

Glencannon Community Association

2015 Annual Meeting

March 9, 2016

Meeting was held at Flint Hill Elementary School in the cafeteria.

Meeting was called to order at 7:14pm by Ken Neal, President.

Welcome

President, Ken Neal, introduced the current Glencannon HOA Board of Directors: Joe Giacinto, Vice President – Common Areas; Jodi Condes, Vice President – Architectural Review; Joe Lauer, Treasurer; Andrea Reh, Secretary; Bob McCarthy, Ex-Officio. Ken thanked the Glencannon homeowners who were present for attending.

Agenda (Ken Neal)

Ken Neal referred the attendees to the copy of the meeting Agenda that all received upon entering the meeting. Residents were encouraged to pick up and sign for a new directory. Residents picked up a copy of the 2015 Minutes, a Voting Ballot, and a copy of the FY 2015 Financial Operating Statement.

2015 Annual Meeting Minutes: The 2015 Annual Meeting Minutes have been posted on the Glencannon website since last year. Additional copies were available at the back of the room for review. Residents were given time to read the minutes during the meeting. The minutes were approved by the community unanimously.

Quorum Count: Ken tallied 28 households in attendance, which was sufficient for a quorum.

Board of Directory Voting: Residents were asked to vote for the new 2016-17 board and ballots were collected.

Common Area Accomplishments and Goals (Joe Giacinto)

Joe reviewed the Common Area accomplishments for the past year: The two invasive Chinese chestnut trees were removed from the play area. In the common area, the small tree shields and fixed tree bark protectors were repaired, and will need further attention in the future for maintenance. Native species tree and shrub seedlings were planted in the common area. Three bluebird boxes were installed and habitation was successful. Three clutches of bluebirds and 1 clutch of tree swallows have habituated; 12 bluebird chicks and 5 tree swallows have nested. Broken planters at the Garrett Road common area entrance have been replaced. Downed trees as a result of bad weather have been cleared from pathways and the playground area. With available funds, we initiated vine clearing and invasive plant removal, which will need continued maintenance in the future. During the community workday, we repaired the fence, cleared vine and invasive plants from the fence, trimmed trees, and cleaned out

junipers along Lawyers Road. Under our existing maintenance contract, we secured maintenance of fence and juniper areas along Lawyers Road. Damaged junipers were pruned and missing ones replaced along Lawyers Road. Playground equipment was repaired and broken parts were replaced.

Joe reviewed the goals for future Common Area Maintenance. These include repairing the damages to the upper pathway, replacing the sapling protector shields and dead saplings, replacing some tree bark protectors with bigger, heartier saplings, and cutting deadwood away from pathways. In addition, we anticipate the need to cut down selected dead trees, particularly in the area of the playground. We aim to hold another community workday for some/all of the above goals, and renegotiate the common area maintenance for 2017-18 to include the area along Lawyers Road.

Common Area Discussion:

Gayle Abbott voiced concern over the potentially expensive nature of replacing the damaged upper path with asphalt, and proposed alternative options to lower cost.

Ron Schmiedekamp requested that a community vote be taken prior to authorization for an asphalt repair to the upper pathway, previously estimated at more than \$20,000.

Ken assured neighbors that discussion would take place among the community prior to utilizing reserve funds for the replacement of the upper path.

Gayle Abbott noted that small saplings along the watershed area have struggled to survive secondary to our deer population. She proposed replacing the saplings with larger native trees for improved chances of survival, and that we consider planting in the fall for better bulk pricing.

John Kipps offered to obtain pricing from his father's Culpepper Tree nursery.

Nancy Gaston proposed using wood chippings from our fallen trees as a natural path bed rather than more expensive asphalt.

Ken Neal reminded neighbors of the potential ongoing expense of maintaining a natural path.

Ron Schmiedekamp complimented the board on the maintenance and work along the Lawyer's Road fence.

Gayle Abbott voiced concern over the invasives that will need to be pruned to save the new trees at the entry to the park.

