**Glencannon Community Association**

**2014 Annual Meeting**

**March 18, 2015**

Meeting held at Flint Hill Elementary School in the Cafeteria.

Meeting was called to order at 7:40 p.m. by Bob McCarthy, President.

**Welcome**

The Glencannon community extends our deepest sympathy to the family of Rhonda MacDonald. Rhonda passed away on March 16th.

President, Bob McCarthy, introduced the current Glencannon HOA Board of Directors: Carlos Petersen, Vice President - Common Areas; Joe Lauer, Vice President – Architectural Review; Debbi Tinkham, Treasurer; Robin Forest, Secretary; Gayle Abbott, Ex-Officio. Bob thanked the Glencannon homeowners who were present for attending.

**Agenda**

Bob McCarthy referred the attendees to the copy of the meeting Agenda that all received upon entering the meeting. Rather than discuss each topic as it’s covered, Bob recommended that we hold discussion until after we walk through each Agenda item and then entertain discussion afterward.

**2014 Annual Meeting Minutes**

The 2014 Annual Meeting Minutes have been posted to the Glencannon website since last year; hopefully, everyone has had an opportunity to read them. Some additional copies are available at the back of the room for review. The minutes provide a good overview account of the key topics that have been discussed as a community.

**2014-2015 Financial Report**

We were able to meet the financial objective of setting aside reserves. An amount of $4,550 has been added to the HOA reserves. Reserves are held for unanticipated events (such as damages caused by weather events) and for the replacement/repair of the path in the Glencannon Park. Added maintenance and clean-up expenses for damages (such as those caused by an ice storm, wind storm or snow damage), in the Common Areas fall under this.

In 2014 the financial hot button was legal fees. We ended up spending a total of $7,400. In 2013 the budget for legal fees was $2,750 but none of that was spent; the same amount was budgeted in 2014 for a total of $5,500. The total spent was $7,400 which is a $1,900 overrun. [More detailed information as to why this occurred is presented in the Governing Documents section of these minutes.]

The budget for Common Area maintenance last year was $8,000 though we only spent $5,900. No increase in community dues this year.

**Governing Documents & Amendments**

Last year we left the Annual meeting with direction to obtain legal guidance on the Architectural Review standards. A meeting with the attorney took place in April which focused on the Architectural Review Guidelines. The problem began when we received a ‘laundry list’ back from the attorneys with observations and recommendations regarding general HOA practices. Bob McCarthy developed a spreadsheet with the attorneys recommendations prioritized, which was ultimately sent to the community. (As a community, we have control of the Covenants and Bylaws.) This began the process of revising the Governing Documents, which consist of the following:

* Articles of Incorporation
* Covenants (Declaration of Covenants)
* Bylaws

Amendments to these Covenants and Bylaws were drafted based on what we legally have to include to comply with Virginia state laws and regulations. These documents were circulated to the community to review and comment. No substantive changes were made.

In summary, the attorneys made 31 specific recommendations; the Board identified and took action on 8 of the items, actually taking on the drafting of the Bylaws, and the Glencannon Governing Documents are now in legal compliance with Virginia law. As it turns out, our Bylaws were never officially recorded with the Fairfax County Land Records Office. Bob McCarthy officially did record them in December 2014. Note that the listing of original homeowners was maintained in the revised documentation. [The vote on the Amendments to the Covenants and Bylaws occurred later in the meeting.]

Due to a delay in receiving bills from the attorneys (bills sent to the wrong address) the Board was not aware that fees had amounted to $9,200 which far exceeded the budget we initially provided to the attorneys. We challenged the billing and in February settled on a total amount of $7,400.

**Seller Disclosure Packet:** When selling your home you will need to provide a Seller Disclosure Packet, which includes the Articles of Incorporation, the Bylaws, and the Architectural Review Guidelines, etc. We now have this packet in electronic form and includes a template that can be tailored for each sale. We are now charging each seller $50 for this packet.

**Common Area Issues and Maintenance**

**Dog Biting Incidents:** Dogs running loose in the community is a problem. There were two dog biting incidents in our community last year, both serious. One child was seriously hurt, requiring many stitches, when she was bit by a dog while walking along the upper path of the Park. The other occurred when a non-resident’s loose dog attacked one of our resident’s dogs, who was in its yard, and the dog lost a leg as a result. In both cases Fairfax County Animal Control was contacted and investigated. If your property backs up along the path you may want to consider installing wire fencing inside your fence.

