

Minutes
 10 September 2024
 Foxvale Farm Homeowners' Association (FFHA)
 HOA Board Meeting

HOA Board Members Present?					
Laszlo Zsidai, President	N	Linda Koppier, Secretary	Y	Brian Kainec, Communications	Y
Dolly Whelan, Vice President	N	Josh Powers, Common Area	Y	Larry Zmuda	Y
Megan Stinson, Treasurer	N	Jordan Sembower, Web Site	Y		
Regina McPhie, new member	Y	Erik Bowman, new member	Y		
Architecture Control Committee (ACC) Members in Attendance					
David Clark, ACC Chairperson					
Guests					
None present					

Agenda:

- Accept July 2024 Minutes
- Vote for New Members
- Change of Monthly Meeting Date
- Architectural Control Committee (ACC) Report
- Common Area Maintenance Report

Discussion:

- The meeting was called to order at 7:10 pm.
- The July 2024 HOA Board meeting minutes were formally accepted.
- Financial Review – Ms. Megan Stinson sent the financial report for September to the HOA Board members prior to the meeting.
- Vote for New Members
 - Mr. Matt Westbrook resigned the HOA Board in August 2024. A motion was made and seconded to nominate Eric Bowman to replace Mr. Westbrook, whose term was through June 2026, on the HOA Board. The motion was passed.
 - Ms. Stinson resigned the HOA Board in September 2024. A motion was made and seconded to nominate Ms. Regina McPhie to replace Ms. Stinson, whose term was through June 2027, on the HOA Board. The motion was passed.
- Election of Officers
 - Ms. Stinson's resignation from the HOA Board leaves the office of Treasurer open.
 - The Treasurer tracks the annual dues payments from HOA members, tracks and reports expenditures monthly during the year, supports the year-end financial audit, and manages the FFHA's financial resources.
 - Mr. Brian Kainec recommended that the HOA contract with a CPA to perform the work of the Treasurer. In that case, the Treasurer would be the point of contact with the CPA. The HOA Board would still have the finances audited annually by a third party (as has been done by Mr. David Whelan for several years). Mr. Zmuda knows a potential candidate that he will contact to get information about what a contract between FFHA and a CPA would entail. (action item 2024-17).
 - The Treasurer position will remain open until the October 2024 meeting.

- A motion was made and seconded to nominate Mr. Kainec as Vice President. The motion was passed.
- Mr. David Clark provided a report of ACC activities.
 - Guideline Violations: 10716 Wynkoop Dr. – Storage containers, dilapidated shed, non-compliant fence (update to discussion in July 2024 HOA Board meeting). The ACC received an email on 29 July 2024 from the homeowner’s daughter showing some progress in removing the items identified in the ACC letter sent to the homeowner on 15 July 2024. The ACC sent an email response on 30 July 2024 and again on 10 September 2024 indicating further action is required. The ACC will send a letter to the homeowner via certified mail to formally detail the outstanding non-compliance issues to be remedied. The HOA Board requested to see a draft of the ACC letter before it is sent to the 10716 Wynkoop homeowners.
 - The ACC continues to work on updated ACC guidelines. The goal is to have a comprehensive update for review with the HOA Board in the 4th quarter.
- New Monthly Meeting Date
 - A motion was made and seconded to hold the HOA Board meeting on the second Thursday of each month (with the exception of August and December when traditionally no HOA Board meeting is held). The motion passed.
- Common Area Maintenance
 - The tree removal contractor has done work for which he has not yet billed. The contractor has been very responsive to our requests for work.
 - There was a walk around the HOA property by Mr. Zsidai and Mr. Clark with a representative from Fairfax County. They discussed common area planning regarding drainage, getting rid of dead trees and tree replacements. A report was provided. Grants are available that could be used to help with drainage issues, changing some of the property to meadows, and getting rid of invasive plants.
- Common Area Planning and Development
 - Mr. Powers has talked to some arborists to see if they would support managing some of the HOA property. There are contractors available for this type of work.
 - Mr. Kainec recommended that we devote a future HOA Board meeting to concentrate on planning for the common area. We have a lot of feedback from the HOA common area community survey earlier this year that will help us with plans for the HOA common areas.
 - There is concern about people walking behind our homes if walking trails are developed within the HOA common areas. However, it was voiced that it would be nice to have a path to the pond.
- HOA Board Communications
 - Mr. Kainec recommended that future communications sent from the HOA Board to the community be approved by the HOA Board before sent.
 - Mr. Jordan Sembower requested that if a member sends out a community communication via email, that they use the latest version of the directory.
 - Mr. Kainec reported that the Foxy Gazette is coming out this weekend.
 - The invitation has been sent to the Chili Cookoff scheduled for 19 October 2024.
- With the departure of Mr. Westbrook from the HOA Board, action item 2023-8 regarding gas service from Washington Gas was closed due to no further interest by the HOA Board.
- The motion to adjourn was unanimously accepted and the meeting was adjourned at 8:05 PM. The next scheduled meeting of the HOA Board is Thursday, 10 October 2024. Mr. Kainec offered his home as the meeting place since the Great Falls Library meeting room is

