

FOREST HILLS COMMUNITY ASSOCIATION  
ANNUAL MEETING  
Army-Navy Country Club  
Monday, May 8, 2017  
7:00 – 9:00 PM  
Minutes

**1.0 Welcome/Call to Order** – Bob Pastusek, President

The President welcomed all attendees, recognized long-serving Board members and encouraged all homeowners to participate on the Board or as committee members. A special welcome was extended to homeowners new to the community since the last annual meeting.

The 2017 Forest Hills Community Association Annual Meeting was called to order at 7:10 pm.

**2.0 Roll Call** – Karen Smith, Secretary

Board Members Present: Bob Pastusek, Rick Carter, Pat Henriques, Carolyn Sand, Karen Smith, Frank Shoup, Dave Simonson, Gina Oliver

Board Members Absent: Frank Stearns, Mal MacKinnon

**3.0 President's Remarks** – Bob Pastusek

**3.1 Approval of 2016 Annual Meeting Minutes**

Motion made, seconded and carried to approve the minutes of the 2016 Annual Meeting.

**3.2 Introduction of FHCA Board Members**

President Pastusek introduced the current FHCA Board members.

**4.0 Vice President's Remarks** – Rick Carter

Vice President Carter expressed thanks to Board and Committee members, recognizing Elaine Freeman, Bob and Judy Pastusek, and a very special birthday for Dave Simonson.

**5.0 Nominations for FH Board of Directors** – Mike Petrina

Mr. Petrina announced that there are four Board vacancies, which are 3-year terms, and four nominees, and introduced Robert Cedeno, Frank Shoup, and Michael Spead, and John Magee who had not yet arrived. There were no nominations from the floor. The four nominees were approved by motion.

## **6.0 FHCA Financial Reports – Pat Henriques**

The Treasurer's Report covered 2016 year-end results, a 2017 budget overview, 1Q17 results, and the Reserve Fund status, in addition to an overview of the Association's financial structure and periodic reports. Overall, the Association's financial position is excellent.

The Berm/Entryway restoration, a very significant project, was executed in 2016, and therefore the 2016 Reserve Fund activities and results were presented in greater detail. Current estimate of final cost is under budget, and the Reserve Fund impacts are very close to the original projections. The Treasurer recognized the contribution of the project management effort in obtaining these financial results as well as a significant infrastructure improvement.

## **7.0 Financial Review – Carol Moylan/Karen Smith**

Ms. Moylan reported that she and Karen Smith reviewed the Association's books and found them to be in excellent condition.

## **8.0 Disclosure Packages – Carolyn Sand, Assistant Treasurer**

Assistant Treasurer Sand reviewed the process and fees for obtaining Disclosure packages when homes are put on the market. Homeowner request via the website link is the preferred method.

## **9.0 Directory – Bob Pastusek for Patrick Madden**

The directory will be published following the election of new Board members.

## **10.0 Committee Reports:**

### **10.1 Architectural Control – Judy Stearns**

A report summarizing 2016 ACC activities was provided. Homeowners are reminded that ACC information appears periodically in the newsletter. An ACC compliance review is recommended prior to listing property for sale.

### **10.2 Welcome/Block Captains – Diane Lynott**

Ms. Lynott reported on the scope of activities of the Committee and the Block Captains, noting that the Block Captains incorporate the Neighborhood Watch function. The Chair also recognized the Captains and thanked the Board for their support and cooperation.

#### **10.3 Snow Removal – Bob Pastusek for John Magee**

Mr. Pastusek summarized the snow removal policy, i.e. that contract removal requires a minimum of 3" accumulation, begins when snowfall stops, and that owners are responsible for clearing their own driveway and front walkway. The Board will review the snow removal contract and service options before winter.

#### **10.4 Social – Judy Pastusek**

Ms. Pastusek reported on the social calendar for the Association, which included the winter party, spring and fall yard sales and fall picnic. She noted the upcoming spring yard sale planned for June 3, thanked the Social Committee members for their hard work, and encouraged residents to participate on the Committee.

#### **10.5 Sprinklers – Frank Shoup**

Mr. Shoup gave a brief overview of the Community's irrigation system, providing a map of zones and control boxes. He also reported on the Comcast network installation now in progress. Comcast will pay for collateral damage to community and private property, but damages must be identified by the community. Residents are encouraged to communicate with on-site workers to minimize disturbance and disruptions.

#### **10.6 Web Page – Lester Martin**

Mr. Martin provided an overview of website functionality. The website provides links for contacting committee members, and is the preferred method of homeowner communications to these committees.

#### **10.7 Landscape and Grounds – Michael Spead**

Mr. Spead encouraged communication via the website links, including and Comcast issues which may arise. Mr. Spead's goals include relationship development with Grow and the Block Captains.

#### **10.8 Trees – Bud Wood**

Mr. Wood noted that while the Association manages trees on both Community and private property, removal of trees on private property is the obligation of the property owner. The tree policy, available on the website, includes four maintenance walk-throughs annually, homeowners please notify Mr. Wood in advance of any issues.

### **10.9 Berm & Entrance Improvements – Bud Wood**

This major project is essentially complete. Some failed sod and damaged berm plantings will be restored following Comcast activity. Entryway landscaping and lighting will be completed in the very near future. In response to homeowner concerns over the entryway lettering, Mr. Wood notes that the letters are solid bronze and contrast will improve as the metal darkens over time.

### **10.10 Covenants – Mike Petrina**

Revised covenants, which include the amendments approved by the HOA last fall, are available on the website. A new Arlington County ordinance for AirBnB-type operations is available on the County website.

### **10.11 I-395 Soundwall – Rick Carter**

Mr. Carter reported that a VDOT study has found that noise levels in the Forest Hills area exceed permissible limits. The Community will have the opportunity to require a sound wall, and also an opportunity to weigh in on its appearance. A show of hands indicates that the homeowners generally support the soundwall, as does the Board. Mr. Carter encouraged Forest Hills to follow up with VDOT and the County to assure that the areas impacted by the soundwall construction are re-landscaped in a satisfactory manner.

### **10.12 Reserves – Bob Pastusek for Frank Stearns**

Mr. Pastusek summarized recent projects, including the berm and entryway, drainage improvements, and walkway restoration. Homeowners are encouraged to come forward with suggestions and notification of infrastructure needing attention.

## **11.0 Election Results – Mike Petrina**

The election was successful; a brief organizing meeting will follow the general meeting.

## **12.0 Homeowners Comments**

**Karen Smith** – Called for volunteers to serve on the roof materials study committee

**Lester Martin** - Encouraged homeowners to volunteer for committees.

**Gina Oliver** – Requested all residents to respect posted speed limits, and gently remind others to do the same.

FHCA Annual Meeting Minutes

May 8, 2017

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**Christine Hunter** – Avoid water accumulation on property in view of upcoming mosquito season.

**13.0 Old Business** - none

**14.0 New Business**

The Board has given some consideration to hiring a professional management company. In view of the costs and limitations of these services, the decision has been to continue self-management.

**15.0 Adjournment** - By motion, the meeting adjourned at 8:53 PM

Respectfully submitted,  
Karen Smith, Secretary