todd. Also reported the Verizon has left cables exposed by a new homeowner on 24th street. Board felt that it should be the new homeowner's responsibility to call Verizon to request that they return to bury the cable.

9.0 Old Business

By-laws – Under quick review by the attorney and will be ready by the annual meeting.

10.0 New Business

Complaint Review Procedure – Virginia Law is changing and in the future associations will need to have a complaint review procedure to handle homeowner's complaints.

11.0 Next Board Meeting

The May Board Meeting will be held immediately after the May homeowner annual meeting.

12. Adjournment: By motion, the Board adjourned at 8:30 p.m.

Submitted by Theresa Godwin, FHCS Secretary



**Forest Hills Annual Homeowners Association Meeting
Wednesday May 4, 2011
Aurora Hills Community Center
735 S. 18th Street
Arlington, VA 22202**

1. Call to Order

President Elaine Freeman convened the meeting at 7:05 p.m and introduced the Board members.

1.1 Roll Call

Board members present: Elaine Freeman, Mike Petrina, Graham Law, Pat Henriques, Carolyn Sand, Karen Smith, Khacki Berry, Lester Martin, Bob Pastusek, Mal MacKinnon, and Theresa Godwin.

Board Member not present: Todd Bushman

Homeowners present: 59 were represented in person or by proxy.

2. Approval of 2010 FHCA Annual Meeting Minutes

May 5, 2010 FH Annual Homeowners Meeting Minutes were approved by motion.

3. President's Remarks

Elaine thanked the present Board members for their support during the past year. Also, Elaine recognized the Block Captains by name for their help by delivering the directory and other information throughout the year to homeowners.

4. Election of FH Board of Directors – Mike Petrina

4.1 Board Candidates

Janine Crocker

Elaine Freeman

Graham Law

Bob Pastusek

Frank Shoup

5. FHCA Financial Report – Pat Henriques

5.1 FY 2011 Annual Budget

Operation and Reserve funds are the 2 accounts that the Association must maintain. From homeowner's dues, \$900 goes to Operation Account and \$300 goes to Reserve Account.

Operating Account: \$117,650

Reserve Fund: \$38,725

5.2 2011 First Quarter Report

Statement of Financial Position by Fund: Review of the Current Assets and Liabilities were reviewed.

Statement of Activities Budget vs. Actual was presented and explained to homeowners.

5.3 Transfer of Funds

Motion made and approved to transfer \$7,000 from the Operating Account to the Reserve Account.

6. FY2010 Financial Review – Carol Moylan

Carol reviewed the books for 2010 where only one account was over budget which was the line item for snow removal. All other accounts were found to be in order.

7. Proposed Bylaw Changes – Mike Petrina

Mike summarized the six (6) recommended changes to the bylaws. Detailed listing of items was provided to homeowners in the annual meeting packet distributed prior to the meeting.

Motion made and approved to accept all six (6) recommended changes. A list of which is provided at attachment 1 to these minutes.

8. Committee Reports

8.1 Architectural Control Committee (ACC) – June Brown

ACC sent a letter to homeowners recommending repairs they should consider making to their homes. Such recommendations included painting, replacing shutters, etc.

Bud Wood asked about a home in the neighborhood that is in need of repair. Elaine reported that the Board would continue to monitor the situation.

One homeowner reported that black mold seems to be developing on the outside wall of some of the homes. It was stated that power washing is the only solution to this problem. Bill Haas offered to loan his power washer to anyone who would like to use it.

8.2 Caring – Diane Lynott

Diane was not present and her report was delivered by Lester Martin. Diane is to be contacted with regard to any information on new homeowners.

8.3 Communications – Lester Martin

The Newsletter is now being prepared by Frank Shoup. New information is always appreciated and can be sent to Frank for inclusion in the newsletter which will be posted on the website.

8.4 Directory – David Myers

Electronic change forms are now being used to capture homeowner's information. Homeowners are encouraged to send any changes throughout the year to David for update.

