

Minutes
8 May 2025
Foxvale Farm Homeowners' Association (FFHA)
HOA Board Meeting

HOA Board Members Present?					
Laszlo Zsidai, President	Y	Linda Koppier, Secretary	Y	Erik Bowman, Web Site	N
Brian Kainec, Vice President	Y	Josh Powers, Common Area	Y	Regina McPhie	Y
Dolly Whelan, Treasurer	N			Larry Zmuda	N
Architecture Control Committee (ACC) Members in Attendance					
David Clark					
Guests					
None present					

Agenda:

- Architectural Control Committee (ACC) Report
- Accept April 2025 Minutes
- Treasurer's Report
- Board Members and Annual Elections
- Common Area Report
- Action Item Review
- Other Topics

Discussion:

- The meeting was called to order at 7:05 pm with a quorum present.
- The April 2025 HOA Board meeting minutes were approved by vote.
- Architectural Control Committee (ACC) Report
 - The ACC has no pending actions.
 - Violations
 - 10716 Wynkoop Dr. Guideline Violation – No change in status.
 - 891 Van Dusen Ct. Fence Violation – Mr. Zsidai, on behalf of the HOA Board, replied 29 April 2025 to the homeowner's 4 April 2025 appeal letter. The response requests a survey to verify where the fence is actually located (on the 891 Van Dusen property or in the VDOT right-of-way). If in the ROW, the HOA Board could request VDOT approval to remove the fence since it is a type that is not allowed by HOA guidelines.
 - Applications for Improvements
 - 1000 Riva Ridge Dr. – Replacement of front walkway, new steps down to front lawn and new landscaping. Approved.
 - On-site Inspections for Real Estate Disclosure Packets – No inspections were requested last month.
 - Architectural Guidelines
 - The approved updated guidelines are ready to post on the HOA website.
- Treasurer's Report
 - The Treasurer's report will be circulated by email after the meeting.
- Common Area Report
 - The spring cleanup was held 3 May 2025.

- The homeowner at 1009 Riva Ridge Dr. has been seen dumping yard waste in the common area. A motion was made to send the homeowner an email that they are responsible for removing the dumped waste and, if they do not, the HOA will have the HOA landscaper clean it up and bill the homeowner. The motion was seconded and unanimously approved (action item 2025-06).
- There will be more coordination to get the piles from the HOA clean-up with CLS, the new landscaping contractor. CLS will pick up the debris next week. Mr. Powers noted that CLS operations are more streamlined in terms of billing.
- Our contract with CLS runs through December 2025. Mr. Powers believes that Lucas and Clark, CLS, and Sullivan Landscaping bid on the contract in 2024. The contract will be recompleted this fall.
- Common Area Improvements
 - The NVBA Wildlife Sanctuary Certification signs were received and need to be posted. A motion was made to install the signs on 4"x4" posts at three locations (the Riva Ridge/Wynkoop bus stop and each entrance to the neighborhood) for up to \$150 total, the motion was seconded, and the motion unanimously passed. Mr. Kainec volunteered to install the signs. (action item 2025-07)
 - Ms. Koppier contacted Dave and Heather West about their request to share expenses for planting dogwoods in the common area next to their property. A look at the area in question will be scheduled to better understand the potential placement of the trees. (action item 2025-05)
 - Ms. McPhie will talk to neighbor in the neighborhood to the south of FFHA to see if they would let FFHA trim their pine trees in front of the entrance monument to make it more visible. If the neighbor agrees, Mr. Kainec will advise how best to trim those branches.
 - Ms. Koppier volunteered to plant flowers in the landscaping at the south entrance monument area consisting of purple cornflowers and other native plants for summer blooms and possibly daffodils for spring blooms. (action item 2025-08)
 - Ms. Koppier will research what understory trees and plants to plant under the tree canopy in the southern part of common area 8 and specimen trees to plant in common area 9. (action item 2025-09)
 - The HOA Board wants to install large gravel in the common area 3 wooded area where the ground has been eroded by the water flow. Sullivan Landscaping originally bid on that work. Mr. Powers will follow-up with the new contractor. (action item 2024-7)
- Board Members and Annual Election
 - A motion was made to approve Mr. Michael Porzio to take Mr. Sembower's place on the HOA Board, which expires 2026. The motion was seconded and unanimously passed closing action item 2025-04.
 - Ms. Koppier and Mr. David Whelan have volunteered to run for open 2025 board positions. Mr. Zsidai and Mr. Powers will follow-up with other potential candidates for the third open position.
- Encroachment of 1008 Springvale Rd. property onto Foxvale HOA common area (action item 2024-2)
 - Mr. Zsidai sent the homeowner an email and delivered a hardcopy 8 May 2025 to the house stating that the fence is still on FFHA property.
- Landscape Lighting at South Entrance (action item 2024-12)
 - Mr. Zsidai reached the utility company. They have created the ticket to authorize the work to turn the power on and install the meter. Mr. Kainec has installed the transformer box and wired the light with a temporary portable power source.