**Trees in Glencannon Park:** The guideline in the community has been, and continues to be, that if a tree falls in the wooded area of the park, leave it alone and let nature take its course. If, however, a tree falls along the path, the community will take measures to remove it. Some trees have also fallen into the stream. Bob McCarthy did approach the Lawyers North Board to discuss this issue, since some of the trees are from their side of the park, but no concrete plans were made to cooperatively engage them. We continue to rely on input from residents who routinely walk through the park and observe issues to report them. The community can’t necessarily take immediate measures to address the issues, but it’s important that we’re aware in order to take action.

**Watershed Grant Project:** This project provided a great service for our community. As a result of this project, trees were planted and plantings put along the stream banks to prevent soil erosion. The Board at the time and volunteers did all the work. Unfortunately, protection around some of the trees is now gone, and invasives have become a problem. The incoming Board will need to address these issues. Perhaps we should pursue another grant in order to preserve our previous investment.

**Lawyers Road:**  The junipers along Lawyers Road need attention; they are overrun. Also, the fence along Lawyers Road is in need of repair. The entrance to our community from Lawyers Road does, however, look excellent thanks to Noreen Linnemann; thank you Noreen for doing such a great job.

**Park Path:** The asphalt path(s) in the park are in need of repair. We received an estimate years ago of approximately $30,000 to re-asphalt the primary path (this estimate does not include the upper path). The reserves should be there to cover this expense.

**Park Playground:** One of our residents has brought up the issue of two Chinese chestnut trees in our park that present a hazard in our playground area. The pods from these trees are treacherously sharp (Bob McCarthy passed around a box with some of these pods for homeowners to see). We’ve received an estimate of $1,200 to cut down these two trees; however, questions remain: Is this a cosmetic change? Is this a precedent that we want to start? The practice has been that if a dead tree in the park is infringing on a homeowner’s property we have paid to remove it (if we don’t the HOA could be liable for any potential property damage). Is this the case with the Chinese chestnut trees? [Discussion held until after remaining Agenda items are covered.] Point also made that the playground equipment is in need of maintenance.

**Bluebird Boxes:** Carolyn Dangelmaier offered to coordinate the placement of Bluebird boxes in the Glencannon Park. The Bluebird Society will provide and install the boxes; Carolyn will maintain them. The intent is to bring more bluebirds back to the area.

**Architectural Review Guidelines**

**Glencannon Community Architectural Standards:** In 2013 the Architectural Review Committee, led by Jodi Condes, drafted new Architectural Guidelines which were sent out for community review in January/February 2014. Only three homeowners responded with comments. We have actually been ‘living’ with these documents for the past year, as they are part of the Sellers Disclosure Packet and have been used as the basis for architectural change applications that have been submitted during 2014. We are now at the point of needing a ‘Ratification Vote’ on the Guidelines.

**Friendly Reminders**

**Snowfall:** Remember to shovel walkways. Ron Schmiedekamp made point about making sure to also remove snow if front of your mailbox. Lily Heagy added that she goes to the Fairfax County website to report if a street hasn’t been plowed; you can fill out a form online or you can call. It’s important that we all do this as individual homeowners.

**Emergency Preparedness:** David Heagy has pulled together a lot of very useful information regarding Fairfax County Community Emergency Response Teams. Please refer to the contact information in your current meeting slide deck and also the January newsletter.

**Community Communications**

Community Contact Information: The Glencannon website address and password are provided in your meeting slide deck. Please remember that the password is case sensitive. The HOA Board e-mail address is listed on the Glencannon website. Use the e-mail address to communicate with the Board and to submit architectural review applications. If there are any changes to the Glencannon Directory, please send an e-mail to the HOA Board.

**Thank You:** Thank you again to all of those who have helped the community out in various ways, for community governance, activities and events.