Joe Giacinto stated that he has noticed that the contractor clearing branches for the power line company looks to have been disposing of trees along Lawyer's Road into the Common Area.

2015-2016 Financial Report (Joe Lauer)

Overall, the Board maintained the budget despite challenges in the common area, and achieved the objective of meeting our "reserves" commitment. Joe reviewed the Fiscal Year 2015 spending, noting that Common Area maintenance continues to be our largest expense, which is kept as low as possible with community support. We added \$4450 to the HOA reserves. We budgeted \$1000 for lawyer's fees and contingencies, although we only spent \$200 to employ Merger Trigiani as our registered agent. For

most other categories, our actuals approximated the budgeted amounts. The Operating Statement is attached to the Minutes. Joe highlighted that we increased dues to \$275 per homeowner, in part due to an anticipated increase in the common area budget to \$9000. We increased the amount of the reserves deposit to \$5000, with the recognition of a long term goal of repairing the upper pathway without having a special assessment. Joe thanked the 63 households (out of 74) who have paid their dues thus far. We then proceeded to have a discussion and voted to approve the new budget.

Financial Discussion:

Ron Schmiedekamp voiced concern over a dues increase if we had not yet decided on a solution to repair the upper pathway.

Gayle Abbott reminded neighbors that reserve funds could be used for the upper pathway, but also for the inevitable repairs needed to the lower pathway, as well as any other additional unexpected expenses that would affect the reserve funds. Gayle voiced that it was preferable to increase the dues by smaller increments regularly rather than face a large increase as occurred several years ago.

Hugh Linnemann questioned the Board about the reasons for our contingency fund. He said that our biggest threat is an ice storm, and potentially we could explore the option of taking out a contingency insurance plan for these fallen trees.

David Heagy asked how our bidders are identified.

Gayle Abbott answered by discussing the history of obtaining estimates from contractors.

David Heagy recommended Checkbook Magazine as a resource when obtaining bids. This requires membership, and he offered to help look up bids through his membership. He suggested reviewing contractor contracts with attorneys.

Bob McCarthy responded that we must be mindful of the expense of attorney fees.

David Heagy asked the community for volunteers who might have experience reviewing contracts to help in the future.

Gayle Abbott asked about the allocation of the budget surplus, and advocated for adding the surplus to the reserves.

Ron Schmiedekamp asked again why the dues were increased.

Ken Neal stated that the Bylaws which were passed three years ago stated that dues would be automatically increased according to the larger of the CPI or 5%. The Board also has the option to not increase the dues.

Architectural Review Committee Summary (Jodi Condes)

Jodi expressed thanks to the homeowners for their compliance with the Glencannon ARC review process and intent to maintain harmony and property values. This past year there were 7 applications in total, including two major home additions and one new pool. All were approved as compliant with Glencannon standards and bylaws. Review is required generally for any visible changes to the exterior

of your home and property, with some exceptions (e.g., diseased tree removal). If homeowners are uncertain, please contact the ARC. The ARC application form is available on our HOA website. Please remember to provide sufficient information for review (description, plans, drawings, contractor quotes, etc.)

For those neighbors seeking to sell their house, we request that the exterior of your home be inspected for compliance with HOA ARC standards, and to ensure that your HOA assessment is current. Sellers will also need to obtain a Seller Disclosure Packet from the Board (\$50 fee payable to the HOA), as required by Virginia law and regulations.

Community Reminders (Jodi Condes)

After a snowfall remember, please shovel your walkways or call a snow removal vendor (children and other pedestrians will be very grateful) and ensure that your nearest fire hydrant is accessible. Please keep your curb lighting maintained and operating, this aids in safety and home security. With regards to trash and yard debris pickup, please place trash receptacles curbside no earlier than the evening before and return them to their storage locations promptly after pickup. Secure trash and recycling on windy days and do not leave cans in the street for days. Please remember to trim shrubs and bushes along sidewalks to maintain a clear path. Also, residents are reminded to keep fences and gates maintained.

