

Cabin Branch Forest Board ANNUAL Meeting

Location: Ashburn Library

Date and Time: Monday 31 March 2025 @ 6:00 p.m.

Notices of Meeting:

- CBF HOA website
- Gmail Invite
- Officially written notification (via USPS)
- Facebook initial post
- Facebook post to alert to location change

Roll Call of Board Members:

- Shauwn Collins, President - present
- German Rojas, Vice President - present
- Becky Schaefer, Secretary - present
- Kesva Naidoo, member - present

Quorum: 30 of 77 homeowners accounted for – quorum met.

Count	Street	Lot	Homeowner(s)
1	45846 Cabin Branch Drive	5	Thomas & Ann Lowden
2	45854 Cabin Branch Drive	7	German & Erin Rojas
3	45858 Cabin Branch Drive	8	Stephen and Rebecca Schaefer
4	45862 Cabin Branch Drive	9	Brian & Rebecca Ewens
5	45866 Cabin Branch Drive	10	Benjamin Eliason
6	45870 Cabin Branch Drive	11	Dan & Ashley Hibbard
7	45878 Cabin Branch Drive	13	Dane & Consuelo Scott
8	45886 Cabin Branch Drive	15	Dwight & Octavia Frazier
9	45887 Cabin Branch Drive	17	Dorthy Landry
10	45879 Cabin Branch Drive	19	Gary & April Marsh
11	21078 Branchwood Way	22	Jeffery & Janice Cornwell
12	21070 Branchwood Way	24	Shauwn & Catherine Collins
13	21062 Branchwood Way	26	Jeff & Kendra Schultz

Cabin Branch Forest Board ANNUAL Meeting

Location: Ashburn Library

Date and Time: Monday 31 March 2025 @ 6:00 p.m.

14	21058 Branchwood Way	27	Mohammad & Ferestheh Abravesh	Proxy	Collins
15	21050 Branchwood Way	29	Tom DellaPenna		
16	21051 Branchwood Way	30	Cliff & Thera Miller	Proxy	DellaPenna
17	21059 Branchwood Way	32	Paul & Robin Sgambati		
18	21063 Branchwood Way	33	Eddie & Romona Jeffries	Proxy	Clute
19	45804 Evening Way	54	Kesva Naidoo		
20	21101 Midday Lane	55	Paul & Judy Helstrom	Proxy	Collins
21	21109 Midday Lane	57	Thomas Wolfe & Gina Carey		
22	21125 Midday Lane	61	Curtis & Donna Cresson		
23	21129 Midday Lane	62	Harold Looney		
24	21071 Branchwood Way	35	John and Mary Ann Thomas		
25	21112 Midday Lane	43	Douglas and Terri Robinson		
26	21120 Midday Lane	41	Antonio and Jacqueline Guerra		
27	21142 Morning Way	70	Jennifer and James Clute		
28	21151 Morning Way	72	John Godish		
29	21158 Morning Way	66	Thomas & Danielle Vestal		
30	21170 Morning Way	63	Leonarda Valdes		

2024 In Review presented by Shawn Collins:

- Members of the HOA Board
- Main fence cleaning
- Approval of HOA Life Management System as lower cost and more functionality.
- Approved dues increase to keep pace with increasing costs (trash, insurance and replacement costs).
- Held ARC violations hearing.
- Worked on pest issue by getting extra treatments and moving dates up.
- Tot Lot replacement options and research was done by German and Becky.
- Thanks to all 2024 volunteers:
 - Cliff Miller,
 - TJ Vestal
 - Jeff Cornwell,
 - Adam Rossmiller
 - Gary Marsh,
 - Ann Lowden
 - ... and others.

Cabin Branch Forest Board ANNUAL Meeting

Location: Ashburn Library

Date and Time: Monday 31 March 2025 @ 6:00 p.m.

Self Managed vs. Management Company

- Self-managed can be time-consuming; requires more be done with volunteers.
- Past management company did not prove particularly good and was expensive.
- We save money by being self-managed.
- Both methods still require community involvement.