**Open Dialogue and Voting**

**Approval of 2014 Annual Minutes**

Bob McCarthy requested that the community make a motion to waive the oral recitation of the 2014 Annual Meeting Minutes and approve the meeting minutes. Jodi Condes put forward a motion to approve; motion was seconded by Hugh Linnemann. **All in attendance voted in favor and minutes were unanimously approved.**

**Homeowner Names Included On Ballots**

Ron Schmiedekamp expressed concern that this was the first year homeowners were asked to put their name and address on their ballot. A few other homeowners concurred and the decision was made to discontinue this practice in the future.

**Budget**

Bob McCarthy asked if there were any outstanding questions regarding the budget. Ron Schmiedekamp asked how we are going to pay for the fence repair along Lawyers Road (community members have repaired it in the past). Bob reiterated that money is in the budget to accommodate these repairs.

Ron Schmiedekamp put forward a motion to approve the 2015-2016 budget; motion was seconded. **All in attendance voted in favor and budget was unanimously approved.**

**Common Area**

Hugh Linnemann made the point that a Fairfax County crew came through and did work along the Lawyers Road walkway; need to make sure Inmar (Round Hill) clears out along the sidewalk.

Dennise Davis asked if we are going to keep the Watershed Project area cleaned up, and why wasn’t it done this year. Bob McCarthy confirmed that there are dollars budgeted to maintain this area and the reason it wasn’t done this year was due to all the legal issues the Board was dealing with.

Gayle Abbott expressed concern about the common area trees and the balance of $3,100.

Debbi Tinkman confirmed that from a budget perspective, legal fees were built into the budget for two years. There’s a $1,700 buffer in this year’s budget that will allow the new Board to be able to move forward with some of the maintenance issues that the current Board was reluctant to do last year due to the outstanding issues we were facing with legal fees.

Joe Lauer had a question about the Watershed Grant and Gayle Abbott confirmed that any grant dollars allocated need to be matched by the community.

Lily Heagy stated that the trees that fell down in the park have poison ivy on them. Noreen Linnemann stressed that we need to clean up the vines.

Dennise Davis suggested that we get back to spring cleanup with volunteers and that we need to network.

Ron Schmiedekamp suggested that in April or May some of the men in the neighborhood get out their chain saws and cut some of the trees in the park themselves rather than contract the work out. Residents can also do the fence repair.

Chinese Chestnut Trees: Gayle Abbott asked, if we take down the two trees, what’s the plan to plant other trees native to Virginia? Keep in mind that deer are a challenge with seedlings. If we plan to plant larger trees, she suggested that we talk to Ivandale Farms. Mark Schraml offered to help take the Chinese chestnut trees down with his chainsaw and help plant new trees. Bob McCarthy stressed that if the trees are taken down, replacing them is a must-do. He also mentioned to the new Board that the more immediate issue is the poison ivy.

Gayle Abbott suggested that the new Board assess all the work that needs to be done in the park and common areas, consolidate and prioritize the projects, and look at moving the $1,700 to the common area to complete the work.

Bluebird Houses: Ron Schmiedekamp made a motion to accept Carolyn Dangelmaier’s proposal to have bluebird boxes installed in the Glencannon Park. Lily Heagy seconded the motion (and offered to volunteer). **All in attendance voted in favor of installing the bluebird houses and the motion was unanimously approved.**

**Governing Documents**

Ron Schmiedekamp asked if the provision is still in the Bylaws that annual dues can be raised by COLA or 5%; yes, that provision is still stated in the Bylaws.

Anita Jenkins made the motion to approve the revised Covenants and Bylaws. Hugh Linnemann seconded the motion. **All in attendance voted in favor of approving the revised documents; motion was approved.** Subsequent ballot tallies are as follows:

* Proposed Amendments to the Covenants – Approved 26 to 3
* Proposed Amendments to the Bylaws – Approved 27 to 2
* Ratification of Architectural Review Standards – Approved 26 to 3

**FY 2015-2016 Board of Directors Voting**

A total of 29 ballots were counted. We have a quorum; new Board elected. Bob McCarthy introduced the new HOA Board: Ken Neal, President; Joe Giacinto, Vice President - Common Areas; Jodi Condes, Vice President – Architectural Review; Katylee McInerney, Treasurer; Andrea Reh, Secretary; Bob McCarthy, Ex-Officio.

Motion put forward to adjourn the meeting; motion was seconded. Meeting was adjourned at 9:30 p.m.