

Minutes
8 October 2024
Foxvale Farm Homeowners' Association (FFHA)
HOA Board Meeting

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

Agenda:

- Accept September 2024 Minutes
- Architectural Control Committee (ACC) Report
- Common Area Maintenance Report

Discussion:

- The meeting was called to order at 7:11 pm with a quorum present.
- Architectural Control Committee (ACC) Report by David Clark
 - 10716 Wynkoop Dr. Guideline Violation - The shed in their front yard is a stand-alone shed. This is against HOA regulations. Mr. Clark explained this shed was grandfathered in by a prior FFHA Board after it was discovered by the ACC in March 2019. The shed is old and has become dilapidated and an eyesore.
 - The ACC has sent 3 formal letters to the homeowners with specific requests for cleanup actions. The last one was a certified letter that the owner signed for on 30 September 2024. Mr. Clark and two other ACC members met with the owners (father and mother) on 12 July and David has spoken with and had numerous email exchanges with the owners via their daughter, who speaks English. This issue has been discussed during the last two Board meetings. The last letter to the owners was reviewed/approved by the Board before the ACC sent it. The ACC recommends that the Board rescind the grandfathering of this shed.
 - Pictures circulated during the meeting showing the current status of the shed and the debris around it. It was mentioned that the owners call the work done a “clean up” of this area and feel they are in compliance with the HOA Board’s letter (that requested they clean up this area).
 - Mr. Kainec recommended a follow-up letter be sent to the owners by the HOA Board. The new letter should state that the shed is to be located near the house, the latticework needs to be cleaned up, any items stored in the shed, no temporary structures be put up and the ACC guidelines followed. The HOA Board is willing to get volunteers to help them remove the debris. This letter should also state that the HOA Board has the right to rescind the grandfathering of the shed. A motion was made and seconded that this letter should come from the HOA Board instead of the ACC. All agreed to this course of action.

- The HOA Board would like to come to an agreement with homeowner to have grandfathered clause removed.
- Ms. McPhie asked questions about the owner and learned that the current owners are Chinese and the owners have limited English speaking ability. Mr. Clark communicates with the daughter who speaks English and interprets for her father. Ms. McPhie suggested we talk to the owner through an interpreter. Which Chinese dialect the owners speak is not known. Mr. Sembower will talk to neighbors who speak Chinese, Mr. Ted Wu and Mr. and Mrs. Lee, to see if they will speak with the owners in their native language (action item 2024-18)
- Post-Meeting Notes:
 - Mr. Clark sent the Board a MS-Word file for the initial draft of his latest letter sent to the owner, which included language on possibly rescinding the grandfathering allowing the shed to remain. He noted that language was removed from the final version of the certified letter sent to the owners.
 - The owners' daughter sent another photo on 13 October to Mr. Clark showing further clean-up progress. Mr. Clark responded that this was progress, but that all items stored around the shed needed to be moved into the shed, the garage, or basement storage. He also noted that the FFHA President would be getting in touch soon. A blind copy of this response was sent to Mr. Zsidai.
- 919 Riva Ridge Dr. Paving Stone Issue – Resolved.
- 924 Riva Ridge Dr. Paint Color Issue – Resolved.
- 1013 Riva Ridge Dr. Shutter Paint Color Request – Approved.
- The September 2024 HOA Board meeting minutes were approved by vote.
- Treasurer's Report
 - There was no Treasurer's report presented in this meeting.
 - Ms. Whelan volunteered to replace Ms. Megan Stinson as Treasurer. Ms. Whelan's husband, Mr. David Whelan, is the HOA Board's auditor. To avoid a conflict of interest, the motion was made and seconded for Ms. Whelan to do the Treasurer functions, Mr. Whelan to continue doing the annual audits, Mr. Zsidai, as president, to review monthly finances and audit the bank statements and all HOA Board members will do regular reviews of the finances. The motion was passed.
 - A third-party bookkeeper will not be hired and action item 2024-17 was closed.
- Common Area
 - Mr. Powers sent an email prior to the HOA Board meeting stating that he and Ms. Koppier will continue working on the common area plan.
 - It was agreed to target the Fall Clean-up for the 23 November 2024. Mr. Kainec will verify if that date will work. Mr. Powers will develop the plan for the clean-up (action item 2024-19).
 - Considerations discussed for common area planning:
 - Fairfax County wants to keep water where it is; not change the drainage. This approach may apply to half of the common area water problems. Other approaches could include dry wells, retention ponds, breaking up the flow for speed of erosion (e.g. rocks), areas with native deep-rooted plants and "DO NOT MOW" areas or designated meadow/wildflower patches.
 - Fairfax County grants - The protocol is that up to five projects can be submitted to the county at a time. We will probably start with one project; if accepted, the county may give the HOA up to 80% of the project cost as a grant.

