

Approved Minutes

HERITAGE HIGHLANDS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Clubhouse and Virtual Meeting
October 16, 2024
6:00 – 7:30 pm

- I. Call to Order 6:00 pm
a) Pledge of Allegiance
- II. Roll Call and Proof of Quorum
Present: Sheryl Garrett, Pres.; Tom Budnar VP; Gail Strobeck, Sec.; Chris McKenna, Treas, Stuart Stahl; Mark Giannini; Mark Shepherd,
Excused-Anastasia Demos (SCS Management)
- 17 other HH residents were present in-person or remotely.
- III. Approval of Agenda, Oct 16, 2024
Motion -Chris McKenna
Second -Tom Budnar
Approved-Unanimously
- IV. Approval of Minutes of Sept 25, 2024
Motion -Chris McKenna
Second – Mark Shepherd
Approved-Unanimously
- V. Officer's Reports
a) Treasurer:
September, 2024 Financials are not available yet.
One of HH's CDs (valued at \$30,000 plus approximately \$600 interest) will mature on Oct. 31, 2024. We plan on renewing it, perhaps at a different bank, for another 12 months at 4.5%.
I will ask for Board approval closer to that date.
- b) Committee Updates
i. Landscape & Grounds Committee
The tentative date for the work on the pathway is Nov. 11 & Nov. 14 depending on the temperature. Mark G will advise the community when dates are set.
Quotes for dead tree removal and replacement coming from Epling and Bartlett. We will not replace trees along 287, too difficult to maintain.
We are getting quotes from Epling and Davey for snow removal on the pipe stems.
- ii. Social Committee
Bingo-of the responses received so far, 10 people are coming on Friday night, Chris & Kathy McKenna will host.
- iii. Clubhouse Committee
Kathy McKenna introduced members of the Clubhouse Committee to those attending the meeting. She explained that the Committee is trying to get information on how residents feel about having guests in the clubhouse.

Chris McKenna explained the chart he made from the results he received from Anastasia Demos on the survey which was sent out to residents. Of 80 households, 40 responded and of those 40, 13 said no guests at all, 27 said yes in some form. Kathy said, we want to gather information to make a recommendation. “Does the community want to go ahead with guests?”

Residents’ Comments:

- *No guests
- *We need to pay attention to the survey
- *I have relatives that come and visit and stay with me, I’d like to be able to bring them in.
- *In the survey, there were more yes’s than no’s, people are interested in having guests.
- *We should allow “drop-ins”, we are responsible adults
- *I support “drop-ins”, it is a more welcoming attitude to the clubhouse
- *I’m against private parties, there will be wear & tear on the clubhouse
- *I’m opposed to guests, there would be no monitoring of what can be used or not. How will damage be addresses, who will pay?
- *I lived in 2 other communities, guests were never a problem
- *27 said yes, do we move forward? Majority says they have some interest.
- *27 represents 68% of the community, 40 people took the time to respond
- *I’m against guests in the clubhouse, it should be just for residents, there is a possibility of costs increasing.
- *Whatever decision we make, it is not a forever thing. We seem to be split on yes/no. Suggestion: take an example & draft a proposal under what circumstances we have guests.
- *Is there another way to do the survey? House to house wouldn’t work.
- *The kids here at Christmas had to stand on the far sidewalk to sing to us, while the residents were on the porch, under cover- Let’s use common sense!

Tom Budnar moved to direct the Clubhouse Committee to come up with Rules & Regulations regarding limited drop-ins and attendance at other community sponsored events excluding potlucks and bring it to the Board. We can then get opinions from the community.

Motion passed.

VI. Resident Open Forum (3 minutes per household)

Elizabeth inquired about a line item in the budget for replacing dead trees? It falls under Landscaping non contract items, amount is \$3,700.

Right now, the priority is doing the work on the pathway and removing the dead trees, replacement is a costly expense.

**VII. Adjournment-motion- Tom Budnar , seconded- Mark Giannini @ 7:13 pm
Next meeting, Nov. 20, 2024 @ 6:00 pm**

Respectively submitted,
Gail Strobeck
HOA Board Secretary

HERITAGE HIGHLANDS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Clubhouse and Virtual Meeting
November 20, 2024
6:00 – 7:30 pm

