

# Wakefield Chapel Woods Homes Association

## Annual Review of Board Activities

### 2020

Thanks to our volunteer board and other community members that pitch in when needed. Keeping our annual dues at the incredibly low cost of \$175 is a direct result of their willingness to spend a few hours on our behalf. Whenever possible, if a tree falls, volunteers use their own chain saws to remove them; to save the cost of mailings our block captains walk the newsletters to our doors; rather than hire an expensive HOA management firm our board of directors takes care of our administrative duties. All these volunteer activities save our community thousands of dollars in fees.

#### **Administrative (Fiscal Year is November 1 – October 31)**

Board meetings 4-5 times a year  
Collect HOA dues, follow up collection of late fees (Pura Valdez)  
Provide current financial statement at each board meeting (Pura)  
Maintain up to date appropriate insurance and state mandated forms (Pura)  
Annual review of books conducted at end of fiscal year (Scott Schaefer)  
Provide HOA packets of information to realtors for home buyers (Donna Caruso)  
Monitor neighborhood to keep homeowners in compliance with our by-laws' architectural rules  
(Peg Desko, Jim Powers and committee members)

#### **Outreach**

Quarterly newsletter edited (Elaine Wade)  
Distribution of newsletters and homeowner directories (Block Captains, before Covid)  
Update and print annual homeowner directory (Donna Caruso)  
Maintain WCWHA website (Donna)  
Disseminate timely information via WCWHA email Listserv (Donna)  
Set up GoFundMe account to solicit funds for new park play equipment (Kim Wright)  
Caring Committee established during Covid (Tom Herrmann)

#### **Parkland Management**

Spring Clean-up (organized by Al Meyer, with many community volunteers)  
Erosion Committee planned a strategy to alleviate erosion along creek; guided efforts  
by scouts to plant trees and shrubs along creek (Cindy Griffin and Al Meyer)  
Solicit bids and sign contract for summer mowing (Al)  
Painting park benches, as needed (Al)  
Frequent park walk-throughs to check park status (Al)  
Removing large deadfall (Al, Fred Wright, Brian Kiviat, Scott Schaefer, and others)  
Monitoring status of bridges and conducting necessary maintenance (Fred)  
Contacting Fairfax County officials when stream issues arise (Al)

#### **2019 Board of Directors**

Donna Caruso  
Tom Herrmann  
Jim Powers  
Liz Segall  
Pura Valdez

#### **Committee Chairs**

Jim Powers, Architectural Committee  
Al Meyer, Parkland  
Outreach - Vacant  
Erosion – Cindy Griffin  
Playground Design/Installation – Frances Brayshaw