

Minutes  
 11 November 2024  
 Foxvale Farm Homeowners' Association (FFHA)  
 HOA Board Meeting

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

Agenda:

- Architectural Control Committee (ACC) Report
- Accept October 2024 Minutes
- Treasurer's Report
- Common Area Maintenance
- Other Topics

Discussion:

- The meeting was called to order at 7:05 pm with a quorum present.
- Architectural Control Committee (ACC) Report by Mr. David Clark
  - Violations
    - 10716 Wynkoop Dr. Guideline Violation – The letter discussed in the last meeting was sent and received by the owners. Mr. Zsidai will follow-up. Neighbors have been identified who speak Mandarin and Cantonese who can help with verbal communications. Closed action item 2024-18.
  - Applications for Improvements
    - 924 Riva Ridge Dr. – Application for a stone-paved entry court from the driveway to the front entry was approved after confirmation that neighbor at 922 Riva Ridge Dr. had been notified. Work has not yet begun to replace roof shingles, gutters/downspouts, front door, windows, and rear deck approved on a previous application.
    - 10103 Wynkoop Dr. – Relocation of fence from front of the house. – Approved.
  - On-site Inspections for Real Estate Disclosure Packets
    - 903 Riva Ridge Dr. – No guideline violations were identified.
    - 1033 Riva Ridge Dr. – No guideline violations were identified.
  - Architectural Guidelines – The Committee believes that the updated text (new and revised clauses) is complete and Mr. Clark will submit it to the HOA Board for final review and sign-off. Ms. Anne Kainec and Ms. Cristina Gussman will continue to work on the graphics in the addenda while the HOA Board reviews the text.
- The October 2024 HOA Board meeting minutes were approved by vote.
- Treasurer's Report
  - Ms. Whelan emailed the Treasurer's Report to the HOA Board before the meeting.
  - Mr. Powers noted that the tree removal contractor is tardy with his invoices and he is using multiple means to contact him.

- 10710 Wynkoop Dr. has been sold but no one appears to have moved in yet.
- 2025 Budget Discussion
  - The contract with the mowers is in force through 2025.
  - There are projects being considered for next year including the second phase of the drainage project for common areas 3 and 4, the swale in common areas 8 and 9, and another drainage issue in area 10 where there is also erosion. There is an erosion issue with the trees from the drainage in area 3. For 2025 budget purposes, we will use the estimates Sullivan Landscaping provided in 2023.
  - The motion was made and seconded to raise HOA dues to \$618, a 10 % increase, to cover increases in costs and provide funds for drainage and beautification projects.
  - Mr. Zsidai will work on the 2025 budget update and the 2025 dues payment notification. Last year the information was sent via email. Hardcopy letters may be sent to those homeowners who are known to prefer correspondence via USPS.
- Common Area
  - Mr. Powers and Ms. Koppier met with an arborist and walked all of the common areas to assess the condition and health of the common areas. They discussed how we can better manage our common areas and manage costs, opinions on which common areas should be managed as opposed to returned to the wild, and what species of trees and plants would be better suited. We also discussed invasive plants to address (e.g. Japanese Stilt grass, Autumn Olives, other vines) and how to remove those plants and how the HOA community can address those.
  - Most of the trees are healthy; only four trees were identified for near term removal. Ms. McPhie noted that there are 2 more trees in common area 7 near the Riva Ridge Dr. monument to give a total of 6 trees to remove.
  - During the walkthrough, areas for the fall clean-up were identified, particularly area 10, which has a lot of vines and invasives. There are areas that can be left alone (e.g. end of area 10, downstream of the pond).
  - Ideas discussed with the arborist for consideration in planning:
    - Area 3 could use more understory trees (e.g. dogwoods, redbuds). Although we do not want any more dumping into the common area, there are old areas that can be left because there are animals living in it.
    - In the swale where areas 8 & 9 meet, we could plant willows and native grasses to help soak up the water as well as large specimen trees (not to include white pines).
    - Along the gas line, we could plant clover that will draw bees; deer will keep it short so that it would not need to be mowed.
    - There is evidence of buck rub on some young trees and the arborist recommended protecting those trees.
    - The arborist also suggested that wildflowers could be planted where there are fewer houses backing up to them (e.g. areas 1 and 2).
  - For the fall clean-up, we can give instructions for removing the invasives and then have a dedicated team to address specific issues (e.g. area 10).
  - We should discuss any work that will be done near property lines that could affect the privacy of a property with those property owners.
  - Mr. Powers showed the HOA Board the landscaping maps from the 1999 effort for landscaping which showed several wildflower areas, removal or transplanting trees. The price tag was \$60K-\$80K. That effort was not approved by the community.
  - Common Area Strategy

