

September FSPHA Board Meeting Notes

Date: Oct. 1st, 2026

Location: Library

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

Members Absent: n/a

Guests Present: n/a

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

President's Report: (Arnoldo)

- With the officer changes, the Corporate Transparency Act filing must be updated; Shawn will handle this as Secretary
- Fall neighborhood volunteer cleanup day: the board agreed on Saturday, Oct. 24th, starting in the morning, weather permitting. Shawn will announce it in the newsletter and community email.
 - Scope: a communal day to work on the common areas near our homes and common areas, focused on brush cleanup and clearing pathways (*poison ivy, invasive growth, and sprouting trees that are too much for residents*), but **'not'** cutting down trees. Volunteers with chainsaw skills may be asked to sign a liability waiver; eye protection and safety will be stressed, and gloves and paper leaf bags may be available from the board (*more to come*).
 - Refreshments and costs: Cynthia will work to organize water, snacks, and supplies as a thank-you for volunteers; Gail will look for a budget line. The landscaper (Nick) offered to rent a chipper for the day at extra cost so debris can be dragged to the curb or a central spot. The board will treat this first day as a test and consider making it a recurring seasonal event.
- Fence repair volunteer working day: to be held the same day (Saturday, Oct. 24th) rather than separately. The group will first assess the fence's condition; most boards are in place with a few broken, so the plan is to re-secure them with decking screws and battery drills (*the loose boards are not due to the rusted nails*) rather than replace them, since the original wood is not standard cedar and is hard to source. Once the work is complete, we can assess if a quick power wash and stain would give it a few more years of life without a large expense.

Common Area Report: (Clay):

- Tree budget and priorities: the tree removal budget is essentially exhausted, but the board agreed that trees that could fall on roads, cars, or fences take priority over brush clearing.
- The large pine on Four Seasons Drive: now cracked at the base and leaning toward the street after VDOT recently removed a large branch. Because it could hit the street or a vehicle, a board member will call the county to see whether the tree is within the VDOT right-of-way (*a 25-foot-from-center rule of thumb was cited*). If the county will not act, L&R has been contacted to assess.
- Other trees: the landscaper has not responded about earlier overhanging-branch issues (*two locations*), so the board may use another contractor. The broken pine in the common area behind

Lake Forest Drive (*behind a neighbor's home and the new apartments*), remains unaddressed pending funds.

- Overgrown brush: several residents report that paths are overgrown and are too much for older residents to keep up. The work needs equipment (e.g., a *bush hog*) that the landscaper lacks and is outside the regular landscaping contract, so we will attempt to address it with volunteers on Oct. 24th.
- Parking in the common area at one property remains unresolved. The agreed plan is to post a sign stating that vehicles parked between the fence and the road may be towed, with a phone number listed. Placement discussed: a sign on each side of the property's fence line. A custom sign could cost a couple hundred dollars plus installation in concrete by the landscaper, and a tow company would need to be chosen, so Clay will research generic or blank sign options (e.g., *no parking in this area, vehicles subject to towing, call this number*). The board expects that the threat of towing may resolve the issue.
- Dog waste bags: the board checks the stations periodically; there is a large backlog of bags, so nothing needs to be purchased now. Supplying the bags is a privilege and not mandatory, so future purchases will be reviewed against available budget.

Treasurer (Accts Payable): (Gail):