- The county provided a list of landscapers that are familiar with its grant processes. The HOA Board discussed using various contractors (e.g. storm water management company, Sullivan Landscaping our current landscaping company) to handle the drainage project(s).
 - The plan can also address pest mitigation. For example, we already have 4 bat houses and an owl house on common land.
- Status of 923 Riva Ridge Dr. property ownership
 - This property has been sold 3 times recently. The first time was in August 2024 and in the second sale, the buyer backed out. The question now is who the third owner is in order to ascertain who is responsible for paying the HOA fees. The property is currently for sale again.
 - Mr. Zsidai took the action to talk to the selling agent, get the packet, and clean up the details.
 - Post Meeting Note: The current owner is Askar Kennis and the co-owner is, Alina Magauova. The home is listed with Samson Properties. No further action is needed.
- Foxvale Farm Roads and Road Safety and Details from Meeting with Delegate Rip Sullivan
 - Wynkoop Dr., Schindel Ct., and the other roads in Foxvale Farm are on the schedule to be repaved in 2025. Closed action item 2023-9.
 - Issue of safety at stop sign at Wynkoop Dr. and Riva Ridge Dr. (action item 2023-7)
 - Many drivers do not stop at this stop sign. It poses a danger to the residents, especially the children.
 - Speed humps as an option – This type of project can take a long time and a lot of bureaucracy to overcome. It requires community approval and users’ approval as well. This is a challenge. It was suggested that we get temporary speed bumps. This idea can be explored.
 - We can ask for more enforcement by contacting the Fairfax County Police Dept.
 - Remediation of crosswalk area - VDOT owns the sidewalks. They are responsible for painting in a crosswalk, which appears to be a better solution to this issue. The design of the current stop sign and crosswalk area is poor; possible remediation would to square it off.
 - The street signs are missing on the corner of Riva Ridge Dr., Schindel Ct and Lockmeade Ct. The homeowners can contact VDOT to replace the missing signs.
- Encroachment of 1008 Springvale Rd. property onto Foxvale HOA common area (action item 2024-2) (action item 2024-2)
 - The basketball court had been removed but the fence had not when last checked.
 - Mr. Zsidai has the action to walk by to see if the fence has been removed.
- Landscape Lighting at South Entrance (action item 2024-12)
 - Dominion Power turned the outlet off as previously requested. The work on the monument has been completed and the power needs to be turned back on.
 - Mr. Zsidai took the action to get the power turned on.
- Common Area Fence (action item 2024-1)
 - There are 110 old toppers that need to be replaced because the wood is deteriorating. We are replacing the old fence post toppers with new ones, which have already been purchased. Some fence boards are deteriorating as well. For now, we will put the toppers on the outlying fences.
- Reminder: The Chili Cook-Off is Saturday, 19 October.
- The motion to adjourn was unanimously accepted and the meeting was adjourned at 8:15 PM. The next scheduled meeting of the HOA Board is Thursday, 14 November 2024. Regular HOA Board meetings will now be held the second Thursday of the month.

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> <p><u>10/8/2024:</u> Further discussion by HOA Board needed. Options discussed include redesign of the intersection (“square it off”), painted crosswalk (needs to be done by VDOT), speed hump and/or requesting more support from Fairfax County police.</p>
2023-9	9/12/2023 Closed: 10/8/2024	<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> <p><u>10/8/2024:</u> Members of the HOA met with Delegate Rip Sullivan. Foxvale Farm roads are on the 2025 repaving plan.</p>

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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> <p><u>10/8/2024:</u> Post toppers for 110 posts have been purchased.</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> <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> <p><u>10/8/2024:</u> Mr. Zsidai will check if the fence has been removed.</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>

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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 <u>3/12/2024:</u> Revisit in November 2024. <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>
2024-12	4/9/2024	<p>Update the landscape lighting at the south entrance on Riva Ridge Dr.</p> <p><u>Assigned:</u> Mr. Brian Kainec <u>5/14/2024:</u> The lighting has been ordered, replacement downlight and a second light, both of which are “Dark-Skies” approved. <u>9/18/2024:</u> Ms. Stinson is working with Dominion Power to turn the new lights on. <u>10/8/2024:</u> Mr. Zsidai will make the request to Dominion Power to turn the power back on.</p>
2024-15	4/9/2024	<p>Update the HOA Reserve Funds analysis to include reserves for the Common Area Drainage Projects.</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai <u>5/14/2024:</u> No status.</p>
2024-16	5/14/2024	<p>Prepare a first cut of a strategic plan for the neighborhood, “Foxvale 2030”.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p>
2024-17	9/10/2024 Closed: 10/8/2024	<p>Contact a CPA to discuss what a contract to prepare the HOA’s annual and monthly treasurer reports would entail.</p> <p><u>Assigned:</u> Mr. Larry Zmuda <u>10/8/2024:</u> Closed with no further action.</p>
2024-18	10/8/2024	<p>Contact neighbors in Foxvale Farm who speak Chinese, Mr. Ted Wu and Mr. and Mrs. Lee, to see if they will speak with the owners of 10716 Wynkoop Dr. in their native language.</p> <p><u>Assigned:</u> Mr. Jordan Sembower</p>
2024-19	10/8/2024	<p>Develop the plan for the 2024 Fall Clean-up Day.</p> <p><u>Assigned:</u> Mr. Josh Powers</p>

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>

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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>
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.</p> <p><u>Assigned</u>: Mr. Laszlo Zsidai</p> <p><u>11/14/2023</u>: Completed.</p>
2023-12	10/10/2023 Closed: 11/14/2023	<p>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.</p> <p><u>Assigned</u>: Mr. Laszlo Zsidai and Ms. Megan Stinson</p> <p><u>11/14/2023</u>: Completed.</p>

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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.
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.

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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>
2024-11	4/9/2024 Closed: 5/14/2024	<p>Send out the communications for volunteers for the fence repair event on 27 April 2024.</p> <p><u>Assigned:</u> Mr. Brian Kainec</p> <p><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.</p>
2024-13	4/9/2024 Closed: 5/14/2024	<p>Update the HOA website for current information.</p> <p><u>Assigned:</u> Mr. Jordan Sembower</p> <p><u>5/14/2024:</u> The updates have been made.</p>
2024-14	4/9/2024 Closed: 7/17/2024	<p>Prepare for the 2024 Annual General Meeting (AGM).</p> <p><u>Assigned:</u> Mr. Laszlo Zsidai</p> <p><u>5/14/2024:</u> No status.</p> <p><u>7/17/2024:</u> AGM held.</p>