- Our next steps are to reach out to master gardeners and master naturalists for their input to a plan, particularly what plants to use, review the recent HOA survey, and put together a plan with recommendations by area.
  - The emphasis is to look for more holistic solutions to address drainage issues, plant trees and other vegetation to absorb the water, and beautify the community.
  - 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.
  - The drainage issues have been exasperated by mowing the grass bi-weekly instead of mowing areas only two times a year.
  - We need to be mindful of what types of projects Virginia and Fairfax County will fund with grant funds.
- Status of 923 Riva Ridge Dr. property ownership
  - Mr. Zsidai spoke with the realtor. They will pay the HOA package fee.
- 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 verified the fence has not 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 have the material that can be cut and then given to Sullivan to install.
- HOA Reserve Fund Analysis (action item 2024-15)
  - Mr. Zsidai will update and send to HOA Board for review.
- The motion to adjourn was unanimously accepted and the meeting was adjourned at 8:55 PM. The next scheduled meeting of the HOA Board is Thursday, 9 January 2025.

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 &gt; 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>
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> <p><u>11/14/2024:</u> Discussed having Sullivan do the installation during the off-season for mowing.</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</p>

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		<p>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> <p><u>11/14/2024</u>: The fence has not 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> <p><u>10/14/2024</u>: This effort will be addressed in the Common Area Strategy Plan.</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> <p><u>10/14/2024</u>: This effort will be addressed in the Common Area Strategy Plan.</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> <p><u>10/8/2024</u>: Mr. Zsidai will make the request to Dominion Power to turn the power back on.</p>

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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 5/14/2024: No status. 11/14/2024: Post meeting – Mr. Zsidai sent out a draft update for HOA Board Review on 11/17/2024.
2024-16	5/14/2024 Closed: 11/14/2024	Prepare a first cut of a strategic plan for the neighborhood, “Foxvale 2030”. <u>Assigned:</u> Mr. Brian Kainec Superseded by action item 2024-20.
2024-18	10/8/2024 Closed: 11/14/2024	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. <u>Assigned:</u> Mr. Jordan Sembower 11/24/2024: Neighbors have been identified who speak Mandarin and Cantonese and are willing to help.
2024-19	10/8/2024	Develop the plan for the 2024 Fall Clean-up Day. <u>Assigned:</u> Mr. Josh Powers
2024-20	11/14/2024	Develop a Common Area Strategy Plan <u>Assigned:</u> Mr. Josh Powers

Closed Action Items

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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>



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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.  <u>Assigned:</u> Mr. Laszlo Zsidai  <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.  <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.  <u>1/9/2024:</u> Mr. Zsidai will follow-up with the project manager for the road maintenance project plan.  <u>2/13/2024:</u> No new status. Status this item again in June 2024 after the county has developed its schedule.  <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.  <u>10/8/2024:</u> Members of the HOA met with Delegate Rip Sullivan. Foxvale Farm roads are on the 2025 repaving plan.</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>
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.  <u>Assigned:</u> Mr. Laszlo Zsidai and Ms. Megan Stinson  <u>11/14/2023:</u> Completed.</p>
2023-10	9/12/2023 Closed: 2/13/2024	<p>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.</p>

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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.
2024-10	4/9/2024 Closed: 9/10/2024	Replace the dog waste signs. <u>Assigned:</u> Mr. Brian Kainec <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. <u>9/10/2024:</u> Mr. Kainec replaced 4 dog waste signs, including post caps.

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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.
2024-17	9/10/2024 Closed: 10/8/2024	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 <u>10/8/2024:</u> Closed with no further action.