- Common Area Fence (action item 2024-01)
 - Mr. Kainec received a quote to paint the fence for \$3800 from Rivera Painting for the common area fence only. The fence caps need to be replaced with composite wood before the fence is painted. Mr. Kainec and Mr. Zsidai will replace the fence caps after Memorial Day. Mr. Kainec will get an estimate for the fence caps and approval to buy the material will be circulated through email.
- VDOT has posted signs that the roads in community (except Riva Ridge Dr) will be paved starting 9 May 2025 through 23 May 2025.
- Mr. Zsidai will contact VDOT about installing a painted crosswalk at the corner of Wynkoop Dr. and Riva Ridge Dr (where the disability access was recently installed) as part of the repaving scheduled for May 2025 (action item 2023-7).
- The motion to adjourn was unanimously accepted and the meeting was adjourned at 8:20 PM. The next scheduled meeting of the HOA Board is the Annual General HOA Meeting on Wednesday, 18 June 2025 at the Great Falls library.

Open Action Items

#	Created / Closed	Action
2023-7	9/12/2023	<p>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.</p> <p><u>Assigned</u>: Mr. Brian Kainec</p> <p><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.</p> <p><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.</p> <p><u>3/12/2024</u>: The weather is getting warm enough to paint the stop bar soon.</p> <p><u>5/14/2024</u>: Picking out a good Saturday with dry and warm weather.</p> <p><u>10/8/2024</u>: Further discussion by HOA Board needed. Options discussed include redesign of the intersection ("square it off"), painted crosswalk (needs to be done by VDOT), speed hump and/or requesting more support from Fairfax County police.</p> <p><u>3/13/2025</u>: Mr. Zsidai will contact the project manager who upgraded the sidewalk entrance for disability access to see if there will also be a crosswalk painted there.</p> <p><u>5/8/2025</u>: Mr. Zsidai will contact VDOT about installing a painted crosswalk at the corner of Wynkoop Dr. and Riva Ridge Dr (where the disability access was recently installed) as part of the repaving scheduled for May 2025.</p>

