

# Hampton Forest HOA 2021 Annual Meeting

Thank you for joining the 2021 Annual Meeting  
we will begin shortly

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## Call to Order

- Open the 2021 Hampton Forest Homeowners Annual Meeting
- Notice of this Annual Meeting was mailed (and emailed) to all owners of record on May 3, 2021
- Verification of Quorum
  - Article X, Section 4 of the Hampton Forest HOA Bylaws specifies that the presence at the meeting of members entitled to cast, or of proxies entitled to cast twenty-five (25) percent of all of the votes of each class of membership shall constitute a quorum.
  - Thank you to the 37% of HFHOA members who voted online or are participating at the meeting tonight

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## Introduction

- Board of Directors
  - Adrea Marshall – President
  - May Kash – Vice President
  - Steve Warner – Secretary
  - Gretchen Strub – Treasurer
  - Barbara Lyon – Communication Director
- ARB Chair
  - Bill Towcimak
- Sequoia Management Representative
  - Jen Darwin, Vice President

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## Meeting Minutes

- 2019 Annual Meeting
  - MOTION from the floor to approve the meeting minutes of May 16, 2019
- Review of the September 24, 2020 Annual Meeting notes, due to failed quorum requirement

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## Election of Directors

- Nominating Committee – Steve Warner and David Lee
- Open Board seats:
  - One open position remains from 2020 with a term expiring in 2023
  - Two open positions for 2021 with a term expiring in 2024
- Vote HOA Now was opened on May 3, 2021 and will close tonight

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## President's Report

- Board of Directors over the last year – we would like to thank for their service: John Rider, David Gundlach, and David Lee
- New Management – Sequoia Management Company
- Projects that have been completed in the community
  - Walking bridges maintenance, irrigation systems
- Plans for the future
  - Walking trails, Chestermill tennis courts, new fence and rims at the basketball courts
- Welcome input for new ideas and potential community projects

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## Treasurer's Report

- As of December 31, 2020 Summary:
  - \$77,181.07 in unappropriated member's equity and operating reserves - represents 36% of annual assessments
  - Outstanding Assessments Receivable of .93% or \$1,972.57 of unpaid homeowner assessments, plus fees and charges
  - Association Reserves of \$523,843.23, which is \$64,029.23 over recommended balance
- 2020 Annual Audit in process by Johnson, Bremer & Ignacio, CPA's P.C. with anticipated completion date of Summer 2021.

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## Treasurer's Report

- 2021 Budget approved at the November 23, 2020 BOD Meeting
- As of April 30, 2021: Total Operating Cash and Reserve Investments of \$802,800.13 consisting of:
  - \$237,910.81 within the operating account, and
  - \$564,889.32 within the reserve account, which consists of high yield savings account and laddered CDs.
- Current Homeowner Assessment Receivables total of \$6,028.30.
  - This reflects a delinquency rate of 2.83% which is (**below**) industry standard of 5%

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## Communications Report

- Survey of the Community regarding how HFHOA distributes information via various channels, the frequency of distributions, and topics that homeowners want to know about
- Distribute via MailChimp
  - Hamptons Newsletter
  - HFHOA / ARB Monthly Updates
  - Need your email address
- [www.hamptonforesthwa.com](http://www.hamptonforesthwa.com)
  - Re-establish website with plans to make it more robust and user friendly
  - CINC member-only portal

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## Architectural Review Board (ARB)

- Applications and Standards can be found on the HFHOA website
- Process:
  - Applications are due the Second Friday of the Month
  - ARB meets on the Third Wednesday of the Month
  - ARB decisions will be provided to all homeowners following the meeting
- Annual Inspection of all homes in the neighborhood was conducted this past spring by Sequoia Management Company
- Potential Home Sales – please contact Sequoia for a pre-inspection to verify compliance with ARB Standards prior to sale

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## Open Space Management Committee

- Assist the Board with managing community open space for the use and enjoyment of the membership
- The Hampton Forest Association comprises approximately 295 acres with 557 residential lots, including public roads and sidewalks, wooded and grassy areas, walking paths and recreational facilities
- Already engaged in several planting projects conducted to conserve and enhance our natural areas
- Plans to develop more projects, including the paved and natural trails
- Looking for volunteers to help with projects

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## Neighborhood Highlights

- Programs
  - Adult Tennis Programs @ Heatherford/Chestermill by TennisDNA
  - Kids Tennis Camps @ Heatherford – weekdays from June 14 to July 23
  - Basketball Lessons @ Ashleigh Courts summer/fall sessions
- Hamptons of Fairfax Food Trucks – connect on Facebook
- Hamptons Kids Connection – connect on Facebook
- Many other social groups in the neighborhood to connect with

High School Graduation Parade – Sunday, June 6<sup>th</sup> @ 11 am

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## Attestation of Election Results

- Thank you to everyone who came forward as candidates for the Board
- Congratulations to:
  - Barbara Lyon (term 2020 – 2023)
  - Adrea Marshall (term 2021 – 2024)
  - Gretchen Strub (term 2021 – 2024)

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## Open Forum

The members present are welcome to address the board and their neighbors at this time. We ask that you limit your comments to 3-5 minutes to afford everyone the opportunity to participate.



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Thank you for attending the  
2021 HFHOA Annual Homeowners Meeting

