Florence Overlook Homeowners Association (FOHOA) Minutes of Board of Directors Meeting 2018/2 March 15, 2018 7:30 PM Joyce Residence, 6137 Stegen Drive Website: https://sites.google.com/site/fohoasite/

Called to Order: The meeting began at 7:40PM.

In Attendance: Jeffrey Bobich, Lee Beckham, Carol Joyce, and Carol Klase (ARB). Frank Joyce attended a portion of the meeting to discuss taxes and budget.

Agenda Approval: The agenda as prepared by Mr. Bobich was approved with no changes.

Minutes Approval: The minutes for the January meeting were approved as submitted.

OLD/CURRENT BUSINESS:

- Planning for Spring Fling Picnic, Sunday June 3: Discussions included renting a bounce house, finding someone to grill chicken for the event, and having flyers prepared, announcing the bounce house. A bounce house from Ft. Belvoir MWR has a deposit fee of \$100 (refundable upon return of the house) and 24-hour rental fee for the various house sizes ranging from \$125 to \$250. All Board members approved the \$100 deposit fee with the understanding it will be returned, and then approved no more than \$200 for the rental fee of the bounce house. Secretary/Treasurer will make arrangements to reserve bounce house.
- Meeting Schedule for Upcoming CY 2018 Board Meetings. The Board members discussed the upcoming board meetings. There were no changes from what was discussed at the January meeting.
 - Thursday, May 17, 7:30 p.m., Beckham residence
 - Thursday, June 28, 7:30 p.m., Klase residence
 - Thursday, September 20, 7:30 p.m., Bobich residence
 - Sunday, October 14, Annual Meeting, time and location TBD
 - Thursday, November 29, 7:30 p.m., location TBD

NEW BUSINESS

- Treasurer's Report
 - Review of FOHOA 2017 Tax Returns: Mr. Joyce prepared the 2017 Tax Returns (Federal and State) for FOHOA and explained each of the returns to the attendees. The President signed them, and Secretary/Treasurer will mail them out. There were no issues with the preparation of the returns.
 - **Review of Budget**: Besides the below noted discrepancy, the February financial report reflects that the budget is tracking as predicted.

- FOHOA Dues Update: Secretary/Treasurer explained the status of the homeowners' dues; 4 residents still outstanding for 2018, 4 residents have a minimal credit after payment of 2018 dues, and 1 resident is in arrears for both 2017 and 2018. President will contact Sentry regarding delinquent payments.
- **Common Areas**: Concern for the common areas after extensive wind conditions the week prior were discussed. Board members will conduct a walk-thru to ensure there are no fallen trees, etc.
- **BB&T Bank**: Vice-President addressed the issue that Board needs to verify the signatures currently with the Bank.

• Board of Directors' 2018 Plan of Action

- Update to FOHOA Directory and Plat: The President passed that he is updating the email roster of residents and owners and reviewing the plat to ensure all information is correct. Due to the sale of 3 homes in the neighborhood, the roster is pending completion until the new neighbors are identified.
- **Communications to the Community**: Still working to ensure residents are aware of the Greater Wilton Woods web site and developing an overall communication plan.
- **FOHOA Site and Web Forums**: The Vice-President informed the Board that the FOHOA Google sites are accessible but could not find the Facebook page. Vice-President will check with the former Board member who built the site.
- Insurance Coverage Review: The Secretary/Treasurer earlier contacted State Farm Insurance representative to check the status of the FOHOA coverage and was informed insurance coverage was current and up-to-date for General Liability, the FOHOA officers, common areas, and umbrella coverage. No action by the Board is required at this time.
- **BoD Handbook Update**: The President will circulate the latest version of the handbook via email for review.

• ARB Update

- Architectural Request: The ARB representative notified the Board that one resident made an architectural request for window replacements, which was approved by the ARB.
- Architectural Concerns: The Board members discussed the issue of one home as noncompliant with architectural upgrades. Discussions with Sentry will follow.
- **Executive Session:** No additional information provided from what is noted above.

Next meeting: Thursday, May 17, 2018, at the Beckham home.

Meeting adjourned at 8:50 pm.

Respectfully submitted, Carol K. Joyce Secretary/Treasurer

Florence Overlook Homeowners' Association (FOHOA) Board of Directors Meeting 2018/2

March 15, 2018 7:30 PM Joyce Home, 6137 Stegen Drive

Attendees: Board Members Lee Beckham, Jeff Bobich, Carol Joyce, and other interested attendees.

- I. Opening 7:30 PM
- II. Approval of the Agenda
- III. Approval of the Minutes from the 1/18/18 Board Meeting
- IV. Open Forum
- V. Old-Current Business
 - a. Planning for Spring Fling Picnic, Sunday June 3
 - b. Meeting schedule for Upcoming CY 2018 Board Meetings

VI. New Business

- a. Treasurer's Report
 - i. Review of FOHOA 2017 Tax Returns
 - ii. Review of Budget
- b. Board of Directors 2018 Plan of Action
 - i. Update to FOHOA directory and plat
 - ii. Communications to the Community
 - iii. FOHOA Site and Web Forums
 - iv. Insurance Coverage Review
 - v. BoD Handbook Update
- c. ARB Update
- VII. Open Forum
- VIII. Adjournment 8:30 PM Target
- IX. Executive Session (as Needed)