

Florence Overlook Homeowners Association (FOHOA)
Minutes of Board of Directors Meeting 2024/1
January 29, 2024
6:30 PM
Joyce Residence, 6137 Stegen Drive
Website: FOHOA.net

Called to Order: This BoD Meeting began at 6:35PM.

In Attendance: Jeff Bobich (President), Daniel Elder (Vice-President), Carol Joyce (Secretary/Treasurer), and Susanna Kavanaugh (ARB Chair) attended. Aaron Willey (Future Board Member) was also present.

Agenda Approval: The meeting agenda was approved by the Board with one exception: the President added another item to paragraph VI of the agenda, *Easement Access to Common Area A*.

Minutes Approval: The Board Meeting Minutes for 29 November 2023 prepared by the Secretary were approved by the Board.

TREASURER'S REPORT

- a. **New Sentry Management Representative.** Zachariah "Zach" Wheeler is the FOHOA's new Sentry Management representative. He replaced Noelle Starner.
- b. **Status of 2024 FOHOA Budget.** The FOHOA budget was approved and implemented by Sentry.
- c. **Homeowners' Bill Payments.** The bills for the annual dues went out to the homeowners early January 2024, so the latest version of the financial statement by Sentry (December 2023) will not reflect status of this dues collection. The Board will review status when the January statement comes out. Further Sentry double billed the homeowners because of a delay in the budget. However, the Board had several concerns: (1) the double billings both had a suspense date of 1 January 2024; (2) the second billing did not explain that there was a new budget attached to the billing and the reason for the double billing; (3) Sentry did not inform the Board that such a second billing would take place and that it would be within two weeks of the first billing; and (4) that the FOHOA budget was now double tapped for such expenses as paper, mailing, stamps, and postage. The Board discussed reaching out to Ms. Angela Weed who is one of the directors of Sentry Management.
- d. **Current Fund Balances.** The current state of the FOHOA funds (from the December 2023 Financial Statement) is good. Also, CD interest reflected a \$111.268 for one month. Further, there is a \$6,000 surplus. The Vice-President recommended the Board take out another CD. The Board decided to wait to discuss with the new Board at the next meeting.

OLD BUSINESS

- a. **Architectural Review Board (ARB) Report.**

- i. Update to 2023 Neighborhood Walk-Around. ARB Chair informed the Board that the ARB conducted its “Walk Around” of the homes on 14 July 2023, but the notices still had not gone out. ARB Chair indicated that the ARB members were revising them based on any changes that may have taken place since the walk-around.
 - ii. Other ARB Requests. No new requests.
 - iii. Formal Appointment of ARB Members. The Secretary presented another draft Appointment Letter for the Board’s review.
 - iv. Potential Refresh of ARB Guidelines. The Secretary presented a draft of the ARB Guidelines pursuant to the FOHOA *By-Laws* and *Declaration*, which will be attached to the Appointment Letter. Board members will review and provide any edits or additional information.
- b. Fairfax County Archaeology Project Visit to Common Area B.** Ms. Aimee Wells, Senior Archaeologist with Fairfax County’s Archaeology and Collections Branch, informed one of our homeowners that there is an archaeological research project underway, and they would like to visit the “Fahnlne Cemetery” located in Common Area B during the week of 13 November to 8 December 2023. The letter states that they want to use “digital data collection tools to gather information about the cemetery and its burials,” however, “[n]o heavy equipment or oversized vehicles will be used, just hand-held tablet computers and a survey rod.” The Connors were also notified of this letter since their property provides access to this cemetery. There were no objections to this visit. Prior to this meeting, the Secretary reached out to two homeowners to determine if the project visit took place. However, one homeowner did not know, and the Secretary had not heard from the other homeowner. The Board will follow up with Ms. Wells to see if they already come through.
- c. Ongoing Initiatives.**
- i. Common Area Tree Removal. There may be a tree in Common Area A, behind Lot #18, that may need to be removed. Closer to the spring season, the Board will contact Destiny’s Tree Service LLC to see if the tree should be removed and if so, a quote for the removal of the tree. While there are other tree removal services in the area, the Board agreed that Destiny’s is also an arborist, and could make a more thorough assessment of whether to remove the tree or not.
 - ii. Re-Survey and Marking of Common Area A. The Secretary still has this matter for action and will schedule something with LPD, Inc. in the spring. The Board agrees that only part of the Common Area needs to be surveyed (over by the Beech Tree Drive side), so the Secretary will obtain the price for a partial survey.
 - iii. Florence Lane Traffic Calming & Speeding Problems. The plans are moving forward. Supervisor Lusk informed the President that there will be a meeting on 13 FEBRUARY 2024 at 6PM to discuss the draft plans. The Task Force consists of 5 members – 3 from Huntington Forest and 2 from Florence Overlook. As to the latter, they are Arlette Clayton and Johan Van Zyl.
 - iv. FOHOA Website. The Vice-President discussed password-protecting the Roster on the FOHOA website. This led to a discussion of whether the Meeting Minutes should also be password-protected. While the minutes can be carefully drafted to avoid privacy issues, the Secretary will check to see what other communities post on their websites.

- d. **Social Events.** The Connors generously offered their home to host the FOHOA Holiday Party on 9 December 2023. The party had a great turnout and was a success. Our hosts were reimbursed.
- e. **Parking Lot Events from 2022.**
 - i. Welcome Committee. Vice-President volunteered to take the lead. This is still a work in progress.
 - ii. Signs at Entrance to Community. The Board still needs to contact a representative from Supervisor Lusk's office to determine if we need permission from the County to post signs up in the community. This is still a work in progress.
- f. **Other Old Business.** None.

NEW BUSINESS –

a. **Appointment of New Officers and Positions.** Susanna Kavanaugh will remain ARB Chairperson. Jeff Bobich stepped down as President, and the new Board voted on the following assignments for each member:

Carol Joyce – President
Daniel Elder – Vice-President
Aaron Willey – Secretary/Treasurer

b. **CY2024 Community Events – Tentative Dates**

Spring Picnic: 8 June
Fall Picnic: 14 September
Annual Meeting: 27 October

c. **CY 2024 Future Meeting Dates:**

March 20 (Wednesday) [Later changed to March 25 (Monday)]
May 15 (Wednesday)
July 17 (Wednesday)

- d. **Easement Access to Parcel A.** This issue was added by the former President because of an inquiry made by a homeowner. The easement to gain access to Parcel A is a 10-foot-wide access easement between Lot 20 and Lot 21 as reflected on the official Plat for this community.

OPEN FORUM: None.

Next Board Meeting Date: Next Meeting will take place on March 20, 2024, at 6:30PM. Venue TBD.

Meeting adjourned at 7:58PM.

Respectfully submitted, Carol Joyce, FOHOA Secretary/Treasurer