

Florence Overlook Homeowners' Association (FOHOA)
Board of Directors Meeting 2025/3
June 16, 2025 @ 7:00 PM
Connor Residence, 3404 Rebecca Jane Way

In Attendance: Board members David Connor (President), Monica Medel (Vice President), and Aaron Willey (Secretary/Treasurer). Also in attendance Ann Sturner (ARB Chair) and Donna Connor (ARB member).

- I. Call to Order (7:00 PM):** The Board meeting was called to order at 7:03PM.
- II. Approval of the Agenda:** The meeting agenda was approved by the Board.
- III. Approval of the Minutes:** The Secretary submitted meeting minutes for the March 24, 2025 Board meeting and the Board approved them.
- IV. Treasurer's Report:**
 - a. Outstanding Dues:** The Treasurer reported that there is still one home with outstanding dues. The previously reported unusual partial payment shown in Sentry's system for the Elder residence appears to have resolved by itself. The Treasurer will follow up directly with the one remaining account with a balance to ensure timely payment of dues.
 - b. CD Renewal:** The Treasurer still needs to reach out to Sentry to figure out how to open a new CD with the reserve account funds.
 - c. State Farm Insurance Policy Update:** The President was unable to confirm that the new insurance policy was shown on the Sentry website, but will follow up with Sentry on this and the renewal process in general, including whether it can be performed automatically.
 - d. 2024 Federal and Virginia Taxes:** The Treasurer prepared the tax forms and the President signed and filed them prior to the April 15 deadline.
- V. Old Business:**
 - a. Architectural Review Board (ARB) Update:** No further updates were provided by the ARB. The ARB was expecting an application to be submitted by the Sutherland residence for ongoing work on that house but never received one.
 - b. FOHOA Website Update:** None.
 - c. Ongoing Initiatives:**
 - i. Tree Removal Matter Pending in Common Area A – Dead Tree in Rear of 6134 Stegen Drive:** 23 Trees performed the tree removal for \$600. The Board noted that they were pleased by the quality of service provided by 23 Trees, especially considering their favorable pricing.
 - ii. Re-Survey and Marking of Common Area A:** The Common Area signs are still posted and visible, but the old wooden survey stakes are missing. The ARB Chair suggested that the performing a new survey is a low priority issue for now, and the Board agreed to wait on pursuing this further until a need arises, e.g., a tree in the vicinity of the Common Area needs to be removed and it is uncertain whether FOHOA is actually responsible for it.
 - iii. Board of Directors Handbook:** The handbook still needs to be reviewed and updated.

- iv. **Skeleton:** The Board sent a letter through Sentry to the residence reminding them of the ARB guidelines and how they would need to complete an ARB application for a future display of the large Halloween skeleton decoration this year.
- d. **Parking Lot Items:** None. The Board considered adding the skeleton issue here for the next Board meeting.
- e. **Other Old Business:** None.

VI. New Business:

- a. **Appointment of ARB Members:** Ruddy Gainer will be joining as an ARB member; the President will send out an appointment letter confirming this.
- b. **ARB Walk-Around:** The ARB chair reported that the annual walk-around inspection has not been scheduled yet, but would like to perform it sometime early this summer. The Board will be informed once a date is chosen.
- c. **Vendor Payment Difficulties with Sentry:** The Board expressed dissatisfaction with the recent attempt at using Sentry's VendorSmart system to pay 23 Trees. Sentry initially attempted to charge a \$125 annual fee to 23 Trees simply to use the system, but the President was able to get them to waive the fee. Even so, payment took over two months to complete, with numerous technical issues being encountered trying to use the VendorSmart website. The Treasurer would prefer to have a checkbook under FOHOA control that could be used to directly pay any future contractors. The Sentry management contract term expires in 2027; based on the many issues with Sentry, the Board would be interested in exploring alternative management companies to engage.
- d. **Montessori School Survey:** The Harlambakis residence reported on surveying activity at the school, described as being for assessing "how potential future projects could impact the surrounding area". The President will contact the Montessori School to learn more about their plans.
- e. **CY2025 Community Events – Tentative Dates:** The Board is planning on hosting the Spring Picnic on June 21 and the Vice President will be sending out a reminder to the community. The Fall Picnic is tentatively scheduled for September 20. The Holiday Party is being planned for December 6 and still needs a volunteer to host the party.
- f. **CY2025 Future Meeting Dates:** The next Board meeting is currently scheduled for August 18. The mandatory Annual Meeting is planned for October 25.

VII. Open Forum: None.

VIII. Adjournment (8:00 PM): The board meeting was adjourned at 7:42PM.

Respectfully submitted, Aaron Willey, FOHOA Secretary/Treasurer