unavailable that night. The following meeting will be held at the library on Thursday, 14 November 2024.

Open Action Items

#	Created / Closed	Action
2023-7	9/12/2023	<p>Investigate approaches for getting drivers to observe the speed limit in the neighborhood and to fully stop at the Riva Ridge Dr. and Wynkoop Drive stop sign.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><u>10/10/2023:</u> Mr. Kainec has looked at the stop sign area and identified an appropriate place to paint a stop bar. He is familiar with the requirements for the stop bar. By the November 2023 HOA Board meeting, the stop bar will be painted.</p> <p><u>1/9/2024:</u> Mr. Kainec is waiting for good weather (temperature > 50 degrees) to paint the stop bar. Next status for this action item will be in the March 2024 HOA Board meeting.</p> <p><u>3/12/2024:</u> The weather is getting warm enough to paint the stop bar soon.</p> <p><u>5/14/2024:</u> Picking out a good Saturday with dry and warm weather.</p>
2023-8	9/12/2023 Closed: 9/10/2024	<p>Look into what is involved in getting gas service from Washington Gas to more homes in the HOA.</p> <p><u>Assigned:</u> Mr. Matt Westbrook</p> <p><u>10/10/2023:</u> Mr. Westbrook contacted Washington Gas and is trying to find the appropriate person to call. Mr. Kainec will provide Mr. Westbrook with contact information from his previous dealings.</p> <p><u>11/14/2023:</u> Mr. Westbrook continues to try to find the right contact at Washington Gas.</p> <p><u>1/9/2024:</u> Mr. Westbrook is engaged with Washington Gas. They are looking at which houses in the HOA are eligible to receive gas. Currently the count of eligible houses is 60 but that needs to be confirmed. The next step will look at the number of the houses and the potential cost. Mr. Westbrook will then look into how the HOA can support this effort and the benefits to the community of getting that service.</p> <p><u>2/13/2024:</u> Mr. Westbrook provided a more detailed map of the neighborhood to Washington Gas for their planning and cost estimating purposes.</p> <p><u>3/12/2024:</u> No report this month.</p> <p><u>4/9/2024:</u> Washington Gas has not been responsive to Mr. Westbrook's call for status regarding cost estimates. It would be good to survey the community to ascertain the level of interest in getting gas service.</p> <p><u>5/14/2024:</u> No change on the pricing model or data – it still appears to be \$10K-\$15K per household. Mr. Westbrook is trying to get more information about the cost per line foot and potential discounts if more households participate. The HOA website has a survey capability that can be used to determine the level of interest by homeowners to obtain gas service.</p> <p><u>9/10/2024:</u> Closed. The HOA Board decided to close this item.</p>

