

## **Glencannon Community Association**

### **Annual Meeting**

**March 15, 2017**

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

Meeting was called to order at 7:15pm by Ken Neal, President.

#### **Welcome**

President, Ken Neal, introduced the current Glencannon HOA Board of Directors: Joe Giacinto, Vice President – Common Areas; Andy Griffin, Vice President – Architectural Review; Joe Lauer, Treasurer; Julia Bargo, 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.

**2016 Annual Meeting Minutes:** The 2016 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 13 households in attendance, which was not sufficient for a quorum.

**Board of Directors Vote:** Residents were asked to vote for the new 2016-17 board and ballots were collected. Quorum was present for board votes due to enough proxy ballots.

#### **Common Area Accomplishments and Goals (Joe Giacinto)**

- ▶ Repaired broken small tree shields and fixed tree bark protectors in common area
- ▶ Planted native species tree and shrub seedlings in common area
- ▶ Cleaned up upper stream and forested area
- ▶ Cleared downed trees from pathways
- ▶ Repaired fence, held community clean up, trimmed trees and cleaned out area along Lawyers Road
- ▶ Mulched front entrance, park sign entrance area, pathway bench area
- ▶ Researched alternative pathway material (asphalt is by far the cheapest considering materials and maintenance)

- ▶ Removed invasive garlic mustard from common area
- ▶ Replaced canopy and handles on playground equipment
- ▶ Secured Common Area maintenance contract for two years
- ▶ Installed new photocell sensor for entrance lights

#### **Common Area Looking ahead (Joe Giacinto)**

- ▶ Cut down dead trees along pathway/in common area endangering life, limb or property
- ▶ Repair path and perform preventative maintenance
- ▶ Install non-skid material on wooden bridge(?)
- ▶ Repair GC entrance electrical conduit/wiring
- ▶ Prep and paint Glencannon entrance sign
- ▶ Black mulch entrance area off of Lawyers Road
- ▶ Repair sapling protector shields/remove shields from dead saplings
- ▶ Tree plantings in playground area
- ▶ Community workday(s) for some/all of the above
- ▶ Friendly reminder - If you see something, say something

#### Common Area Discussion:

Everett Gaston inquired about the next neighborhood cleanup

Joe G. replied the date is TBD. Waiting for warmer weather like late April or early May

Everett asked if the saplings took

Joe G. replied that most are doing well except the vertical bank where they've washed away.

#### **2015-2016 Financial Report (Joe Lauer)**

- ▶ FY 2016 Spending

See handout for details

Almost 50% of our income goes to common area maintenance and improvement

Spending for all items in line with budgeted amounts

- ▶ Bank account balances

Added \$8,154.94 to reserves

\$5,000.00 as mandated by HOA

\$3,154.94 due to lower than anticipated expenses in FY 2015

- ▶ See handout for account balances

Financial Discussion:

Joe L. stated that we maintained the budget this year. Most of the budget goes toward common area maintenance and we had to increase funds for that in the next budget. The fall party went slightly over but we came out even with other categories. The fall party amount has been increased to spell the burden of the planners as well as the contribution to the fire department since it has not increased in many years.

Melissa asked how much has landscaping taken up.

Joe L. discussed how we have to raise the budget for next year because there are more areas to mulch and care for along the fence area up Lawyers road.

**Fiscal Year 2017-18 proposed budget (Joe Lauer)**

- ▶ No dues increase!!!
- ▶ Decreased Lawyers' Fees to \$200

Only recurring expense is registered agent fee

Other (unanticipated) legal expenses to be paid out of reserves as needed

- ▶ Increased Common Area Maintenance to \$10,000

Continues to be our biggest area of expense

Many activities from this year deferred due to budgetary constraints

- ▶ Increased Community Events to \$800

Same Halloween party organizers do great job each year with budget limit

Want to ensure organizers don't bear cost of community event

- ▶ Increased Vienna VFD Contribution to \$200

Honorarium for fire truck at Halloween party / parade

Had been \$150 for many years

- ▶ THANK YOU to all who have already paid your dues!

Approximately 59 paid

Leaves approximately 15 remaining

### **Financial discussion on new budget**

Question: Were dues delinquent from past years? Answer: no, everything is current with exception to this year's collection

### **Budget vote**

The budget could not be voted on at the meeting without quorum present. Therefore, an email was distributed to neighbors that contained the budget information asking them to vote. The budget was passed after the annual meeting.