- I.** Call to Order 6:00 pm
a) Pledge of Allegiance
- II.** Roll Call and Proof of Quorum
Present: Sheryl Garrett, Pres.; Tom Budnar VP; Gail Strobeck, Sec.; Chris McKenna, Treas-remotely, Stuart Stahl; Mark Giannini; Mark Shepherd, excused-Anastasia Demos (SCS Management)
- 6_other HH residents were present in-person or remotely.
- III.** Approval of Agenda, Nov. 20, 2024
Motion – Gail Strobeck
Second – Stuart Stahl
Approved-Unanimously
- IV.** Approval of Minutes of Oct.16, 2024
Motion – Tom Budnar
Second – Mark Giannini
Approved-Unanimously
- V.** Officer's Reports
a) Treasurer: The September 30, 2024, Financial Statement reveals HH September Income exceeded Expenses by \$878.
-Year -to-date Net Income stands at \$4174.
-We have increased Reserves by \$2000 giving us a Reserve Balance of \$127,108.00. The - Walkway repairs will be paid for from these Reserves.
-Our prior years' surplus remains at \$112,701.
-HH converted a mature \$30,000 CD to a new 11-month CD at Capital Bank valued at \$31,210.17, earning 4.17%.
-Our Total Owners' Equity is \$239,809; our financial health is excellent.
- b) Committee Updates
i. Landscape & Grounds Committee:
-Pathway repair Two-thirds of the work on the walkway has been completed. The Board approved \$9,600.40 payment which represents 2/3 pf money due. The remaining \$3,825 to be paid in the Spring after final sealing is completed. Weather prevents the sealing to be done now.
-Snow Removal We have received 3 bids: Davey Tree Experts, Green Sun Inc, and US Lawns, for winter 2024-25. Mark G is favoring Green Sun as we've dealt with them before, they are local (Purcellville), and they gave us specific hourly rates for work to be done. The Board will make a decision on the winning by 5:00 pm, Sunday Nov. 24, 2024. The topic of driveway curb markers was discussed, expense is \$350 if the company puts them in.
-Lawn Care We now have a credit with Epling towards 2025 service, it is about \$4800. The cost per tree installation is \$750. We need to make a realistic plan for the Spring planting, so we are prepared to go ahead with the work in a timely manner. A plan will be formulated at the January meeting. Chris suggested we use prior years' surplus funds. Also, Stacey Epling said tree trimming would be done, Mark G will get back to us on that.

- ii. Social Committee: Potluck participants' responsibilities have been outlined, a December reminder list was sent to Community of coming events, and we made a decision to replace the "gift exchange" at the December Potluck with donations for Toys for Tots, or the Local Food Pantry. The donation boxes are already in the Clubhouse. Gail S. will take care of the Toys and Elizabeth Barbee will take care of the food donations.
- iii. Clubhouse Committee: Exercise equipment needs annual servicing; Mark G. will take care of this. We need to get a padded table cover for the Ping Pong table to prevent damage from food items. Mark S. will take care of this.

VI. Old Business

a.) Continuing Discussion on Clubhouse Guest Policy.

-There was a discussion about having children in the Clubhouse. In the recent survey, the median age of guests was suggested at age 18. The Board amended the Proposed Policy to state that a minimum age of 18 was required to enter the Clubhouse. The Proposed Rules & Regulations will be sent out to the community one more time to solicit any comments from Residents. Sheryl will take care of this. The Board plans to review the proposed Guest policy again in 6 months and amend if needed.

-Mark G. thanked the Clubhouse Committee for their diligent and thorough work on the Proposed Policy document.

-We will allow the Community Center Pre-school children into the Clubhouse in December when they come to sing Christmas Carols to us. Chairs will be set up for Residents.

VII. New Business-none

VIII. Resident Open Forum

Bill O'Neil mentioned again about the rodent digging a hole near his property (#19 HMW), we need to get an exterminator. Mark G. will take care of this.

Stuart Stahl had a question about the age eligibility of owners at our 55+ Heritage Highlands Community, so he could respond to an inquiry. A single Owner must be 55+.

Tom Budnar stated that there is nothing new on the proposed Assisted Living Facility adjacent to our property. The engineers are still working with the town, but it is slow.

**IX. Adjournment-motion- Tom Budnar , seconded- Mark Giannini @ 7:40 pm
Next meeting, Jan. 15, 2025 @ 6:00 pm**

Respectively submitted,
Gail Strobeck
HOA Board Secretary

HERITAGE HIGHLANDS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Clubhouse and Virtual Meeting
February 19, 2025
6:00 – 7:30 pm

- I.** Call to Order 6:00 pm
a) Pledge of Allegiance
- II.** Roll Call and Proof of Quorum
Present: Sheryl Garrett, Pres.; Tom Budnar VP; Gail Strobeck, Sec.; Chris McKenna, Treas-remotely; Stuart Stahl; Mark Giannini; Mark Shepherd; Anastasia Demos (SCS Management)-excused