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2023-9	9/12/2023	<p>Work with VDOT to get Wynkoop Dr., McMillen Ct., Schindel Ct. and Van Dusen Ct. repaved.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><u>10/10/2023:</u> Mr. Zsidai reached out to VDOT. VDOT made minor repairs on Wynkoop. VDOT does not plan to pave the roads in 2024. Mr. Zsidai has the contact information. Dolly Whelan called the number to request that the roads be paved and she is waiting for a call back. Ms. Koppier submitted a request for repaving McMillen Court and received a reply that VDOT would respond within 30 days.</p> <p><u>11/14/2023:</u> Mr. Zsidai contacted the manager for the maintenance of the roads in our area and was informed that Foxvale Farm is not on the books for 2024 or 2025. He is working to get our road formally on the road maintenance project plan.</p> <p><u>1/9/2024:</u> Mr. Zsidai will follow-up with the project manager for the road maintenance project plan.</p> <p><u>2/13/2024:</u> No new status. Status this item again in June 2024 after the county has developed its schedule.</p> <p><u>9/10/2024:</u> Ms. Anne Kainec scheduled a walking tour with Delegate Rip Sullivan on 25 September 2024 to show him the state of the roads and request his help to get them repaved.</p>
2024-1	1/9/2024	<p>Replace the fence post caps on the common area fence.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><u>1/9/2024:</u> Mr. Kainec will organize a fence maintenance event on 27 April 2024 with a rain date on 4 May 2024.</p> <p><u>3/12/2024:</u> The March edition of the Foxy Gazette announced the dates to replace the fence post caps.</p> <p><u>4/9/2024:</u> The event is scheduled for 27 April 2024. Communication for the event will be sent out shortly.</p> <p><u>5/14/2024:</u> The event was postponed due to weather. Mr. Kainec has the material for an instructional video. There can be pre-cut work done. There are ~100 rotten post caps out of ~600 to be replaced. There will be communications via email and in the Foxy Gazette for the event.</p>
2024-2	1/9/2024	<p>Obtain status regarding the encroachment of 1008 Springvale Rd. property onto Foxvale HOA common area. Report on the status at each HOA Board meeting until resolved.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><u>1/9/2024:</u> Mr. Zsidai will follow-up with the Fairfax County representative.</p> <p><u>2/13/2024:</u> No change.</p> <p><u>3/12/2024:</u> Fairfax County approved the homeowner's plan to repair the RPA. The county is not involved with removal of the fence and the basketball court from the HOA's land. It is planned that those will be removed when the RPA is repaired.</p>

#	Created / Closed	Action
		<p><u>4/9/2024</u>: Mr. Zsidai has been unable to contact the homeowner multiple times. Other board members attest that there has been no work done on the property. He will continue to try to contact the homeowner to get status.</p> <p><u>5/14/2024</u>: Mr. Zsidai reported via email that the basketball court has been removed but the fence has not. It was recommended that a notarized letter be sent to the homeowner.</p>
2024-7	2/13/2024	<p>Revisit whether gravel should be laid in the Drainage Project Phase 2 area (“Phase 2B”).</p> <p><u>Assigned</u>: HOA Board</p> <p><u>2/13/2024</u>: Revisit in November 2024.</p> <p><u>4/9/2024</u>: There has been some erosion already in this area. It is likely we will need to implement Phase 2B this summer to prevent damage to the Phase 2 area trees.</p> <p><u>5/14/2024</u>: The HOA Board would like to address this in the July meeting instead of waiting for the November meeting as originally planned.</p>
2024-8	2/13/2024	<p>Revisit the scope of Drainage Project Phases 3 and 4 to determine if we should add “reservoir boxes” (deeper holes filled with gravel) to act as temporary areas to retain water until the pond can absorb the additional flow.</p> <p><u>Assigned</u>: HOA Board</p> <p><u>3/12/2024</u>: Revisit in November 2024.</p> <p><u>5/14/2024</u>: The HOA Board would like to address this in the July meeting instead of waiting for the November meeting as originally planned.</p>
2024-10	4/9/2024 Closed: 9/10/2024	<p>Replace the dog waste signs.</p> <p><u>Assigned</u>: Mr. Brian Kainec</p> <p><u>5/14/2024</u>: Mr. Kainec ordered 3 signs and they will arrive next week. The posts also need to be refreshed (paint, trim). The signs are located on Wynkoop Dr., the corner of Wynkoop Dr. and McMillen Ct. and 2 signs on Riva Ridge Dr. near the bus stops.</p> <p><u>9/10/2024</u>: Mr. Kainec replaced 4 dog waste signs, including post caps.</p>
2024-12	4/9/2024	<p>Update the landscape lighting at the south entrance on Riva Ridge Dr.</p> <p><u>Assigned</u>: Mr. Brian Kainec</p> <p><u>5/14/2024</u>: The lighting has been ordered, replacement downlight and a second light, both of which are “Dark-Skies” approved.</p> <p><u>9/18/2024</u>: Ms. Stinson is working with Dominion Power to turn the new lights on.</p>