8.5 Government Liaison – Bud Wood

Bud reported that after contacting Arlington County to come out and inspect Rolfe and 28th streets, the County agreed the streets needed paving this year. The County also inspected the casings around the water meters because many are failing and sinking below ground level. The county is now looking into how best to repair these items.

8.6 Landscape – Theresa Niemeier

Report sent and on file. The Landscaping contract was renewed for the current three year period at the same rate. This resulted in a \$12,000 cost saving to the community.

8.7 Newsletter – Frank Shoup

There is now a list of service and repairmen recommended by various homeowners that will be updated and distributed periodically.

8.8 Snow Removal - Graham Law

If homeowners clean their own sidewalks it benefits the association by saving money because the association pays by the hour for snow removal.

8.9 Social – Khacki Berry

Yard sale will be May 28. Rain date will be June 4.

Picnic will be the end of September on the Queen Street circle.

8.10 Sprinklers – Todd Bushman

Frank Shoup delivered the report in Todd's absence. Frank is assisting Todd for the season. Sprinklers were turned on May 2 by LCS. One of the 4 major controllers will need to be fixed. LCS will do monthly inspection of the sprinkler system. Report any problems to Frank.

8.12 Reserve Study – Bob Pastusek

Bob presented a slide show of items of concern. Costs are being reviewed with the hope that work can begin shortly.

Pat Henriques presented a 15 year projection of the funds that will be required for improvement projects. Recommended projects were grouped by year with an estimated cost. There was a general discussion on different items with a lot of discussion on the replacement and planting of new trees.

Pat asked for homeowner's preference for how they would like to proceed with the repair projects since there is not enough money in the reserve fund to cover all the proposed projects initially. This was only an informal inquiry; not a vote for actions to be taken. The options proposed were:

- 1) Homeowners to incur a onetime \$250.00 special assessment.

By show of hands, most homeowners seemed in favor of this option.

- 2) The Board to take out a loan to cover the cost.

Fewer homeowners were also in favor of this solution.

- 3) Do nothing and budget the projects for the amount of funding available yearly.

This was the least favorite solution by homeowners. The plan is for the Board to meet and determine which solution will be in the best interest of all homeowners.

9. FHCA Homeowners Comments

Michael Crocker asked if the association had ever considered putting speed bumps on Rolfe Street to slow down traffic. Bud Wood stated that the issue had been addressed with the county and the request was denied. Bud agreed to go back to the county again for reconsideration.

Bud also reported that one homeowner had reported a high water bill which turned out to be a problem with the County's water meter. All homeowners should be aware of this problem and should check their quarterly statements.

10. Election Results - Carolyn Sand

Janine Crocker

Elaine Freeman

Bob Pastusek

Frank Shoup

11. Old Business

None to report.

12. New Business

None to report

13. Adjournment

By motion, the Board adjourned at 8:33 p.m.

Submitted by Theresa Godwin, FHCS Secretary

**Forest Hills Community Association
Proposed By Law Changes**

1. Page 1, insert above Article I:
**Gender and titles of Chairpersons: All references to the male gender in the Bylaws shall refer to and mean equally the female gender; and the singular shall include the plural, each where the context so indicates.
Any Chairperson or vice chairperson may use any commonly recognized title such as “chairperson,” “chairman,” or “chair.”**

2. Page 1, Article I, change FHCA principal office address to:
8133 Leesburg Pike, 9th Floor, Vienna, VA 22182
(This is the address of our law firm.)

3. Page 1, Article II, Section 3, change “Common Area” definition to:
Shall mean all real property owned by the Association for the common use and enjoyment of the members of the Association.
(This corresponds to the definition in the Covenants.)

4. Page 3, Article IV, Section 5, line 2, add after “written”:
Or email
line 3, after “approval of”, delete “all” and add:
a majority of
(This would allow a majority of the Board to take actions without a meeting, if written or email approval is obtained.)