13 other HH residents were present in-person or remotely.
- III.** Approval of Agenda, Feb. 19, 2025
Motion –Tom Budnar
Second – Mark Giannini
Approved-Unanimously
- IV.** Approval of Minutes of Nov. 20, 2024
Motion – Stuart Stahl
Second – Mark Giannini
Approved-Unanimously
- V.** Officer’s Reports
a) Treasurer: HH Treasurer’s Report February 19, 2025
Based on December 31, 2024 Financial Statement from Associa:
December Expenses exceeded Income by \$1,731.74.
Major non-recurring Expenses: Non-contract Landscaping = \$2653.00
Clubhouse Expense = \$918.46 (Inspection of Exercise Equip)
Year-to-date Income exceeds Expenses by \$5,769.65.
Monthly Increase in Repair/Replacement Reserves = \$2000, yielding a Reserve Balance = \$133,108.00. The Walkway repairs will be paid for from these Reserves.
Prior years’ surplus remains at \$112,700.66.
Total Owners’ Equity is \$245,808.66; our financial health is excellent
- VI** Committee Updates
a. Landscape & Grounds Committee:
1.Update on snow removal service
We are awaiting a final accounting for snow removal.

2. Update on lawn service and care
We are aware of a couple of trees down, Mark G will meet with Stacey Epling concerning removal. We still have a credit for summer work not done. We will make a checklist to keep on top of work to be done. Tom brought up subject of Lanternflies, Mark will check with Stacey to see if they can do anything to mitigate them. Stuart brought up suggestion about moving trees vs just removing them.

b. Social Committee:

1. Social Committee met, Feb. 5, 2025, with Candace, Ilene, Elizabeth, and Lisa in attendance. Diane was absent. Reflected on past events: Bingo-interest is waning; thanks to Mark & Mary Ellen for hosting Dec. potluck; Mark & Lisa for hosting January; and Tamyra & Angie for hosting February.
2. Revisited June agenda of Events in the Works: Chair Yoga-interest but no sponsor; Bingo-active but low attendance. Activities that don't require food: Bingo doesn't require but is accepted; Book Club doesn't require food; create walking group-no food required.
3. Need hosts: Bingo-March, April and May; Potluck: March-Kim & Phil; April- ?; May-Chris & Kathy; June-?; July-?
4. Ideas: Trivia, Soup & Salad-March 21, 6pm Bingo or Trivia to follow. CPR & First Aid-Lisa investigating. AARP videos-aarp.org/health/healthy-living/staying-fit-needs a sponsor. Bring back wine tasting with appetizers, not full potluck, Lisa & Mark will host, date TBA. Spring Tea-hosted by Judy Sheppard & friends, April 9, Wednesday at 2pm.
5. Reminders to Committee: Candace will bring puzzle table and foot protectors (?) for chairs, to the Clubhouse.
6. Next meeting March 5, 3:00 PM in the Clubhouse

c. Clubhouse Committee:

1. We have a new member, Tamyra Rizer; Phil will be her backup.
2. We need Guest Policy presented in amendment form to be approved by the Board. Mark G will take care of that.

VII Old Business

a.) Continuing Discussion on Clubhouse Guest Policy.

When the proposed Guest Policy was sent out to the community for final review, 4 people approved, 1 person suggested guests be allowed to use the exercise equipment.
Guest Policy will be presented in Amendment form for approval by the Board electronically.
Review of Policy after 6 months was discussed.

VIII New Business-

Stuart proposed a fence for a Dog Park for residents only. Perhaps we could use our key fobs for the gate. Stuart will investigate.

IX Resident Open Forum

No response.

- X. Adjournment-motion: Mark Giannini; seconded, Stuart Stahl; meeting adjourned @ 6:44 PM
Next meeting, March 19, 2025, @ 6:00 PM

Respectively submitted,
Gail Strobeck
HOA Board Secretary

HERITAGE HIGHLANDS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Clubhouse and Virtual Meeting
April 16, 2025
6:00 – 7:30 pm

- I.** Call to Order 6:00 pm
a) Pledge of Allegiance
- II.** Roll Call and Proof of Quorum
Present: Sheryl Garrett, Pres.; Tom Budnar VP; Gail Strobeck, Sec.; Chris McKenna, Treas-remotely; Stuart Stahl; Mark Giannini; Mark Shepherd, Anastasia Demos (SCS Management)-remotely

8 other HH residents were present in-person or remotely.
- III.** Approval of Agenda, April 16, 2025
Motion – Tom Budnar
Second – Mak Giannini
Approved-Unanimously
- IV.** Approval of Minutes of March 19, 2024
Motion – Mark Giannini
Second – Stuart Stahl
Approved-Unanimously
- V.** Officer's Reports