#	Created / Closed	Action
2024-15	4/9/2024	Update the HOA Reserve Funds analysis to include reserves for the Common Area Drainage Projects. <u>Assigned:</u> Mr. Laszlo Zsidai <u>5/14/2024:</u> No status.
2024-16	5/14/2024	Prepare a first cut of a strategic plan for the neighborhood, “Foxvale 2030”. <u>Assigned:</u> Mr. Brian Kainec
2024-17	9/10/2024	Contact a CPA to discuss what a contract to prepare the HOA’s annual and monthly treasurer reports would entail. <u>Assigned:</u> Mr. Larry Zmuda

Closed Action Items

#	Created / Closed	Action
2023-1	6/13/2023 Closed: 5/14/2024	<p>Determine the status of fences along the HOA’s perimeter on Georgetown Pike and Springvale Rd. and report back to the ACC. <u>Assigned:</u> Mr. David Whelan <u>7/11/2023:</u> ACC has drafted a letter to be sent to the homeowners responsible for the needed maintenance for review/edit. <u>9/12/2023:</u> The ACC still has the letter for review. <u>10/10/2023:</u> Follow-up with ACC. <u>1/9/2024:</u> The tree that fell over the fence was cut down. There are 2 fences that need to be repaired. The ACC needs to notify those homeowners. Mr. Zsidai will send an email to Ms. Keefe to follow-up. <u>2/13/2024:</u> The last house along Georgetown Pike has a mix of white boards and wood boards that need to be fixed. <u>3/12/2024:</u> No change. <u>4/9/2024:</u> Mr. Clark sent a letter to the homeowner in March about the non-compliance issue and suggestions for how to come into compliance. He will follow-up with the homeowner. <u>5/14/2024:</u> Mr. Clark reported that the homeowner has fixed the fence.</p>
2023-2	7/11/2023 Closed: 9/12/2023	<p>Obtain key to the HOA’s post office box from Mr. Tom Hixon. <u>Assigned:</u> Mr. Laszlo Zsidai <u>9/12/2023:</u> Ms. Megan Stinson has a spare key that she will hand over to Mr. Zsidai.</p>
2023-3	7/11/2023 Closed: 9/12/2023	<p>Get a quote for replacing the HOA fence post caps with PVC board from a contractor and, alternatively, estimate cost for the HOA to purchase materials and have HOA volunteers do the work. <u>Assigned:</u> Mr. Brian Kainec <u>9/12/2023:</u> Mr. Kainec reached out to several contractors. None got back to him. Mr. Kainec estimated the cost of the materials (40-2”x6” PVC boards and nails) to be approximately \$2,000.</p>
2023-4	7/11/2023 Closed: 9/12/2023	<p>Look into options for short term CDs in which to invest cash not imminently needed. <u>Assigned:</u> Mr. Jordan Sembower <u>9/12/2023:</u> Mr. Sembower provided suggestions during the meeting.</p>
2023-5	7/11/2023 Closed: 9/12/2023	<p>Look into other banks for the HOA checking account. <u>Assigned:</u> Ms. Dolly Whelan, Mr. Brian Kainec <u>9/12/2023:</u> Dolly reported that Apple Federal Credit Union had unacceptable rates.</p>
2023-6	9/12/2023 Closed: 10/10/2023	<p>Contact three (3) banks for their rates for high yield savings accounts. <u>Assigned:</u> Ms. Megan Stinson <u>10/10/2023:</u> Completed.</p>
2023-11	10/10/2023 Closed: 11/14/2023	<p>Convey to the 923 Riva Ridge homeowner the HOA Board’s denial of appeal of the ACC’s disapproval of the front door and the new outdoor lighting. <u>Assigned:</u> Mr. Laszlo Zsidai <u>11/14/2023:</u> Completed.</p>