5. Page 6, Article VIII, Section 8(a), line 3, add after “all”:
Reserve Account
(This would codify the current practice of having the President co-sign Reserve Fund checks.)

6. Page 7, Article IX, line 1, replace “Association” with:
Board of Directors
(Article V of the By-laws states that the Board appoints the Nominating Committee. The Covenants state that the Board appoints the ACC. This change removes the conflicting language now in Article IX and makes it clear that the Board is to appoint both committees.)

The current By-laws can be found on the Forest Hills website.



FHCA
Board of Directors Meeting
Wednesday, May 11, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:02 p.m.

2.0 Roll Call

Board members present: Elaine Freeman, Mike Petrina, Pat Henriques, Karen Smith, Khacki Berry, Lester Martin, Bob Pastusek, Janine Crocker, Frank Shoup, Todd Bushman, and Theresa Godwin.

Board member absent: .Mal MacKinnon

Homeowners present: Carolyn Sand.

3.0 Election of Board Officers – Carolyn Sand

Motion made and approved to elect the following officers.

President – Elaine Freeman
Vice President – Mike Petrina
Secretary – Theresa Godwin
Treasurer – Pat Henriques

Carolyn Sand will continue on in a volunteer position to assist Pat Henriques.

4.0 Approval of Board Minutes

Janine Crocker entered the meeting at 7:09 PM.

April 6, 2011 FH Board Minutes were approved by board motion

The Draft May 4 Annual Meeting minutes were reviewed. Motion made and approved to submit the May minutes for approval at the May 2012 Annual Meeting.

5.0 Approval of April Financial Report

Bob Pastusek entered the meeting at 7:16 PM.

Motion passed to approve the April financial statements as presented.

5.0 Homeowner's Comments

Khacki volunteered to take out the laurel bushes from the Queen Street circle which is not doing very well. She will check with Theresa Niemeier to ensure this does not conflict with some plan Theresa may have. Also, recommended that Theresa check with Grow to see what it would cost for Grow to hand water the Queen Street circle when they are working in the neighborhood.

Pat stated that she is in the process of drafting the letters to the homeowners that allow the association to use their water supply. Her recommendation is to pay each homeowner \$150.00 for the season.

6.0 Old Business

Mal MacKinnon will now Chair the Reserve Committee with Frank Shoup as vice-chair.

Graham will continue as the point-of-contact for snow removal.

7.0 New Business

Proposed moving the monthly board meetings to the second Wednesday of each month.

Motion made and approved for Janine Crocker to be appointed as Chair of the Nomination Committee with Carolyn Sand and Jennifer Bushman as members.

Discussion on the Reserve Committee recommendations. . Motion made and approved to table the discussion until the reserve committee meets to review recommended projects.

8.0 Executive Session

Went into executive session to discuss personnel matter. The Board came out of session without taking any action.

9.0 Next Board Meeting

July 13, 2011.

10. Adjournment: By motion, the Board adjourned at 8:30 p.m.

Submitted by Theresa Godwin, FHCS Secretary



,FHCA
Board of Directors Meeting
Wednesday, July 13, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:04p.m.

2.0 Roll Call

Board members present: Elaine Freeman, Mike Petrina, Pat Henriques, Karen Smith, Khacki Berry, Lester Martin, Janine Crocker, Frank Shoup, Mal MacKinnon, Bob Pastusek, and Theresa Godwin.

Board member absent: Todd Bushman

Homeowners present: Diane Lynott, Frank Hart, Bud Wood, and Linda Ksansnak,

3.0 Approval of Board Minutes

May 11, 2011 FH Board Minutes were approved by board motion

4.0 Approval of June Financial Report

Motion passed to approve the June financial statements as presented.