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2024-1	1/9/2024	<p>Replace the fence post caps on the common area fence.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><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.</p> <p><u>3/12/2024:</u> The March edition of the Foxy Gazette announced the dates to replace the fence post caps.</p> <p><u>4/9/2024:</u> The event is scheduled for 27 April 2024. Communication for the event will be sent out shortly.</p> <p><u>5/14/2024:</u> The event was postponed due to weather. Mr. Kainec has the material for an instructional video. There can be pre-cut work done. There are ~100 rotten post caps out of ~600 to be replaced. There will be communications via email and in the Foxy Gazette for the event.</p> <p><u>10/8/2024:</u> Post toppers for 110 posts have been purchased.</p> <p><u>11/14/2024:</u> Discussed having Sullivan Landscaping do the installation during the off-season for mowing.</p> <p><u>1/9/2025:</u> Mr. Kainec will contact Sullivan Landscaping about replacing the fence post caps.</p> <p><u>5/8/2025:</u> Mr. Kainec and Mr. Zsidai will replace the fence caps after Memorial Day. Mr. Kainec will get an estimate for the fence caps and approval to buy the material will be circulated through email.</p>
2024-2	1/9/2024	<p>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.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><u>1/9/2024:</u> Mr. Zsidai will follow-up with the Fairfax County representative.</p> <p><u>2/13/2024:</u> No change.</p> <p><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.</p> <p><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.</p> <p><u>5/14/2024:</u> Mr. Zsidai reported via email that the basketball court has been removed but the fence has not. It was recommended that a notarized letter be sent to the homeowner.</p> <p><u>10/8/2024:</u> Mr. Zsidai will check if the fence has been removed.</p> <p><u>11/14/2024:</u> The fence has not been removed.</p> <p><u>1/9/2025:</u> Mr. Zsidai will contact the owner about removing the fence.</p> <p><u>3/13/2025:</u> Same action.</p> <p><u>4/10/2025:</u> Post meeting note: the fence is still in place.</p> <p><u>5/8/2025:</u> Mr. Zsidai sent the homeowner an email and delivered a hardcopy 8 May 2025 to the house stating that the fence is still on FFHA property.</p>

#	Created / Closed	Action
2024-7	2/13/2024 (reinstated)	<p>Revisit whether gravel should be laid in the Drainage Project Phase 2 area (“Phase 2B” in common area 3).</p> <p><u>Assigned:</u> HOA Board</p> <p><u>2/13/2024:</u> Revisit in November 2024.</p> <p><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.</p> <p><u>5/14/2024:</u> The HOA Board would like to address this in the July meeting instead of waiting for the November meeting as originally planned.</p> <p><u>10/14/2024:</u> This effort will be addressed in the Common Area Strategy Plan.</p> <p><u>2/20/2025:</u> It is planned to work with Sullivan to do that work during the spring clean-up.</p> <p><u>4/10/2025:</u> Sullivan Landscaping has been sold. It is planned to work with the new owner.</p> <p><u>5/8/2025:</u> Mr. Powers will follow-up with the new contractor, CLS.</p>
2024-12	4/9/2024	<p>Update the landscape lighting at the south entrance on Riva Ridge Dr.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><u>5/14/2024:</u> The lighting has been ordered, replacement downlight and a second light, both of which are “Dark-Skies” approved.</p> <p><u>9/18/2024:</u> Ms. Stinson is working with Dominion Power to turn the new lights on.</p> <p><u>10/8/2024:</u> Mr. Zsidai will make the request to Dominion Power to turn the power back on.</p> <p><u>3/13/2025:</u> Mr. Zsidai contacted Dominion Power which has no record of what needs to be turned on. It appears there is a hook-up there. Mr. Zsidai will continue to work with Dominion Power.</p> <p><u>5/8/2025:</u> Mr. Zsidai reached the utility company. They have created the ticket to authorize the work to turn the power on and install the meter. Mr. Kainec has installed the transformer box and wired the light with a temporary portable power source.</p>
2024-20	11/14/2024	<p>Develop a Common Area Strategy Plan</p> <p><u>Assigned:</u> Mr. Josh Powers and Ms. Koppier</p> <p><u>2/20/2025:</u> Ms. Koppier reviewed a preliminary Common Area improvements map during the meeting and sent the HOA Board a working paper tracking all the information gathered and plans to consider for common area improvements prior to the meeting.</p> <p><u>3/13/2025:</u> Ms. Koppier will update the working paper for recent developments.</p> <p><u>5/8/2025:</u> Ms. Koppier will update the map and submit it to be posted on the HOA web site.</p>

