

Minutes
9 April 2024
Foxvale Farm Homeowners' Association
HOA Board Meeting

HOA Board Members Present?					
Laszlo Zsidai, President	Y	Linda Koppier, Secretary	Y	Brian Kainec, Communications	N
Dolly Whelan, Vice President	Y	Randy Long, Common Area	N	Josh Powers	Y
Megan Stinson, Treasurer	Y	Jordan Sembower, Web Site	N	Matt Westbrook	Y
Architecture Control Committee (ACC) Members in Attendance					
David Clark					
Guests					
None present					

Agenda:

- Approval of March 2024 HOA Board meeting minutes
- Architectural Control Committee Report
- Action Item Review
- Treasurer's Report
- Common Area Maintenance
- Other Topics, as Needed

Discussion:

- The meeting was called to order at 7:11 pm.
- The minutes for the March 2024 HOA Board meeting were approved by the Board.
- Previous action items were reviewed and updated in the tables below.
- Treasurer's Report (Treasurer.FoxvaleFarm@gmail.com)
 - The spring clean-up bill from Sullivan Landscaping was paid.
 - Ms. Stinson filed and paid the 2023 taxes.
 - Ms. Stinson sent the financial report prior to the meeting.
- Architectural Control Committee
 - In March 2024, Mr. Zsidai sent a thought paper to HOA board members and the ACC regarding areas in the ACC Guidelines to review. In 2012, the ACC and the HOA lawyers worked to update the guidelines but that effort did not result in published changes to the guidelines. Mr. Clark and the ACC looked at that paper, agree there are changes that could be made and recommend that we go back to the 2012 effort to understand what work was done and why it was not completed. Mr. Clark will take the lead in a first draft revision to refine and incorporate these changes for HOA Board review.

- A second storage box has been added at 915 McMillen Ct. The ACC and HOA Board believe that deck boxes, storage cabinets, and storage closets need to be directly addressed in the ACC Guidelines. Mr. Kainec did some work previously on this subject and it was also addressed in Mr. Zsidai's thought paper. The ACC will refine and incorporate these notes into the draft update to the ACC Guidelines for HOA Board review.
- Mr. Kainec reported via e-mail prior to the meeting that he shared a draft of proposed teardown/rebuild regulations with the ACC and asked them for feedback prior to presenting them to the board. Mr. Clark discussed this with the HOA Board noting that the 2012 ACC Guidelines work has applicability to this concern.
- ACC Activity:
 - 907 Riva Ridge Dr. – The color requested for the shutters and doors was approved and the painting will be done within 60 days.
 - 1019 Riva Ridge Dr. – ACC performed a site inspection for a Real Estate Disclosure Package and found no violations or concerns to report.
 - 890 Van Dusen Ct. – The fence must be fixed to meet ACC Guidelines. It currently has sections with bare wood and others painted white. Mr. Clark sent a letter to the homeowner in March about the non-compliance issue. He will follow-up with the homeowner.
- Common Area Maintenance
 - Mr. Long is resigning the HOA Board. Mr. Powers will take over Mr. Long's common area maintenance duties.
 - The spring neighborhood clean-up was held 16 March 2024. Mr. Kainec reported via email prior to the meeting that the cleanup was a great success. We had an excellent turnout and several common areas received a much-needed cleanup.
 - Post meeting addition: In March, Mr. Kainec proposed via email that the pond be restocked with minnows in order to maintain the bass population. Via email, the HOA Board members approved the restocking. In a follow-up email, Mr. Kainec will verify that the pond has been restocked.
- Common Area Improvements
 - Mr. Kainec also reported via email prior to the meeting:
 - He installed four bat houses in the common area last weekend. This closes action item 2024-5. Ms. Koppier will provide a map of the locations of the houses to share with the community. (action item 2024-9)
 - Dog waste signs in the neighborhood are looking pretty beat up. Mr. Kainec recommends replacing with new signs and volunteered to order new signs and posts. A motion was made and seconded that the signs be replaced for up to \$400. The motion was passed. (action item 2024-10)