5.0 President's Comments

Motion made and approved for the new ACC committee members as recommended by ACC Chair Frank Hart. Committee members will be June Brown, Carol Moylan, Marjorie Abbot, and Barry Berokwitz.

Grounds & Landscape – Janine to assume this responsibility

Trees – Bud Wood to assume this responsibility

Todd Bushman has found it necessary to resigned as an officer of the FH Board due to increased business requirements. Board members are requested to send nominees to complete Todd's term to Elaine Freeman.

6.0 Vice President's Report

See ACC Committee report below detailing issues with a homeowner failing to maintain their property.

7.0 Committee Reports

7.1 ACC – Frank Hart

Two items discussed. One homeowner has requested a garage to be converted to living space. ACC plans to hold a meeting with homeowners and neighbors before making a decision.

Second item: ACC has been trying to contact the homeowner of 1817 28th Street to discuss the issue of painting the exterior of the home. The Board recommended that possibly Article VIII Section 5 of the Covenants which states that “nor shall anything be done thereon that may be or become a nuisance or annoyance to the neighborhood” may be enforced. Bud Wood, a Realtor, will send a letter to the Board documenting the complaints from prospective buyers that the house on 1817 S. 28th Street was an eye sore and a deterrent to purchasing a home in Forest Hills.

7.2 Reserve Study – Mal MacKinnon

Presented a report of recommended projects and priorities to be addressed:

Motion made and approved to release the funds to accept the proposal with *Grow* to install the segmented wall behind 2420-2422 S. Queen and replace the wood surrounding the transformer behind unit 2401 S. Queen using community standard segmented stone. Also have the existing *Grow* contract modified to include the maintenance of the fence, cleaning out of the large storm drains and the planting of ground cover.

7.3 Sprinklers –Frank Shoup

Have had several meetings with *LCS* to walk through the community to determine if the sprinklers are working effectively. Need to request an estimate for the sprinklers heads that need repair.

7.4 Grounds/Landscaping – Janine Crocker

Will be meeting with Theresa Niemeier to transition all the grounds keeping files over to Janine.

7.5 Trees – Bud Wood

Will be meeting with Theresa Niemeier to coordinate the turnover of information.

Bud had been contacted by Nancy Skibbie with regard to the line of cedar trees, some of which run along the side of her front property and some of which are on the property of Mr. Johnson, owner of the vacant lot next to the Skibbie’s property. Motion made and approved for Elaine, Bud and Mike to contact Nancy Skibbie to discuss the situation and determine what can be done. Pat Henriques wants it noted that she feels something should be done to delineate the property of Forest Hills and that of Mr. Johnson’s vacant lot.

7.6 Newsletter – Frank Shoup

Some recommended items for the next newsletter will be an item about security due to the recent cars break-ins and one car being stolen in the neighborhood. Will remind residents to keep their porch lights on in the evening as a deterrent to thieves. New residents’ names and address will also be included.

Bud, Gov't Laison, will contact Arlington County police to request they patrol the neighborhood more often.

7.7 Social – Khacki Berry

Picnic will be Sunday, September 25th from 4:00 - 6:00 PM at the Queen Street Circle.

7.8 Caring/Welcome

Sent out several get well cards to a few residents. Directory and new homeowner information form was delivered to a few new residents.

7.9 Communication – Lester Martin

Any information residents have on burglaries should be sent to Lester and he will send out an email to alert the community. Lester is looking into finding a web designer in order to redesign and improve the existing website. Hopes are to make the new website more robust and offer more features.

7.10 Directory

Nothing to report. Up-to-date.

8.0 Homeowner's Comments

Linda Ksansnak reported that her name was misspelled in the current directory and wanted to confirm it was corrected in the master file. Lester agreed to confirm that for her.

9.0 Old Business

None

10.0 New Business

None

11.0 Next Board Meeting

August 10, 2011.

12. Adjournment: By motion, the Board adjourned at 8:53 p.m.

Submitted by Theresa Godwin, FHCS Secretary



FHCA
Board of Directors Meeting
Wednesday, August 10, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:01p.m.