#	Created / Closed	Action
2025-02	1/9/2025	<p>Perform an assessment of the fitness of the common area's fence. We may be able to buy a few years of longer life but the fence will need to be replaced within 5 years. Contact contractors for a painting quote so the HOA Board can discuss options for maintenance versus replacement. Discuss in March 2025 meeting.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><u>3/13/2025:</u> This is delayed to the April meeting.</p> <p><u>4/10/2025:</u> One quote has been obtained. Other HOA Board members will also get quotes from contractors they know. The quotes will be obtained in two parts, the portion of the fence along the HOA common areas and the portion of fence belonging to the 10 contiguous homes.</p> <p><u>5/8/2025:</u> The fence will not need to be replaced for a couple of years.</p>
2025-04	1/9/2025 Closed: 5/8/2025	<p>Contact potential candidate to replace Mr. Jordan Sembower on the HOA Board.</p> <p><u>Assigned:</u> Mr. Brian Kainec, other HOA Board members</p> <p><u>3/13/2025:</u> Members are asking other neighbors to see who is interested.</p> <p><u>5/8/2025:</u> Mr. Michael Porzio was approved to replace Mr. Sembower.</p>
2025-05	4/10/2025	<p>Work with Dave and Heather West to identify costs for sharing the expenses and responsibility for replacing 40+ year-old dogwood trees in the common area that borders their property at 1024 Riva Ridge Dr.</p> <p><u>Assigned:</u> Ms. Koppier</p> <p><u>5/8/2025:</u> Ms. Koppier contacted the Wests. Further discussion with the Wests is needed to better understand the potential placement of the trees.</p>
2025-06	5/8/2025	<p>Inform the homeowner at 1009 Riva Ridge Dr. that they have been seen dumping yard waste in the common area and that they are responsible for removing the dumped waste and, if they do not, the HOA will have the HOA landscaper clean it up and bill the homeowner.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p>
2025-07	5/8/2025	<p>Install the NVBA Wildlife Sanctuary Certification signs.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p>
2025-08	5/8/2025	<p>Plant flowers in the south entrance monument area.</p> <p><u>Assigned:</u> Ms. Linda Koppier</p>
2025-09	5/8/2025	<p>Plan improvements in common areas 8 and 9.</p> <p><u>Assigned:</u> Ms. Linda Koppier</p>

Closed Action Items

#	Created / Closed	Action
2023-1	6/13/2023 Closed: 5/14/2024	<p>Determine the status of fences along the HOA's perimeter on Georgetown Pike and Springvale Rd. and report back to the ACC.</p> <p><u>Assigned:</u> Mr. David Whelan</p> <p><u>7/11/2023:</u> ACC has drafted a letter to be sent to the homeowners responsible for the needed maintenance for review/edit.</p> <p><u>9/12/2023:</u> The ACC still has the letter for review.</p> <p><u>10/10/2023:</u> Follow-up with ACC.</p> <p><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.</p> <p><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.</p> <p><u>3/12/2024:</u> No change.</p> <p><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.</p> <p><u>5/14/2024:</u> Mr. Clark reported that the homeowner has fixed the fence.</p>
2023-2	7/11/2023 Closed: 9/12/2023	<p>Obtain key to the HOA's post office box from Mr. Tom Hixon.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><u>9/12/2023:</u> Ms. Megan Stinson has a spare key that she will hand over to Mr. Zsidai.</p>
2023-3	7/11/2023 Closed: 9/12/2023	<p>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.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><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.</p>
2023-4	7/11/2023 Closed: 9/12/2023	<p>Look into options for short term CDs in which to invest cash not imminently needed.</p> <p><u>Assigned:</u> Mr. Jordan Sembower</p> <p><u>9/12/2023:</u> Mr. Sembower provided suggestions during the meeting.</p>
2023-5	7/11/2023 Closed: 9/12/2023	<p>Look into other banks for the HOA checking account.</p> <p><u>Assigned:</u> Ms. Dolly Whelan, Mr. Brian Kainec</p> <p><u>9/12/2023:</u> Dolly reported that Apple Federal Credit Union had unacceptable rates.</p>
2023-6	9/12/2023 Closed: 10/10/2023	<p>Contact three (3) banks for their rates for high yield savings accounts.</p> <p><u>Assigned:</u> Ms. Megan Stinson</p> <p><u>10/10/2023:</u> Completed.</p>