### **Architectural Review Committee Summary (Andy Griffin)**

- ▶ THANK YOU to our homeowners for your compliance with the Glencannon ARC review process and intent - to maintain harmony and property values
- ▶ 3 applications total
- ▶ 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 (i.e., diseased tree removal) - if uncertain, contact the ARC
- ▶ The ARC application form is available on our HOA website ( <http://glencannonhoa.info/> ) – 'Architectural Review' tab
- ▶ Remember to provide sufficient information for review (description, plans, drawings, contractor quotes, etc).
- ▶ For quick-turn around projects (i.e. new roofs, siding, etc.) – please still submit to the ARC for review
- ▶ Request the exterior of your house be inspected for compliance with HOA ARC Standards
- ▶ Ensure your HOA assessment is current
- ▶ Obtain Seller Disclosure Packet from board [\$50 fee payable to HOA]- required by Virginia law and regulations

### **Community Reminders (Ken Neal)**

- ▶ After a snowfall remember to shovel your walkways or call a snow removal vendor- children and other pedestrians will be very grateful; ensure that your nearest fire hydrant is accessible
- ▶ Keep your curb lighting maintained and operating - aids in safety and home security

- ▶ Trash and yard debris pickup - 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 don't leave cans in the street for days.
- ▶ Trim shrubs and bushes along sidewalks to maintain a clear path
- ▶ Keep fences and gates maintained.

### **Architectural Discussion**

Dennise: If we are putting on the same roof and the same color, why go through approval process?

Jeremy Schottler: Why make such a big investment to find out the color was wrong?

Ken Neal: When in doubt, get approval

Gail Abbott: Some of the biggest offenders of bylaws and friendly reminders are never here at annual meetings, any plans for a friendly reminder letter for distribution to all neighbors?

Ken Neal: Andy has sent some

Nancy Gaston: a newsletter could be helpful with these reminders once a month or bi-monthly as a "memo from the board." Keep in mind spring is coming and neighbors should focus on getting things in working order.

Ken Neal: Last year the board decided no more newsletters, was that bad?

Dennise: yes, they keep the community together and in the know

Randy: Maybe that should be hammered out at the next board meeting

Dennise: We had a template we just plugged information into and sent it out

Gail: Once a quarter should be enough. The offenders still don't think it applies to them. If there are trees hanging into the sidewalk the homeowner should be notified.

John Kipps: in agreement with Gail stated that walking at night is treacherous

Gail: Personal letters should be sent out

### **Halloween Party (Julia Bargo)**

- ▶ Thank you to everyone who contributed time, food, man-power, or any other type of support!
- ▶ More than 100 neighbors were in attendance, 40+ children bounced, crafted, and had fun!
- ▶ Gratitude to

Vienna fire department

Brooke Rental for tables and chairs

- ▶ Beltway Bouncers for the bouncy house

Julia also showed a slideshow of pictures from the party.

### **Community Communications (Ken Neal)**

- ▶ Call or email a Board member with HOA or community concerns (e.g., vandalism, burglaries) after you have reported to the police
- ▶ Check Website for valuable information- [www.glencannonhoa.info](http://www.glencannonhoa.info)

Password for Resident Info – 74Homeowner [case sensitive]

- ▶ email – [glencannonhoa@gmail.com](mailto:glencannonhoa@gmail.com) –

Use to communicate with the Board and the community.

Submit architectural review applications

### **Board of Director Election Results:**

A total of 20 ballots were counted. We have a quorum and a new Board is elected except for a president. Ken Neal introduced the new HOA Board: President to be determined by the new board members; John Kipps, Vice President – Common Areas; Randy Stevenson, Vice President – Architectural Review; Roy Guenther, Treasurer; Robin Forest, Secretary.

### **New Business**

Ken Neal mentioned that there are 2 plastic bins of paperwork and old records that has accumulated over the years. He suggested to the new board to form a committee to look at it and scan what needs to be saved.

Addressing the concern for finding a president and other board members for this coming year Ken suggested in the future, as the bylaws say, the current board should establish a nominating committee. This committee should begin in the summer. The bylaws imply the nominating committee nominates 5 people and those 5 decide amongst themselves who takes on each position.

Gail Abbott: We moved from a free for all because people refused to join the board not knowing what they were committing to. Also you could end up with someone not suited for numbers as the treasurer.

### **Thank Yous (Ken Neal)**

Ken expressed thanks to homeowners who contributed time and resources on behalf of the community. He thanked the board and specifically thanked Noreen Linnemann, for maintenance of the neighborhood entrance and Carolyn Dangelmaier, for her work in instituting the bluebird boxes.

**Additional comments**

Nistler: As a new neighbor I would like to say the Halloween Party was very special.

Dennise: Joe you've kept up the common area and worked very hard

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