2.0 Roll Call

Board members present: Mike Petrina, Karen Smith, Lester Martin, Janine Crocker, Frank Shoup, Elaine Freeman, Mal MacKinnon, Bob Pastusek, and Theresa Godwin.

Telecon: Pat Henriques

Board member absent: Khacki Berry

Homeowners present: Diane Lynott, Frank Hart, Bud Wood, and Linda Ksansnak,

3.0 Approval of Board Minutes

July 13, 2011 FH Board Minutes were approved by board motion by making the following the changes:

Next meeting date will be "August 10, 2011"
Summarize Section 7.5 Trees.

4.0 Approval of July Financial Report

Motion passed to approve the July financial statements as presented.

5.0 President's Comments

5.1 Nomination for completion of Todd Bushman's term

Motion made and approved to elect Carolyn Sand to complete Todd Bushman's term on the Board.

5.2 Next Board Meeting

We will not have a board meeting in September. Next meeting date will be October 12, 2011.

6.0 Vice President's Report

Attorney was contacted with regard to the house at 1817 S. 28th street due to the house being in ill repair and a concern to the community.

7.0 Committee Reports

7.1 ACC – Frank Hart

Two items discussed. Follow up with the homeowner who had requested a garage to be converted to living space. After reviewing the contractor's plans the request was approved.

Commercial vehicles parked on the street. After discussion regarding vehicles parked in the community, motion made and approved to include the following in the newsletter.

Commercial vehicles – ACC has received and investigated complaints about commercial vehicles parked overnight in Forest Hills. ACC will continue to enforce the Forest Hills Covenants and Bylaws ban on keeping commercial vehicles in Forest Hills. Any resident with questions about this issue should contact any member of the ACC.

7.2 Reserve Study – Mal MacKinnon

Some of the reserve study work has begun. The retaining wall around the transformer behind 2401 Queen and the ground cover behind the homes at the end of Queen Street was completed on August 10. Still trying to finalize the proposals for the country walk.

7.3 Sprinklers –Frank Shoup

Retraced the sprinkler circuit to verify the system is watering three times a week. Would like to replace 3 sprinkler heads with more modern ones but will need to confirm if there is enough in the budget before proceeding.

7.4 Grounds/Landscaping – Janine Crocker

Everything is in good order. The July invoice has been received and Janine will initial and forward on to Carolyn Sand for payment.

7.5 Trees – Bud Wood

Three issues –

Skibbie trees - Contact with the owner of adjacent property has not been made. Grow has submitted a proposal for tree removal and the replanting of shrubs. Bud to follow up.

2357 Queen – Large oak tree in backyard on community property leaning towards the house. Homeowner is concerned about the tree falling on his home. The Care of Trees came to look at the tree and determined it to be healthy. Bud will contact the homeowner to let him know that there is not anything to worry about.

Stress of trees in the neighborhood due to the drought season. Recommend putting an article in the newsletter to encourage residents to water the young trees.

7.6 Newsletter – Frank Shoup

Frank has a draft of the next newsletter and will wait for the final inputs based on issues brought up from tonight's board meeting before sending it out.

7.7 Social – Khacki Berry

Picnic is scheduled for Sept .25th.

7.8 Caring/Welcome

Five (5) new residents have moved into the community over the past month.

7.9 Communication – Lester Martin

David Meyers has turned the Directory responsibilities over to Karen Smith.

8.0 Homeowner's Comments

None

9.0 Old Business

None

10.0 New Business

In November the final budget will need to be approved. Pat will send out a request for preliminary budget numbers to be presented at October board meeting.

11. Adjournment: By motion, the Board adjourned at 8:03 p.m.

Submitted by Theresa Godwin, FHCS Secretary



FHCA
Board of Directors Meeting
Wednesday, October 12, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 6:30 p.m.