Budget/Finance

- The Board approved a substantial increase to keep pace with the increased costs.
- There are legislative initiatives from the Commonwealth of Virginia requiring HOAs be fully funded. Currently the CBF HOA does not have enough funds to replace or Tot Lot and maintain goals to reach full reserve status.
- A reserve study may need to be done to maintain compliance with Virginia Finance laws for HOAs.
- For 2025 trash is expected to cost \$300 per home (landfill costs will go up). This leaves \$220-\$245 for operating funds.
- Where do the dues go?
 - Trash and Recycling – 58%
 - Landscaping – 23%
 - Common Area Reserve – 10 % (%3,662 went into Reserve and \$2,975 spent on repairs).
 - Meeting Expenses – 2%
 - Other Management Expenses – 2%
 - Website – 1%

- CBF HOA 2024 Full Year Compared to Budget

	Actual	Forecast
○ Income	\$41,686.80	\$41,440.00
○ Admin Expenses	\$ 3,092.04	\$ 4,048.00
○ Operating Expenses	\$31,657.22	\$33,600.00
○ Net to Reserves	\$ 6,937.54	\$ 3,792.00

- CBF HOA Cash Balances

2023 Ending Balance	\$34,909	
2024 Reserves Contribution	\$ 6,938	
Working Capital Release	<u>\$ 5,235</u>	
Ending Reserves		\$47,081

Cabin Branch Forest Board ANNUAL Meeting

Location: Ashburn Library

Date and Time: Monday 31 March 2025 @ 6:00 p.m.

2024 Reserve Accounts		
Short Term Reserves	\$14,911	
Long Term Reserves	<u>\$32,170</u>	
		\$47,081

- CBF HOA 2024 Reserve Summary

- Reserve amounts still have shortfall in its commitment for be fully funded:

Anticipated (budgeted) 2024 Revenue Shortfall	\$20,926.05
Actual 2024 Revenue Shortfall	\$12,545.88

Tot Lot

- Estimates to replace the structure have been received. This highest was \$65,000, and the lowest is \$31,697.81 or \$28,999 (2024 estimates).
- Gina Wolfe spoke to need for the Tot Lot to be in working order for all. Gina began her study of the Tot Lot in 2022 and 2023. In 2023 she presented to the Board a detailed plan for partial replacement of the Tot Lot (approximately \$12,000). Special presentation by her daughter, Augusta, for her desire to let everyone know she very much wants the Tot Lot.
- Other suggestions for the Tot Lot included adding covered/sealed trash cans, replace/repair/rebuild play structures, cutting back bushes, etc.
- While several ideas were discussed there was no clear consensus reached; the Board will work further on this.
- Playground Maintenance Day is Saturday May 3, 2025. Please consider the tools you may bring with you. Please contact German or email board@cabinbranchforest.com before April 26, 2025.

Architecural Review Committee

- The ARC has been using the approved HOA Life app to manage the annual inspections and follow up processes. In addition, it is used to support our financial management. The app is flexible as it works on both Android and Apple platforms. Our processes are greatly improved and the app provides a consistent way for professional, timely and accurate processing.
- Annual inspectiction begin the week of April 15. All are reminded that ARC volunteers are your neighbors. Our HOA bylaws allow the ARC to access property includeing the back yard.

Cabin Branch Forest Board ANNUAL Meeting

Location: Ashburn Library

Date and Time: Monday 31 March 2025 @ 6:00 p.m.

New Board Members and Volunteers

- Two new positions on the Board are filled. Both were approved unanimously.
 - Jackie Guerra was nominated by Becky Schaefer.
 - Ann Lowden self-nominated and agreed to the role of Secretary.
- Brian Ewens agreed to assist TJ and the ARC team.
- Dane Scott offered he would serve as a Chair to a Culteral Committee to help organize neighborhood wide social activities.
- Thanks to HOA Members who signed up for volunteer efforts:
 - Jeff & Kendra Schulz - Tot Lot
 - Tony Guerra – Tot Lot and clean up
 - Paul Sgambatie – Tot Lot
 - Gary Marsh – Tot Lot
 - Ben Eliason – Tot Lot
 - Lynda Valdes – Yard Sale

Q and A.

Adjournmment

- Meeting adjourned @ 7:30 p.m