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2023-12	10/10/2023 Closed: 11/14/2023	The HOA Board needs to set the annual dues amount for 2024. Mr. Zsidai and Ms. Stinson will meet to develop a draft 2024 budget with a recommendation for the 2024 dues amount. <u>Assigned:</u> Mr. Laszlo Zsidai and Ms. Megan Stinson <u>11/14/2023:</u> Completed.
2023-10	9/12/2023 Closed: 2/13/2024	Ask Sullivan Landscaping for their opinion on how to address drainage issues in the common areas. <u>Assigned:</u> Mr. Randy Long <u>10/10/2023:</u> No update provided. <u>1/9/2024:</u> Mr. Long, Mr. Zsidai, Mr. and Mrs. Koppier walked common areas 3 and 4 with Mr. Mike Sullivan. Afterward, Mr. Sullivan provided quotes for a 4-part project. Through emails, the first 3 parts were approved by the HOA Board starting in December 2023. Mr. Zsidai and Ms. Koppier walked the area on 9 January 2024 to see how the water flowed through the area during a major rain storm. The water eventually does flow into the pond. <u>2/13/2024:</u> Closed. Quotes received and phased implementation started.
2024-3	2/13/2024 Closed: 3/12/2024	Invest \$20,000 of our reserved funds into a 5-month CD with Truist. <u>Assigned:</u> Ms. Meagan Stinson <u>2/13/2024:</u> Mr. Laszlo Zsidai will ask Ms. Stinson to make this investment. <u>3/12/2024:</u> Ms. Stinson reviewed the options. No further follow-up until September.
2024-4	2/13/2024 Closed: 3/12/2024	Arrange for the HOA Board to meet with the ACC to discuss language improvement in guidelines. <u>Assigned:</u> Mr. Laszlo Zsidai <u>3/12/2024:</u> Mr. David Clark attended the HOA Board meeting and discussed the history of changes to the ACC guidelines and options for future updates.
2024-5	2/13/2024 Closed: 4/9/2024	Install bat houses and a barred owl house in the common area. Scheduled for spring clean-up. <u>Assigned:</u> Mr. Brian Kainec and Ms. Linda Koppier <u>3/12/2024:</u> Mr. Hans Koppier installed the barred owl house in common area 3. <u>4/9/2024:</u> Mr. Kainec installed the bat houses in March.
2024-6	2/13/2024 Closed: 4/9/2024	Request a permanent right of way through the property adjacent to the pond for common use to allow people to walk or ride bicycles from the pond to Springvale Rd. <u>Assigned:</u> Ms. Linda Koppier <u>3/12/2024:</u> The property is owned by the Irene Bettius trust and Mrs. Bettius passed away in 2022. She is survived by her children, Mack Crippen and Martene Crippen. Ms. Koppier mailed a letter to Mack Crippen – attempts to reach him or his sister by email failed. <u>4/9/2024:</u> Ms. Koppier has not received any communications from Mr. Mack Crippen.

#	Created / Closed	Action
2024-9	4/9/2024 Closed: 5/14/2024	Provide map to share with the community showing where the bat houses and barred owl house are located. <u>Assigned:</u> Ms. Linda Koppier <u>5/14/2024:</u> A map was provided to the HOA Board members with the draft April 2024 meeting minutes.
2024-11	4/9/2024 Closed: 5/14/2024	Send out the communications for volunteers for the fence repair event on 27 April 2024. <u>Assigned:</u> Mr. Brian Kainec <u>5/14/2024:</u> Mr. Kainec is developing an instructional video to guide volunteers. There are 100 post caps out of ~ 600 post caps that need to be replaced. Closing this action item. Refer to 2024-1 for further action.
2024-13	4/9/2024 Closed: 5/14/2024	Update the HOA website for current information. <u>Assigned:</u> Mr. Jordan Sembower <u>5/14/2024:</u> The updates have been made.
2024-14	4/9/2024 Closed: 7/17/2024	Prepare for the 2024 Annual General Meeting (AGM). <u>Assigned:</u> Mr. Laszlo Zsidai <u>5/14/2024:</u> No status. <u>7/17/2024:</u> AGM held.