2.0 Roll Call

Board members present: Mike Petrina, Karen Smith, Khacki Berry, Lester Martin, Janine Crocker, Frank Shoup, Elaine Freeman, Mal MacKinnon, Bob Pastusek, Carolyn Sand, and Theresa Godwin.

Telecon: Pat Henriques

Board member absent: None

Homeowners present: Diane Lynott, Frank Hart, Nancy Skibbie, and Linda Ksansnak,

3.0 Approval of Board Minutes – Theresa Godwin

August 10, 2011 FH Board Minutes were approved by board motion.

4.0 Approval of September Financial Report - Pat Henriques

Motion passed to approve the September financial statements as presented.

5.0 2012 Draft Association Budget – Pat Henriques

Pat presented the proposed Draft Operating and Reserve fund budgets to the board for review. In November the budget will need to be finalized and voted on for approval by the Board for 2012.

6.0 President's remarks:

Next meeting date will be November 9, 2011 at 7:00 pm unless Pat has a conflict then the meeting will begin at 6:30.

7.0 Vice President's Report

Still working with the attorney with regard to the house at 1817 S. 28th street. The house is in ill repair and a concern to the community.

New Virginia law states a notice should be posted 48 hours in advance before applying pesticides to the common area. Janine will check with Grow to ensure this policy is being adhered to.

Kudos to all those who volunteered to power wash the entryway brick entrance.

8.0 Committee Reports

8.1 ACC – Frank Hart

ACC held one meeting to orientate the 2 new committee members. Frank likes the idea of archiving the ACC files and having them available electronically.

8.2 Reserve Study – Mal MacKinnon

Reported that there will be an extra \$3,000 needed for a metal edge to be used on the country walks that Grow will be installing. Motion made and approved to install the metal edging.

The estimate for the erosion problem behind 2413 Queen has been received.

8.3 Sprinklers – Frank Shoup

The LCS contract will be renewed as of 1 November at the same cost. System will be winterized either the 2nd or 3rd week of November.

8.4 Grounds/Landscaping – Janine Crocker

Reported that the last time Grow came and mowed, the grounds were too wet for the heavy mowers which caused damage to some parts of the lawn. After pointing this out to Grow, the damaged lawn was covered with dirt and new grass seed has already begun to germinate.

8.5 Trees – Bud Wood

Report on file.

8.6 Newsletter – Frank Shoup

A notice will be placed in the next newsletter reminding homeowners' who have their own sprinklers systems to have them winterized. Still looking for more information for next newsletter.

8.7 Social – Khacki Berry

Picnic was well attended and Khacki was applauded for her efforts in coordinating the event. Next event will be the Wine & Cheese in February.

8.8 Caring/Welcome – Diane Lynott

Two (2) new residents have moved into the community over the past two months. One get well and one sympathy card were sent.

8.9 Communication – Lester Martin

Information was presented on updating the association website. Lester will continue to define the requirements the association would need for a more robust website and will report back to the board. Board liked the floor plans for the various Forest Hills houses that were presented and agreed they should be placed on the website.

A general discussion resulted in a consensus to continue the printing of the Directory for the benefit of those without electronic capability.

8.10 Directory – Karen Smith

Karen is missing the address for one new homeowner. Diane Lynott will provide.

9.0 Homeowner's Comments

Nancy Skibbie addressed the Board about the damaged trees in and along her side yard. The Board stated they would like to resolve the issue before the next board meeting.

10.0 Old Business

None

11.0 New Business

None

12. Adjournment: By motion, the Board adjourned at 8:07 p.m.

Submitted by Theresa Godwin, FHCS Secretary

DRAFT



FHCA

Board of Directors Meeting Wednesday, November 9, 2011 1803 S. 24th Street Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 6:30 p.m.

