FSPHA Board Meeting Notes – Thursday, August 20, 2026

Date: Aug. 20th, 2026

Location: Library

Members Present: Clay Hansen, Sandie Gaylinn, Arnoldo Espinosa, Gail Hassmer, Cynthia Bowles, Shawn Clouse

Members Absent: Alden Hough (*Alden has stepped down*)

Guests Present: Jane Christmas (*was nominated, seconded, and approved unanimously as a voting Board Member during this meeting*)

Call to Order: 6:00 p.m. with quorum present

<u>**President's Report**</u>: (Arnoldo)

- Review Role Assignments:
    - Jane Christmas was nominated and seconded as a voting Board Member and approved unanimously, with no objections. With Jane seated, the board confirmed it again has plenty of voting members to ensure a quorum required to conduct business.
    - Arnoldo Espinosa was nominated as President; the motion was moved and seconded with no abstentions. Arnoldo will serve as the presiding officer while continuing his current work.
    - Shawn Clouse was confirmed by a separate vote (nominated, seconded, none opposed) as a non-voting volunteer serving as Secretary. Email history shows the HOA has historically allowed non-voting volunteers to fill board roles, though not the President's seat; the two-per-household limit is why the role is volunteer and non-voting.
    - Alden Hough reached the end of his second two-year term and has transitioned his role to Gail. Under the bylaws as currently written, he must step off the board for at least a year before serving again.
    - Architecture will be a 'group board effort', with Shawn acting as point person for correspondence — members raise what they observe in the neighborhood, and the board decides together whether it warrants a letter.
        - The board agreed to a community-outreach posture (*checking in with neighbors first, offering help*) rather than the punitive, aggressive letter-writing.
    - With the officer changes, the Corporate Transparency Act filing must be updated; Shawn will handle this as Secretary.

<u>Common Area Report</u>: (Clay):

Tree budget is nearly exhausted. The L&R quote of $3,700 was approved for the tulip poplar that fell from the common area into a townhouse yard; once paid, roughly $300 remains in the tree budget. An earlier $555 charge covered clearing the tree that fell through a resident's fence across the creek.

- A pine tree behind another home has a broken top branch hanging over the yard and needs topping. The tree itself is healthy. Still working to obtain bids for removal.
- Shawn will send a community email requesting additional leads for tree-work providers, both to widen the bidding pool and to add price pressure. L&R and Algieri have both said they want to keep the business, and L&R offered to work with the HOA on pricing.
- The board discussed organizing a volunteer clearing party (chainsaws and wheelbarrows) to clear the path, with refreshments provided (TBD). Shawn will work with the board members to identify a dry weekend and send the invitation.
- Parking in the common area at one property remains unresolved. The agreed plan is to post a sign, once funds allow, stating that vehicles parked between the fence and the road may be towed, with a phone number listed.
- Resident complaints about debris and appearance in common areas were discussed, including an email reporting wood and branches moved into the common area. The board agreed to communicate that the appearance of the common area is not always within the board’s control, and noted Algieri will remove neatly piled debris at no charge if residents call.
- Longer-term wish list: a phased triage of each common area, topping overgrown healthy trees, an invasive-species sweep, and replanting with smaller species such as dogwoods and redbuds.

Fence Replacement Update:

No fence replacement work was undertaken or quoted this period. The fence reserve is funded at $500 per year, a practice that began only recently. The split between general savings and the fence fund is an internal allocation within a single account and has not yet been verified (see Treasurer’s report).

<u>Treasurer (*Accts Payable*)</u>: (*Gail*):

- Checking Account Balance (*as of June 30, 2026*): $**8,000**
- Savings Account Balance (*as of June 30, 2026*): $**29,000**
- Gail completed a prior-year analysis built from every bank statement. Against an annual assessment budget of $143,640, the HOA collected $121,115.65 — an under-collection of $22,524.35, which is why $7,500 had to be transferred from savings.
- Card/Wave processing fees are actually 3%, not the 2% assumed in the budget — and higher on small payments — costing the HOA roughly $2,000 a year in collected dues.
- Current year to date: $6,000 in tree removal incurred, with the $3,700 L&R invoice still unpaid, plus $555 for the tree that fell through a resident’s fence.
- Gail is working on a new tracking spreadsheet with tabs for monthly payments, Wave fees, and overdue accounts.
- A recurring $265 ‘website online’ charge appeared in August 2025 and again in August 2026, believed to be the fspha.com domain renewal carried over from Alden. Gail will obtain the invoice and receipt to confirm with board members and reclassify the line item if necessary.
- For context on prior decisions: the security contract was temporarily cancelled in place of a 5% dues increase, and if the upcoming bylaws change passes and the Comcast contract can be cancelled, roughly $66,000 would be freed up for Common Area projects in future fiscal years.

