

Minutes of the FSPHA Annual Meeting
June 16, 2011

Meeting was called to order at 6:32 p.m. All Board members were present excepting Bob Storck and Jack Hackett.

The number of attendees exceeded the required quorum, plus XXXX proxies. The 2010 Annual Meeting minutes (distributed prior to the meeting) were accepted as submitted.

Financial Secretary Reports: Susie McCormick reported in Jack Hackett's absence. It was noted that there is an alarming increase in the number of delinquent dues accounts. The Board stated its intention to aggressively satisfy these accounts, and noted that such delinquencies should not have an ongoing negative impact on the annual budget. Several strategies for collection were described. A more aggressive late fee structure was proposed, and attendees supported the change. The Board has also notified current delinquent homeowners, and one has contacted the Financial Secretary to arrange a payment plan. The Board also stated its intention to post delinquent properties in the newsletters.

Treasurer's Report: The proposed budget for 2011-12 and actual to date for the current year were reviewed. Two mistakes in the proposed budget were noted, and the Board will confer with Jack Hackett upon his return to rectify. They included what appeared to be an incorrect amount on the administrative fees line, and the early payment discount appeared to be included in another budget line. There was discussion about the new line item for contingencies/emergencies (\$4,000). Attendees acknowledged the prudence of such a line item, and suggested that unused balances revert to savings at the end of the year. Current service contracts were reviewed. The security and trash disposal contract renewal dates will occur during the budget year, and each will be evaluated to determine whether incremental reductions in cost would justify a reduction in service. The security service was discussed, and the question of privacy arose in terms of security contact and neighborhood resident directory information. The Board suggested that if there was interest in updating resident information, interested parties were welcome to take on the project.

Common Area Report: Mary Burns reported that the new landscape contractor, Nonstop Landscape, continues to do an excellent job. She described the bid solicitation process. The decision to award to Nonstop was based on their reputation, and proactive interest in improving the common areas of our neighborhood, and his understanding of what a rare asset such common areas can be. Mike Fox, owner of Nonstop, is always accessible and willing to work with us on issues as they arise. Mary described the many issues associated with maintaining common area trees, describing actions taken during the year, and how they were prioritized. She also responded to questions from the floor concerning a plan for tree maintenance. Mary described the professional review conducted in conjunction with the bid solicitation process, which resulted in a prioritized list of trees requiring attention. We addressed those identified as most serious, allocating the maximum budget available within the current year. Attendees noted specific trees requiring attention, and one attendee acknowledged that the list was exhaustive and the budget limited. The Board referenced an increased allocation for tree maintenance and emergencies in the proposed budget for 2011-12. There was also discussion about homeowner vs. association responsibility for tree removal. It was noted that homeowners are responsible for tree maintenance on their properties. Reference was made to the property laws of Virginia which state that it is the association's responsibility to remove common area trees which have fallen on homeowner's property, but it is the homeowner's responsibility (with their insurance carrier) to bear the cost of repair to damaged property. Steve Harris reported that some

homeowners continue to use the common areas as a dumping ground for their yard debris, and that homeowners could bear the extra cost of removal.

Architectural Report: Chris Morse reported for Robert Storck. The Board conducted a spring walkaround of the neighborhood. Approximately 32 letters were sent to homeowners notifying them of architectural issues, most of which were minor. Letters were also sent to residents and the county zoning board regarding parking and business vehicle violations. Homeowners were encouraged to contact the zoning commission individually so that more voices can be heard on these matters. Linda Terry reported on the request by the Day Care Center to increase enrollment from 40 to 64. Board representatives attended preliminary information sessions, and all official hearings on the matter. The planning commission approved a lower increase to 54 children. Homeowners were encouraged to be supportive of each other when such matters impact a portion of our community. The Day Care Center could make application for additional increases in the future.

Old Business: There was additional discussion around delinquent dues. The question of audit arose. The Board reminded attendees of the newsletter solicitation for a volunteer CPA to conduct an audit, which yielded no results. There was discussion around the need for an audit, as well as the association's clear separation of duties. Although there are no immediate concerns, the majority agreed that the Board should explore options for an effective but reasonably priced audit within the next year, and several suggested that our money would be better spent on collecting delinquent accounts.

New Business: Several matters were presented for vote.

The slate of candidates for vacant Board positions was presented: Sharon White and Martha Wood. They were approved by unanimous vote.

The proposed by-laws change to remove reference to a specific legal counsel name was approved by unanimous vote. Legal counsel information will be maintained on our website and in our newsletters.

The proposed dues increase of \$7 per month was presented for discussion. A motion was made to move directly to vote, because the justification presented in the newsletter, along with discussion by meeting attendees was sufficient. The motion to proceed to vote was unanimously approved, as was the dues increase as presented. The Board will distribute payment coupons to residents, including the adjustment for annual prepayment.

The need for simplifying, clarifying and making our by-laws and covenants more readable was discussed. The Board intends to pursue this project during the coming year. A letter received from XXXXXX concerning easements and maintenance access was noted, and has been incorporated into our files. The Board again noted that it is not a Board of arbitration, but acknowledged that the by-laws require clarification.

One resident expressed frustration with the increasing population of Canada geese.

The president thanked the Board and residents for their support, and the meeting was adjourned at 7:57 p.m.