2.0 Roll Call

Board members present: Karen Smith, Khacki Berry, Lester Martin, Janine Crocker, Elaine Freeman, Mal MacKinnon, Bob Pastusek, Carolyn Sand, and Theresa Godwin.

Telecon: Pat Henriques

Board members absent: Mike Petrina and Frank Shoup,

Homeowner present: Linda Ksansnak

Committee Members present: Bud Wood and Frank Hart

3.0 Approval of Board Minutes – Theresa Godwin

October 12, 2011 FH Board Minutes were approved by board motion.

4.0 Approval of October Financial Report - Pat Henriques

Janine Crocker entered the meeting at 6:34

Motion passed to approve the October financial statements as presented.

5.0 2012 Draft Association Budget – Pat Henriques

Reported on the updates to the proposed 2012 association budget to include funds for the directory, website and newsletter.

Motion made and approved to finalize the presented budget for 2012.

6.0 President's remarks:

Next meeting date will be December 14, 2011 at 7:00 pm.

Snow removal will now be handled by John Berry.

7.0 Committee Reports

7.1 ACC – Frank Hart

Two big issues were worked on this past month. One request was for the use of a dimensional asphalt roof which the ACC investigated and determined it would not be acceptable. The homeowner was notified of the ACC's decision.

Second item involved the homeowner of 1817 28th Street. ACC reported that work has begun to paint the outside of the home and make any needed repairs.

7.2 Reserve Study – Mal MacKinnon

Metal edging for the country walks. In the estimate Grow provided last month, the supplier misquoted the cost of the type of metal edging requested. The estimate for metal edging will be \$10,000 instead of \$3,000. Some of the metal edging has been installed and the remainder will be completed in 2012.

Bob Pastusek entered the meeting at 7:02.

7.3 Sprinklers –Frank Shoup

The water to the sprinklers system has been turned off. However, before the system can be winterized a break in the line will need to be repaired. Also it was determined if the community loses power it will affect the sprinkler system which will require them to be reprogrammed.

7.4 Grounds/Landscaping – Janine Crocker

Grow has now begun mowing on Fridays instead of Thursdays. Grow will rake leaves and pile them on the street to prepare for the county leaf collection on Nov. 14. Lester will send out an email to homeowners to alert them to place their leaves out at the curb.

7.5 Trees – Bud Wood

Fall pruning has been done by Care of Trees. The 2012 contract with Care of Trees has been finalized. Five trees are being watched with 3 trees that may need to be addressed this year. There is enough money in the tree fund to take care of these 3 trees this year if necessary.

7.6 Newsletter – Frank Shoup

No report provided.

7.7 Social – Khacki Berry

Next event will be the Wine & Cheese in February.

7.8 Caring/Welcome – Diane Lynott

Report on file

7.9 Communication – Lester Martin

The new association website has been established at a cost of \$453. Lester has been populating the site but much work still remains. This did require the purchase of a new domain name of foresthillstownhomes.com. The current website administrator will be notified that the association will no longer need his services and the old website to be shutdown. Lester briefly discussed some of the options for how some of the information can be presented on the site. Some on a public site and other information on a password protected site. On the protected site, committee members will be provided a login and password so they will be able to post their committee information and correspondence with residents.

7.10 Directory – Karen Smith

Directory is ok. Bud Wood reported that he has a GBC binding machine that he would like to donate to the Board. Karen will accept the GBC machine and store it in her garage.

8.0 Homeowner's Comments

Asked about the ventilation system in the homes and whether or not blueprints existed to identify the location of the duct system. The board reported blueprints do not exist.

9.0 Old Business

None

10.0 New Business

Lucy Reed recommended Dec 17 for caroling.

11. Motion made and approved for the Board to go into Executive Session.

Elaine requested both Bud and Frank stay during the executive session to discuss personnel matters. The 1817 S. 28th Street repair work was reviewed. The tree removal at 2309 S. Queen was also reviewed. Motion made and approved to leave executive session.