- The fence repair event is scheduled for Saturday 27 April at 9am. Mr. Kainec will send out the first communications for this event later this week. We will need cutters (who will saw the pieces), installers (who will remove the old pieces and install new ones), and runners (who will shuttle the cut pieces to the installers). Mr. Kainec will also create a signup sheet with area assignments as well as instructions for each group. (action item 2024-11)
 - Mr. Kainec recommended that the HOA update the landscape lighting at the south entrance on Riva Ridge Dr. to the neighborhood. The existing landscape lighting over the Foxvale Farm sign is no longer functional. He volunteered to replace the existing fixture with a new one that will provide adequate lighting for the wall sign and surrounding landscaping. A rough estimate for the light fixture is \$300. A motion was made and seconded to fix the lighting for up to \$400. The motion was passed. (action item 2024-12)
 - Mr. Zsidai suggested that the old wooden benches be considered for replacement.
 - Pathways to walk (action item 2024-6) – Nothing further to report. Action item closed.
- Landscape Sub-Committee
 - Mr. Powers will lead this sub-committee and Mr. Westbrook and Ms. Koppier will work on it. Others will help as needed. The sub-committee will prepare a report with its recommendations for an overall plan for the common areas.
- Common Area Drainage Project
 - Phase 1 is working very well. There is concern that there has been enough erosion in the Phase 2 area to warrant implementation of Phase 2B earlier than in November. This concern will be addressed in the planning by the Landscape Sub-Committee. (action item 2024-7)
 - There are other areas with drainage issues to be addressed in the future plans for the common area.
- HOA Website
 - There are some updates needed to the information on the website (e.g. HOA Board membership details). (action Item 2024-13)
- Washington Gas Service (action item 2023-8)
 - Mr. Westbrook is trying to get cost estimates from Washington Gas but the gas company has not been very responsive. He previously provided a map of the neighborhood to the gas company to use as a basis for those estimates.
 - The more households that participate will decrease the per household cost. The cost for a household is determined by the cost of the branch line from the gas line to the community (which will be shared by the participating households) plus a

per foot cost for each participating household based on its distance to connect to the branch line.

- It would be good to survey the community to ascertain the level of interest.
- Encroachment of 1008 Springvale Rd. property onto Foxvale HOA common area (action item 2024-2)
 - Mr. Zsidai has been unable to contact the homeowner after multiple attempts. Other board members attest that there has been no work done on the property. He will continue to try to contact the homeowner to get status.
- HOA Annual General Meeting and Board Membership
 - Mr. Long's position is open. Some community members have voiced interest in joining the HOA Board to Mr. Westbrook. He will contact them to find out if they will stand for election.
 - The community meeting will be scheduled for 11 June 2024 at the Great Falls Library. Mailed notifications (hardcopy and e-mail) will be sent out according to HOA rules.
- Reserve Funds Analysis (action item 2024-15)
 - The Reserve Fund analysis needs to be updated to include the reserves needed for upkeep of the new drainage projects. The reserve fund was last re-calculated to add the needs to maintain the pond in 2020.
- The motion to adjourn was unanimously accepted and passed and the meeting was adjourned at 8:10 PM. The next scheduled meeting of the HOA Board will be held 14 May 2024 at the Great Falls Library at 7:00 PM.

Open Action Items from Last Meeting

#	Created / Closed	Action
2023-1	6/13/2023	Determine the status of fences along the HOA's perimeter on Georgetown Pike and Springvale Rd. and report back to the ACC. <u>Assigned:</u> Mr. David Whelan <u>7/11/2023:</u> ACC has drafted letter to review/edit that will be sent to the homeowners responsible for the needed maintenance. <u>9/12/2023:</u> The ACC still has the letter for review. <u>10/10/2023:</u> Follow-up with ACC. <u>1/9/2024:</u> The tree that fell over the fence was cut down. There are 2 fences that need to be repaired. The ACC needs to notify those homeowners. Mr. Zsidai will send an email to Ms. Keefe to follow-up. <u>2/13/2024:</u> The last house along Georgetown Pike has a mix of white boards and wood boards that need to be fixed. <u>3/12/2024:</u> No change. <u>4/9/2024:</u> Mr. Clark sent a letter to the homeowner in March about the non-compliance issue and suggestions for how to come into compliance. He will follow-up with the homeowner.

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2023-7	9/12/2023	Investigate approaches for getting drivers to observe the speed limit in the neighborhood and to fully stop at the Riva Ridge Dr. and Wynkoop Drive stop sign. <u>Assigned:</u> Mr. Brian Kainec <u>10/10/2023:</u> Mr. Kainec has looked at the stop sign area and identified an appropriate place to paint a stop bar. He is familiar with the requirements for the stop bar. By the November 2023 HOA Board meeting, the stop bar will be painted. <u>1/9/2024:</u> Mr. Kainec is waiting for good weather (temperature > 50 degrees) to paint the stop bar. Next status for this action item will be in the March 2024 HOA Board meeting. <u>3/12/2024:</u> The weather is getting warm enough to paint the stop bar soon.
2023-8	9/12/2023	Look into what is involved in getting gas service from Washington Gas to more homes in the HOA. <u>Assigned:</u> Mr. Matt Westbrook <u>10/10/2023:</u> Mr. Westbrook contacted Washington Gas and is trying to find the appropriate person to call. Mr. Kainec will provide Mr. Westbrook with contact information from his previous dealings. <u>11/14/2023:</u> Mr. Westbrook continues to try to find the right contact at Washington Gas. <u>1/9/2024:</u> Mr. Westbrook is engaged with Washington Gas. They are looking at which houses in the HOA are eligible to receive gas. Currently the count of eligible houses is 60 but that needs to be confirmed. The next step will look at the number of the houses and the potential cost. Mr. Westbrook will then look into how the HOA can support this effort and the benefits to the community of getting that service. <u>2/13/2024:</u> Mr. Westbrook provided a more detailed map of the neighborhood to Washington Gas for their planning and cost estimating purposes. <u>3/12/2024:</u> No report this month. <u>4/9/2024:</u> Washington Gas has not been responsive to Mr. Westbrook's call for status regarding cost estimates. It would be good to survey the community to ascertain the level of interest in getting gas service.