Discussion:

David Heagy recommended the use of outdoor lighting that does not show create a blind spot to increase safety.

Halloween Party (Andrea Reh)

Andrea thanked neighbors for their support. This year we had more than 100 neighbors in attendance, including more than 40 children. We extend a special thank you to the Vienna Fire Department, neighbors Katherine Brown, Erin Lauer, Shannon DeLacy, Debbi Tinkham, and Kristen Petersen for their party planning assistance, and everyone who came and contributed to the fun. We are open to more ideas in the future for other HOA sponsored events.

Community Communications (Andrea Reh)

Andrea encouraged neighbors to call or email a Board member with HOA or community concerns (e.g., vandalism, burglaries) and cited examples this year where we served successfully to alert our community to suspicious behavior and weather emergencies. Andrea referred neighbors to the website for valuable information- www.glencannonhoa.info (Password for Resident Info – 74Homeowner [case sensitive]). The email address is glencannonhoa@gmail.com and can be used to communicate with the Board and the community, and submit architectural review applications.

Currently the Board uses email as our preferable form of communication for neighborhood and local crime, suspicious activity, weather related emergencies, and neighborhood events and meetings. Due to the popularity of email, we have deferred a paper newsletter this year. We try to avoid using our list-

serve email for spam or reasons including endorsement of a particular contractor or service or advertisement on behalf of neighbors. We will not circulate your email addresses.

Discussion:

Gayle Abbott reminded the Board to use the “Bcc” function to listserve emails to avoid “reply all” threads.

Ron Schmiedekamp asked about the necessity of the playground and whether it should be maintained or removed. He surveyed the audience about their use of the playground.

Bob McCarthy stated that the playground contributes to the overall real estate value of the neighborhood.

Hugh Linnemann stated that the removal of the playground would likely be expensive, potentially more expensive than maintaining it. Kirsten Petersen and John Kipps voiced agreement.

Board of Director Election Results:

A total of 28 ballots were counted. We have a quorum and a new Board is elected. Ken Neal introduced the new HOA Board: Ken Neal, President; Joe Giacinto, Vice President – Common Areas; Andy Griffin, Vice President – Architectural Review; Joe Lauer, Treasurer; Julia Bargo, Secretary.

New Business

1) David Heagy gave a presentation entitled, “Why Glencannon members need CERT (Community Emergency Response Team).” Glencannon needs several people trained for emergency response, as Fairfax police and fire say that in a serious or widespread incident, it may take up to 3 days to get to a single neighborhood. Like insurance, you need it if the chances are low of a serious incident, but the consequences are strong. Any one type of incident has low probability, but having any kind is more likely – tornado, blizzard, hurricane, derecho, power outage – affecting necessary medical equipment, chemical spill, lost child or adult. During the February 2016 blizzard, an ambulance was stuck for one hour at Garrett and Gerken. Also in February, there was an accident with a fuel spill at Georgetown Pike and River Bend Road in Great Falls. CERT volunteers can also help when another community is in need.

What do you learn in basic and advanced classes? You learn how to help yourself, neighbors, and community when fire, rescue, and police cannot respond. You learn advanced first aid, organization skills, risk identification, CPR and AED use, and map reading. CERT training also provides tactics for active shooter incidents to reduce risk and improve chances of survival. CERT training teaches one how to lift a heavy object off a child or adult, and how to put out small fires, and when to not try. CERT volunteers have chances for other helping with other community service, including the World Police and Fire Games, to help with Fairfax County police training to avoid officer involved shootings, urban search and rescue, radio operations.

Typical CERT training involves 7 evening classes, 3.5 hours each, plus a final exercise, held at the Fairfax Fire and Rescue Academy. The training is sought equally by women and men, and does not require any special physical strength or agility. Participants receive a free back pack with gear.