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2023-8	9/12/2023 Closed: 9/10/2024	<p>Look into what is involved in getting gas service from Washington Gas to more homes in the HOA.</p> <p><u>Assigned:</u> Mr. Matt Westbrook</p> <p><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.</p> <p><u>11/14/2023:</u> Mr. Westbrook continues to try to find the right contact at Washington Gas.</p> <p><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.</p> <p><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.</p> <p><u>3/12/2024:</u> No report this month.</p> <p><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.</p> <p><u>5/14/2024:</u> No change on the pricing model or data – it still appears to be \$10K-\$15K per household. Mr. Westbrook is trying to get more information about the cost per line foot and potential discounts if more households participate. The HOA website has a survey capability that can be used to determine the level of interest by homeowners to obtain gas service.</p> <p><u>9/10/2024:</u> Closed. The HOA Board decided to close this item.</p>
2024-8	2/13/2024 Superseded: 11/14/2024	<p>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.</p> <p><u>Assigned:</u> HOA Board</p> <p><u>3/12/2024:</u> Revisit in November 2024.</p> <p><u>5/14/2024:</u> The HOA Board would like to address this in the July meeting instead of waiting for the November meeting as originally planned.</p> <p><u>10/14/2024:</u> This effort will be addressed in the Common Area Strategy Plan.</p>

#	Created / Closed	Action
2023-9	9/12/2023 Closed: 10/8/2024	<p>Work with VDOT to get Wynkoop Dr., McMillen Ct., Schindel Ct. and Van Dusen Ct. repaved.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><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.</p> <p><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.</p> <p><u>1/9/2024:</u> Mr. Zsidai will follow-up with the project manager for the road maintenance project plan.</p> <p><u>2/13/2024:</u> No new status. Status this item again in June 2024 after the county has developed its schedule.</p> <p><u>9/10/2024:</u> Ms. Anne Kainec scheduled a walking tour with Delegate Rip Sullivan on 25 September 2024 to show him the state of the roads and request his help to get them repaved.</p> <p><u>10/8/2024:</u> Members of the HOA met with Delegate Rip Sullivan. Foxvale Farm roads are on the 2025 repaving plan.</p>
2023-10	9/12/2023 Closed: 2/13/2024	<p>Ask Sullivan Landscaping for their opinion on how to address drainage issues in the common areas.</p> <p><u>Assigned:</u> Mr. Randy Long</p> <p><u>10/10/2023:</u> No update provided.</p> <p><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.</p> <p><u>2/13/2024:</u> Closed. Quotes received and phased implementation started.</p>
2023-11	10/10/2023 Closed: 11/14/2023	<p>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.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><u>11/14/2023:</u> Completed.</p>
2023-12	10/10/2023 Closed: 11/14/2023	<p>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.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai and Ms. Megan Stinson</p>

#	Created / Closed	Action
		<u>11/14/2023</u> : Completed.
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.
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.
2024-9	4/9/2024 Closed: 5/14/2024	Provide map to share with the community showing where the bat houses and barred owl house are located. <u>Assigned</u> : Ms. Linda Koppier <u>5/14/2024</u> : A map was provided to the HOA Board members with the draft April 2024 meeting minutes.
2024-10	4/9/2024 Closed: 9/10/2024	Replace the dog waste signs. <u>Assigned</u> : Mr. Brian Kainec <u>5/14/2024</u> : Mr. Kainec ordered 3 signs and they will arrive next week. The posts also need to be refreshed (paint, trim). The signs are located on Wynkoop Dr., the corner of Wynkoop Dr. and McMillen Ct. and 2 signs on Riva Ridge Dr. near the bus stops. <u>9/10/2024</u> : Mr. Kainec replaced 4 dog waste signs, including post caps.