#	Created / Closed	Action
2023-9	9/12/2023	Work with VDOT to get Wynkoop Dr., McMillen Ct., Schindel Ct. and Van Dusen Ct. repaved. <u>Assigned:</u> Mr. Laszlo Zsidai <u>10/10/2023:</u> Mr. Zsidai reached out to VDOT. VDOT made minor repairs on Wynkoop. VDOT does not plan to pave the roads in 2024. Mr. Zsidai has the contact information. Dolly Whelan called the number to request that the roads be paved and she is waiting for a call back. Ms. Koppier submitted a request for repaving McMillen Court and received a reply that VDOT would respond within 30 days. <u>11/14/2023:</u> Mr. Zsidai contacted the manager for the maintenance of the roads in our area and was informed that Foxvale Farm is not on the books for 2024 or 2025. He is working to get our road formally on the road maintenance project plan. <u>1/9/2024:</u> Mr. Zsidai will follow-up with the project manager for the road maintenance project plan. <u>2/13/2024:</u> No new status. Status this item again in June 2024 after the county has developed its schedule.
2024-1	1/9/2024	Replace the fence post caps on the common area fence. <u>Assigned:</u> Mr. Brian Kainec <u>1/9/2024:</u> Mr. Kainec will organize a fence maintenance event on 27 April 2024 with a rain date on 4 May 2024. <u>3/12/2024:</u> The March edition of the Foxy Gazette announced the dates to replace the fence post caps. <u>4/9/2024:</u> The event is scheduled for 27 April 2024. Communication for the event will be sent out shortly.
2024-2	1/9/2024	Obtain status regarding the encroachment of 1008 Springvale Rd. property onto Foxvale HOA common area. Report on the status at each HOA Board meeting until resolved. <u>Assigned:</u> Mr. Laszlo Zsidai <u>1/9/2024:</u> Mr. Zsidai will follow-up with the Fairfax County representative. <u>2/13/2024:</u> No change. <u>3/12/2024:</u> Fairfax County approved the homeowner's plan to repair the RPA. The county is not involved with removal of the fence and the basketball court from the HOA's land. It is planned that those will be removed when the RPA is repaired. <u>4/9/2024:</u> Mr. Zsidai has been unable to contact the homeowner multiple times. Other board members attest that there has been no work done on the property. He will continue to try to contact the homeowner to get status.

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2024-5	2/13/2024 Closed: 4/9/2024	Install bat houses and a barred owl house in the common area. Scheduled for spring clean-up. <u>Assigned:</u> Mr. Brian Kainec and Ms. Linda Koppier <u>3/12/2024:</u> Mr. Hans Koppier installed the barred owl house in common area 3. <u>4/9/2024:</u> Mr. Kainec installed the bat houses in March.
2024-6	2/13/2024 Closed: 4/9/2024	Request a permanent right of way through the property adjacent to the pond for common use to allow people to walk or ride bicycles from the pond to Springvale Rd. <u>Assigned:</u> Ms. Linda Koppier <u>3/12/2024:</u> The property is owned by the Irene Bettius trust and Mrs. Bettius passed away in 2022. She is survived by her children, Mack Crippen and Martene Crippen. Ms. Koppier mailed a letter to Mack Crippen – attempts to reach him or his sister by email failed. <u>4/9/2024:</u> Ms. Koppier has not received any communications from Mr. Mack Crippen.
2024-7	2/13/2024	Revisit whether gravel should be laid in the Drainage Project Phase 2 area (“Phase 2B”). <u>Assigned:</u> HOA Board <u>2/13/2024:</u> Revisit in November 2024. <u>4/9/2024:</u> There has been some erosion already in this area. It is likely we will need to implement Phase 2B this summer to prevent damage to the Phase 2 area trees.
2024-8	2/13/2024	Revisit the scope of Drainage Project Phases 3 and 4 to determine if we should add “reservoir boxes” (deeper holes filled with gravel) to act as temporary areas to retain water until the pond can absorb the additional flow. <u>Assigned:</u> HOA Board <u>3/12/2024:</u> Revisit in November 2024.
2024-9	4/9/2024	Provide map to share with the community showing where the bat houses and barred owl house are located. <u>Assigned:</u> Ms. Linda Koppier
2024-10	4/9/2024	Replace the dog waste signs. <u>Assigned:</u> Mr. Brian Kainec
2024-11	4/9/2024	Send out the communications for volunteers for the fence repair event on 27 April 2024. <u>Assigned:</u> Mr. Brian Kainec
2024-12	4/9/2024	Update the landscape lighting at the south entrance on Riva Ridge Dr. <u>Assigned:</u> Mr. Brian Kainec
2024-13	4/9/2024	Update for the HOA website for current information. <u>Assigned:</u> Mr. Jordan Sembower
2024-14	4/9/2024	Prepare for the 2024 Annual General Meeting (AGM). <u>Assigned:</u> Mr. Laszlo Zsidai