- Checking Account Balance (*as of Sept. 30, 2026*): **\$38,579**
- Savings Account Balance (*as of Sept. 30, 2026*): **\$28,903**
- Website charge: a recurring \$265 'website online' charge appeared in August 2025 and again in August 2026. It was booked to supplies, postage and printing because no better line was known, and the prior treasurer paid it last year. It is believed to be the fspha.com domain renewal, but the amount seems high for a domain, and it's being investigated.
- Q1 (July–Sept.) financials: Gail presented the first-quarter statements with a prior-year comparison. Prior-year tree removal ran about \$3,000 over because L&R's invoice for the spring work did not arrive until September; returned-check and adjustment fees were significant and now have their own line. Current-year tree removal has about \$300 left. Maintenance projects included \$555 to clear the tree that fell across the creek and a resident's fence during the windstorms. Wave payments are logged on the day received and take about two days to clear.
- Budget line items: insurance came in \$24 over budget and the PO box rental is now \$276 rather than \$250. The security contract needed \$135 to make it whole (a month at the new, higher rate plus holiday overtime for July 4th and Memorial Day). The budget left \$3,457 of the annual assessment unallocated; after covering these items, about \$3,272 remained. State fees also ran slightly over last year (DEQ \$115 versus \$110, plus a corporation fee of about \$25).
- Motion: to move \$3,250 of the unallocated budget into the tree removal budget, with the security, insurance, and PO box shortfalls covered first. The motion was moved and seconded, and the board agreed with the numbers. Gail will adjust the budget (the miscellaneous lines absorb the change) and show the budget column in green. Landscaping does not cover tree work beyond routine items, so the tree budget gives the board needed flexibility.
- Collections and fees: over \$11,000 of the roughly \$22,000 left unpaid last year has been collected, about half, and roughly a third of the current assessments. Wave fees run 3%; about 41% of the Wave fee budget was used in Q1, partly because many residents prepaid the full year, and fees of just under \$2,100 make the \$2,400 budget reasonable. Zelle was reviewed but would carry business-account fees.

- Reserve designation: savings is \$28,900 in one primary account. Historical transfers into savings (*\$10,000 in 2018 and smaller amounts of \$1,000 to \$1,700 in years with a surplus*) may have been designated as fence money, so the fence fund portion is approx. \$16,000. (*No formal documentation was found in the records boxes to specifically confirm this, so the board's understanding of the designation will be documented.*)

Finance Secretary (Accts Receivable): (Sandie)

- Delinquent accounts have dropped from 44 at the last meeting to 30, and two of the 30 are properties being sold (documents have been sent to the closing agents, so payoffs are expected).
- 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. Since then, past-due accounts paying nothing have fallen from 10 to 5.
- One property was found to be three years overdue; 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 (one letter was returned undeliverable; the other was delivered to a relative and not returned); next steps are certified mail, return receipt, and then formal collection. The board agreed this account needs a firm approach.
- Bankruptcy account: As of the board meeting, the property was scheduled to go up for auction on Friday, Oct. 2nd (TBD). The Secretary will reach out to the attorney to see what the status is of the sale and what prospects we have for any recovery of the board's claim.
- Accounts needing outreach: about four accounts require action. A few long-time residents who were always current are roughly a quarter behind; Sandie will send a courteous reminder, and the board agreed to handle these personally, not through the newsletter. Two older residents' households now have new live-in helpers who may not know about the dues, and another homeowner reports a card payment that Wave would not let him update, so he is trying to pay.
- Escalation: the three-year delinquent account and two other properties that paid only after earlier escalation and then stopped paying will be targeted for escalation and potential legal action. They will be called out in the upcoming 3rd Qtr Newsletter (302 Lake Forest Lane, 1505 & 1538 Lake Forest Lane).

Architecture: (FSPHA Board Members collectively)

- Property 255 Lakeview Drive requested changes to the facade and roof that were approved. The exterior work (new brick, siding, roof, and paint) is now largely complete, and board members who have seen it were very positive about the upgrade.
- 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)

- 3rd Qtr Newsletter: Shawn aims to send it ASAP, so we can announce the Oct. 24th work day. Board members should email content ideas within the next 24 hours.
- Monthly board meeting dates are targeted for the third Thursday of each month, noting that the specific date may change depending on member availability (*The Oct. meeting is Oct. 29th, so the board can review and assess the results of the 'work weekend'*).
- Bylaws and covenants: The 'Board's Voting Policy and Statement of Procedure' document covering and outlining quorum, proxy, and vote requirements and thresholds for bylaw versus covenant

changes has been reviewed by board members and was approved for posting on the HOA website to make it available for households to review early. This will also be announced in the upcoming newsletter.

- Shawn will update the Corporate Transparency Act filing to reflect the officer changes and prepare the 3rd Qtr Newsletter to include and announce the 'Volunteer Cleanup/Fence Repair' Oct. 24th work day. Other reminders for the work day can be sent out as the date approaches.

Adjourned: 7:15 p.m.

Future Board Meeting Schedule - *subject to change:*

- The next meeting is scheduled for Thursday, Oct 29th, 6:00 pm (the week after the work day, so the board can review how it went).