12. Adjournment: By motion, the Board adjourned at 7:37 p.m.

Submitted by Theresa Godwin, FHCS Secretary



FHCA
Board of Directors Meeting
Wednesday, December 14, 2011
1803 S. 24th Street
Arlington, VA 22202

1.0 Call to Order - President Elaine Freeman convened the meeting at 7:00 p.m.

2.0 Roll Call

Board members present: Karen Smith, Khacki Berry, Lester Martin, Janine Crocker, Elaine Freeman, Frank Shoup, Bob Pastusek, Carolyn Sand, Mike Petrina, and Theresa Godwin.

Telecon: Pat Henriques

Board member absent: Mal MacKinnon

Committee Members present: Bud Wood and June Brown

3.0 Approval of Board Minutes – Theresa Godwin

November 9, 2011 FH Board Minutes were approved by board motion.

4.0 Approval of November Financial Report - Pat Henriques

Motion passed to approve the November financial statements as presented.

5.0 2012 Association Budget – Pat Henriques

Motion made and approved to keep the dues at \$1200 for 2012 and raise the dues ceiling by the increase of the CPI over last year's dues ceiling.

Will mail the homeowners dues letters by December 30. Will need to compile a current list of homeowner's addresses.

6.0 President's remarks:

Next meeting date will be January 11, 2012 at 7:00 pm.

John Magee will be the backup to John Berry for snow removal responsibilities.

The President thanked all for their contributions to the FH Community, especially Lester Martin for the upgrade of the web page and Bud Wood for the much improved appearance of the Berm.

7.0 Committee Reports

7.1 ACC – June Brown

The work on the exterior of the home at 1817 Rolfe has been completed. Several homeowners are in violation of the covenants by using unapproved paint colors on the exterior of their homes. ACC working with them on corrective action.

7.2 Communication – Lester Martin

The initial phase of the website is now complete. Work included the redesign of the site, new email system to be used by homeowners, and marketing information can now be found on the homepage. Also, updated the Arlington County homeowners association link to direct inquires to Lester. The website's final phase will be to identify remote server space.

7.3 Reserve Study – Frank Shoup

The brick work around the transformer behind Carol Hattrup's home has been completed. Only part of the work on the country walk between Queen and Rolfe has been completed. The work behind the VanMetre home has not been started; however, the current estimate for the work will be \$8,500.

7.3 Sprinklers –Frank Shoup

The sprinklers system has been winterized. There was a leak found in the distribution line on Rolfe street which has since been fixed.

7.4 Grounds/Landscaping – Janine Crocker

Grow has been working to remove leaves from the neighborhood. Mowing has stopped for the year. Chickweed is a problem and Grow has agreed to come back out to address the problem.

A thank you to Marjorie Abbot for placing the Christmas wreaths at the Queen Street entrance to Forest Hills.

7.5 Trees – Bud Wood

Trees in the neighborhood to be inventoried this month. One tree and many stumps on the berm have been removed. Homeowner on Rolfe has requested a community tree to be trimmed to avoid damage to the home. Bud recommends the work to be done in January. Two homeowners have requested the removal of large oak trees from their property.

7.6 Newsletter – Frank Shoup

Newsletter will be out within a week. Elaine recommended an article on local resident Debbie Gibson who was recently interviewed about her time as a Pan Am stewardess.

7.7 Social – Khacki Berry

Planning a wine and cheese in February 2012.

7.8 Caring/Welcome – Diane Lynott

Report on file

7.10 Directory – Karen Smith

Karen did receive the donated GBC binder. Needed minor repairs but feels it will be serviceable. Notice needs to be sent to homeowners to update their information in preparation for the printing of the 2012 directory.

8.0 Homeowner's Comments

None

9.0 Old Business

None

10.0 New Business

None

11. Adjournment: By motion, the Board adjourned at 8:08 p.m.

Submitted by Theresa Godwin, FHCS Secretary