If you are interested in signing up for CERT training, visit www.fairfaxcounty.gov/fr/cert/. Or Contact the Fire and Rescue Department Volunteer Liaison's office at 703-246-4683. For questions, please see David Heagy at 2235 Gerken at 703-281-9226.

2) Andrea Reh discussed the recent #IamFCPS movement to raise awareness of the nearly \$60 million budget shortfall for Fairfax County Public Schools. With teacher salaries without an increase for several years, and continuing budget cuts to Fairfax County Schools, schools are losing good teachers to neighboring counties, and class sizes are increasing. While many neighbors do not have children in the school system, maintaining the quality of education that attracts many homebuyers to Fairfax County will be integral to maintaining property value in the years to come. She encouraged the community to pay attention to these local politics and advocate on behalf of our schools.

Thank Yous (Ken Neal)

Ken expressed thanks to homeowners who contributed time and resources on behalf of the community. Debbi Tinkham, for serving as treasurer for half of the year; Noreen Linnemann, for maintenance of the neighborhood entrance, Carolyn Dangelmaier, for her work in instituting the bluebird boxes, Katherine Brown, Erin Lauer, Shannon DeLacy, Kristen Petersen for their help with the Halloween party, the Condes, Kipps, Gaston, Mannino, Petersen, Schmiedekamp, Davis, and Schraml families for their assistance at our community workday, and Elizabeth Weihmiller for her assistance in compiling the Glencannon Directory.

Motion put forward to adjourn the meeting; motion was seconded. Meeting was adjourned at 8:25pm.

**Glencannon Community
Association
Operating Statement**

3/9/2016 4/1/15-
3/31/16 3/9/2016

Income & Expenses	Budgeted 2015/2016	Current 2015/2016	Budgeted 2016/2017
Income	74 @ \$262.50	3@278.25 + 70@262.50	74@\$275.00
Dues - current year	\$19,425.00	\$19,209.75	\$20,350.00
Dues - prior year (incl interest)	\$0.00		
Interest on Bank Accounts	\$1.44	\$3.59	\$3.59
Home Sale Documentation (\$50 per home)		\$50.00	
Total Income	\$19,426.44	\$19,263.34	\$20,353.59
Expenses			
Electric	\$250.00	\$206.45	\$250.00
Common Area Maintenance	\$8,000.00	\$7,203.01	\$9,000.00
Common Area Enhancement	\$750.00	\$743.46	\$750.00
Community Events	\$700.00	\$609.97	\$700.00
Website Maintenance (June - GoDaddy)	\$220.00	\$0.00	\$220.00
Insurance (August & November)	\$1,650.00	\$1,495.00	\$1,650.00
Office Expense	\$250.00	\$262.62	\$250.00
VA Real Estate Board Registration (Nov)	\$100.00	\$20.00	\$100.00
State Corporate Commission (Aug - 990)	\$50.00	\$25.00	\$50.00
Lawyer Fees	\$1,000.00	\$200.00	\$1,000.00
P.O. Box Rental (Feb)	\$150.00	\$134.00	\$150.00
Vienna Volunteer Fire Department (Oct)	\$150.00	\$150.00	\$150.00
Total Expense	\$13,270.00	\$11,049.51	\$14,270.00
Reserve Account Set Aside	\$4,450.00	\$4,450.00	\$5,000.00
Profit / (Loss) before reserves	\$6,156.44	\$8,213.83	\$6,083.59
Profit / (Loss) after reserves	\$1,706.44	\$3,763.83	\$1,083.59

(1) Current Common Area Maintenance total does not include \$996.00 to be paid to Merrifield Garden Center for juniper replacement

Current Account Balances (as of 3/9/2016)

Checking	\$22,865.76	(2)
Reserves	\$26,768.24	
– Savings	\$18,141.44	
– Certificate of Deposit	\$8,626.80	
<hr/>		
Total	\$49,634.00	

(2) Does not include 3 checks that have been written but not cleared, totaling \$273.60