#	Created / Closed	Action
2024-15	4/9/2024	Update the HOA Reserve Funds analysis to include reserves for the Common Area Drainage Projects. <u>Assigned:</u> Mr. Laszlo Zsidai

Closed Action Items

#	Created / Closed	Action
2023-2	7/11/2023 Closed: 9/12/2023	Obtain key to the HOA's post office box from Mr. Tom Hixon. <u>Assigned:</u> Mr. Laszlo Zsidai <u>9/12/2023:</u> Ms. Megan Stinson has a spare key that she will hand over to Mr. Zsidai.
2023-3	7/11/2023 Closed: 9/12/2023	Get a quote for replacing the HOA fence post caps with PVC board from a contractor and, alternatively, estimate cost for the HOA to purchase materials and have HOA volunteers do the work. <u>Assigned:</u> Mr. Brian Kainec <u>9/12/2023:</u> Mr. Kainec reached out to several contractors. None got back to him. Mr. Kainec estimated the cost of the materials (40-2"x6" PVC boards and nails) to be approximately \$2,000.
2023-4	7/11/2023 Closed: 9/12/2023	Look into options for short term CDs in which to invest cash not imminently needed. <u>Assigned:</u> Mr. Jordan Sembower <u>9/12/2023:</u> Mr. Sembower provided suggestions during the meeting.
2023-5	7/11/2023 Closed: 9/12/2023	Look into other banks for the HOA checking account. <u>Assigned:</u> Ms. Dolly Whelan, Mr. Brian Kainec <u>9/12/2023:</u> Dolly reported that Apple Federal Credit Union had unacceptable rates.
2023-6	9/12/2023 Closed: 10/10/2023	Contact three (3) banks for their rates for high yield savings accounts. <u>Assigned:</u> Ms. Megan Stinson <u>10/10/2023:</u> Completed.
2023-11	10/10/2023 Closed: 11/14/2023	Convey to the 923 Riva Ridge homeowner the HOA Board's denial of appeal of the ACC's disapproval of the front door and the new outdoor lighting. <u>Assigned:</u> Mr. Laszlo Zsidai <u>11/14/2023:</u> Completed.
2023-12	10/10/2023 Closed: 11/14/2023	The HOA Board needs to set the annual dues amount for 2024. Mr. Zsidai and Ms. Stinson will meet to develop a draft 2024 budget with a recommendation for the 2024 dues amount. <u>Assigned:</u> Mr. Laszlo Zsidai and Mr. Megan Stinson <u>11/14/2023:</u> Completed.

#	Created / Closed	Action
2023-10	9/12/2023 Closed: 2/13/2024	Ask Sullivan Landscaping for their opinion on how to address drainage issues in the common areas. <u>Assigned:</u> Mr. Randy Long <u>10/10/2023:</u> No update provided. <u>1/9/2024:</u> Mr. Long, Mr. Zsidai, Mr. and Mrs. Koppier walked common areas 3 and 4 with Mr. Mike Sullivan. Afterward, Mr. Sullivan provided quotes for a 4-part project. Through emails, the first 3 parts were approved by the HOA Board starting in December 2023. Mr. Zsidai and Ms. Koppier walked the area on 9 January 2024 to see how the water flowed through the area during a major rain storm. The water eventually does flow into the pond. <u>2/13/2024:</u> Closed. Quotes received and phased implementation started.
2024-3	2/13/2024 Closed 3/12/2024	Invest \$20,000 of our reserved funds into a 5-month CD with Truist. <u>Assigned:</u> Ms. Meagan Stinson <u>2/13/2024:</u> Mr. Laszlo Zsidai will ask Ms. Stinson to make this investment. <u>3/12/2024:</u> Ms. Stinson reviewed the options. No further follow-up until September.
2024-4	2/13/2024 Closed 3/12/2024	Arrange for the HOA Board to meet with the ACC to discuss language improvement in guidelines. <u>Assigned:</u> Mr. Laszlo Zsidai <u>3/12/2024:</u> Mr. David Clark attended the HOA Board meeting and discussed the history of changes to the ACC guidelines and options for future updates.