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2024-11	4/9/2024 Closed: 5/14/2024	Send out the communications for volunteers for the fence repair event on 27 April 2024. <u>Assigned:</u> Mr. Brian Kainec <u>5/14/2024:</u> Mr. Kainec is developing an instructional video to guide volunteers. There are 100 post caps out of ~ 600 post caps that need to be replaced. Closing this action item. Refer to 2024-1 for further action.
2024-13	4/9/2024 Closed: 5/14/2024	Update the HOA website for current information. <u>Assigned:</u> Mr. Jordan Sembower <u>5/14/2024:</u> The updates have been made.
2024-14	4/9/2024 Closed: 7/17/2024	Prepare for the 2024 Annual General Meeting (AGM). <u>Assigned:</u> Mr. Laszlo Zsidai <u>5/14/2024:</u> No status. <u>7/17/2024:</u> AGM held.
2024-15	4/9/2024 Closed: 3/13/2025	Update the HOA Reserve Funds analysis to include reserves for the Common Area Drainage Projects. <u>Assigned:</u> Mr. Laszlo Zsidai <u>5/14/2024:</u> No status. <u>11/14/2024:</u> Post meeting – Mr. Zsidai sent out a draft update for HOA Board Review on 11/17/2024. <u>3/13/2025:</u> The reserve has been built into the budget.
2024-16	5/14/2024 Closed: 11/14/2024	Prepare a first cut of a strategic plan for the neighborhood, “Foxvale 2030”. <u>Assigned:</u> Mr. Brian Kainec Superseded by action item 2024-20.
2024-17	9/10/2024 Closed: 10/8/2024	Contact a CPA to discuss what a contract to prepare the HOA’s annual and monthly treasurer reports would entail. <u>Assigned:</u> Mr. Larry Zmuda <u>10/8/2024:</u> Closed with no further action.
2024-18	10/8/2024 Closed: 11/14/2024	Contact neighbors in Foxvale Farm who speak Chinese, Mr. Ted Wu and Mr. and Mrs. Lee, to see if they will speak with the owners of 10716 Wynkoop Dr. in their native language. <u>Assigned:</u> Mr. Jordan Sembower <u>11/24/2024:</u> Neighbors have been identified who speak Mandarin and Cantonese and are willing to help.
2024-19	10/8/2024 Closed: 1/9/2025	Develop the plan for the 2024 Fall Clean-up Day. <u>Assigned:</u> Mr. Josh Powers
2025-01	1/9/2025 Due: 1/27/2025 Closed: 2/20/2025	Review Revised Architectural Guidelines <u>Assigned:</u> All HOA Board Members <u>2/20/2025:</u> Guidelines discussed during the meeting and final voting on two issues occurred through email.
2025-03	1/9/2025 Closed: 3/13/2025	Determine if the Northern Virginia Wildlife Sanctuary Certification would impose its requirements only on the common area and contact Plant NOVA Natives/Plant NOVA Trees for guidance.

#	Created / Closed	Action
		<p><u>Assigned</u>: Ms. Linda Koppier</p> <p><u>2/20/2025</u>: Ms. Koppier and Mr. Powers are doing a walkthrough of the common areas on 26 February 2025 with a representative from the Northern Virginia Wildlife Sanctuary Program to get advice for plantings and better understand the certification program's requirements.</p> <p><u>3/13/2025</u>: The walkthrough was held and the ambassador will recommend acceptance of our application for certification. Mr. Zsidai signed the application.</p>