HH Treasurer's Report April 16, 2025, Revised based on March 31, 2025, Financial Statement from Associa
a. March Expenses exceeded Income by \$150.49.
b. Major non-recurring Expenses:
i. Non-Contract Landscaping \$1200.00
c. Year-to-date Income exceeds Expenses by \$6795.34
d. Projected End-of -Year Balance = \$6678
c. Budgeted Monthly Increase in Repair/Replacement Reserves = \$2000.00.
d. Transfer \$60,000.00 from Prior Years Owners' Equity to reserves = \$60,000.00 yielding a Reserve Balance = \$199,108.00.
e. Prior years' Owners' Equity is reduced to \$52,700.66. Total Owners' Equity is \$251,808.66; our financial health is excellent.
- VI** Committee Updates
a. Landscape & Grounds Committee:
1. Brothers did the sealing of the path April 16, and cracks were repaired.
2. Brothers will give us 2 prices for concrete repair: pipestem sidewalks and Fox Mill Drive and also the price for sidewalks along Harpers Mill Way.
3. It was suggested to stop the pretreatment of salt on the pipestems and just salt the Clubhouse walkways.
4. Epling owes us a credit that will show up on the April invoice.
5. Stuart suggested putting up a natural screen border of Arborvitae trees up against the new community.

b. Social Committee:
1. Thank you to Ilene for keeping the calendar current

2. The committee felt that the soup and salad event failed because it was during Lent
3. April Events:
 - April 4 potluck hosted by the McKenna's had 29 attendees
 - April 9 Spring Tea hosted by Judi Sheppard and Mary Nerone was fantastic, elegant, and had 21 attendees. We will do this again perhaps on a weekend to increase attendance
 - April 11 Bingo is picking up with an attendance of 12
 - April 25 is our wine tasting to be hosted by Mark and Lisa Shepherd
4. May Events:
 - Judy Stadler and Candace will host the May 2 potluck with a Mexican theme (Cinco de Mayo) Attendees will be asked to bring dishes in specific categories: main dish, sides, dessert
 - May 16 Bingo
 - No other events are scheduled for May. It's usually a very busy month for families.
5. **We need hosts for June, July and August**

c. Clubhouse Committee:

1. Tamyra Rizer suggested getting rid of the white cabinet in the exercise room to make more space. Motion made by Gail, seconded by Mark G., voted unanimously to accept suggestion.
2. Sheryl asked if any guests had attended any events in the clubhouse, so far none have come in

VII Old Business

- a.) Mailbox painting update-Mark S reported that Powerhouse started painting started Monday, April 14, and should be completed by Tuesday, April 22
- b.) Park benches on walking path-Stuart showed alternative benches available, it was decided that we stay consistent using the Trex Yacht Club Bench in the brown color. Stuart proposed purchasing 3 benches and have them installed on positions #2, #3, and #8 on the plan. Mark S seconded, Mark G opposed, motion passed by majority. Stuart will purchase 3 benches from Wayfair. Mark G will get a cost of installation from Brothers Paving.
- c.) Age/Occupancy Survey-This survey is still a work in progress. Sheryl will get clarification on how this is done without compromising privacy of residents.
- d.) Dog Park/exercise area-Stuart said there were prices all over the field, and many things to consider, he withdrew his recommendation.

VIII New Business

- a. Joining LIRA (Loudoun Invasive Removal Alliance)-It was decided we have no need for this
- b. 2025 Board Elections: (Two vacant seats on the Board) May 16 mailing to community, May 30 deadline for candidates, June 11 oral presentations for candidates, June 18 annual meeting and elections
- c. Draft 2025-2026 Budget-Our insurance is going up by over \$1,000. We received a comparison of costs based on changing deductible, it was decided to stay with \$1,000 deductible and our current insurer. Chris mentioned that the non-contract landscaping budget line may give us some flexibility in the budget. We are also waiting for information Income Tax from the Accountants on Income Tax due; we will use that information to estimate Income Tax due in the next year's budget.

d. Reserve Study-Chris suggested that we not do an update on the Reserve Study next year, the study was done in 2023, and we need to do it every 5 years.

e. Contract Compliance-Chris suggested that a simple contract compliance evaluation be done by the Board with input from the resident who arranged the work. Item was tabled.

IX Resident Open Forum:

1.Elizabeth Barbee suggested we purchase 3 benches and not put one near the helipad. We are purchasing 3 benches to match the one that exists now. She also suggested to keep the planter boxes on the mailboxes-we are doing that. She asked why the path to the helipad wasn't sealed and Mark replied that it wasn't in the contract.

2. Judy Stadler asked if she could get an estimate to have her driveway done when the sidewalks are replaced. Yes, she can.

X. Adjournment-motion by Tom Budnar, seconded by Mark Shepperd @ 7:50 pm
Next meeting, May 21, 2025 @ 6:00pm
Respectively submitted, Gail Strobeck, HOA Board Secretary