Finance Secretary (*Accts Receivable*): (*Sandie*)

- Of the homeowners invoiced, ~33% have paid nothing, ~27% have paid in full, ~28% are paying quarterly, about ~5% monthly, and about ~4% send in irregular amounts that have to be reconciled manually.
- For the prior year, roughly 25 accounts had paid nothing as of July; of those (*at the time of the Aug. meeting*), 10 have still paid nothing, 10 have paid something, and 5 have paid in full.
- Account accuracy from the data extracted from the Wise payment system was a problem. Six or seven accounts turned out to owe nothing, and in some cases the homeowner overpaid — one account showed $510 due when they had actually overpaid by $140. The cause appears additional quarterly and monthly invoices were generated but then never zeroed out and accumulated.
- Of the past-due accounts that appear genuine, there are 16 (*as of the Aug. meeting*): one in bankruptcy, roughly three chronic underpayers (paying $1,056 against $1,080 due), seven that were current until last year and paid only partially, three more than a year overdue, and one property three years overdue.
- One property was found to be three years overdue; Not sure how it fell through the cracks but Sandie pulled county records and sent invoices to three email addresses and made three phone calls with no response as we begin the escalation. Invoices have now gone by mail to both owners; next steps are certified mail, return receipt, and then formal collection.
- Bankruptcy account: the balance owed is about $12,200, roughly $4,000 less than previously thought because of a carried-over balance that was never zeroed out. The property is set for tax auction in early October, and the county/loan servicer is owed roughly $131,000, so recovery is uncertain. Sandie will verify what was previously filed (*a prior filing reportedly cost about $4,000 in legal fees*) before the board decides whether to engage an attorney or write the balance off.
- Sandie would like to send statements with invoices and an explanation of how balances were calculated.

Architecture: (FSPHA Board Members collectively)

- The group confirmed the need for other members to help out with this role to provide coverage and 'second sets of eyes', as this role can be difficult for just one person to manage solo.
- Shawn will act as point person, handling correspondence by email and copying the board; site visits to properties with visible issues will be done in pairs rather than individually.
- The board will lead with a conversation rather than a letter — checking in on whether the homeowner needs help — and reserve formal letters for cases that do not respond or require escalation.
- Known items: Several vacant/abandoned properties present a concern; the property parking in the common area is in the process of being remediated; and several siding/roof change inquiries have been responded to with a request for more info (the homeowner has not yet made a selection and will report back).

Secretary: (Shawn)

- Monthly board meeting dates have been identified as the third Thursday of each month, noting that the specific date may change depending on member availability
- Bylaws and covenants: the covenants have been amended only once, in 2005. Amending them requires 100 of 133 owner votes. Last year's attempt reached roughly 83 yes votes.
    - Research on Virginia HOA law indicates only the signature of a person on the mortgage is required for an owner vote — individual notarization is not required — and that only the final covenant amendment must be notarized before recording with the county, signed by the board/President.

    - Shawn drafted a Board Voting Policy and Statement of Procedure covering and outlining quorum, proxy, and vote requirements and thresholds for bylaw versus covenant changes. The board will review it for approval and posting on the HOA website ahead of any vote.
    - Shawn has pulled current mortgage data for all homeowners (*approximately 15 properties show ownership as an LLC or a Trust*), and this information will be used to support voter verification and also update the records for dues collection.
- Shawn will update the Corporate Transparency Act filing to reflect the officer changes, upload HOA records, and send a community email covering storm damage, tree estimates and the clearing party; an interim newsletter may follow in September.

Adjourned: 7:15 p.m.

Future Board Meeting Schedule - *subject to change*:
- The next meeting is scheduled for Thursday, Sept 24th, 6:00 pm