



2018 Cabin Branch Forest Association - Annual General Meeting

MARCH 08, 2018

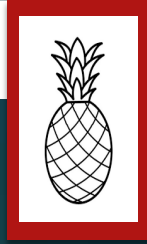
CLAUDE MOORE RECREATION CENTER, STERLING, VA

WELCOME FRIENDS AND NEIGHBORS – **PLEASE SIGN IN AND TAKE A HANDOUT**



AGENDA

- ▶ Proof of Quorum
- ▶ Welcome
- ▶ Treasurer's Report (HOA Financial Statements)
- ▶ CBFA Annual Inspections
- ▶ HOA Board Elections
- ▶ What's Been Happening in Cabin Branch Forest
- ▶ Common Area Improvements and Board Activities
- ▶ Open Forum
- ▶ Adjournment



Proof of Quorum

- ▶ Annual meeting quorum requirement is 25% (20 homes including proxies)
- ▶ Meeting announcement sent Feb 2018
- ▶ Who's here?



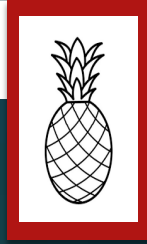
Welcome Friends and Neighbors!

- ▶ Thank you for your time!
- ▶ This meeting is for us!
 - ▶ CBFA is a self-managed Homeowner's Association
 - ▶ Our people, and their investment into the community, make all the difference
- ▶ We have a website and a Facebook page
 - ▶ www.cabinbranchforest.com – FAQs, association documents, forum
 - ▶ *Curated by Gary Marsh (Thanks Gary!)*
 - ▶ Facebook – invite only, curated by Richard Young
 - ▶ Great resource for the community to ask questions- Board monitors for questions/concerns
- ▶ Concerns? Let's address them as a community!



Treasurer's Report

- ▶ Annual Dues
 - ▶ 2018 assessment is \$430 per home (\$215 for the first half)
 - ▶ Statements mailed January 5th, due date was February 15th
 - ▶ As of March 07, 70 of 77 homes have paid
 - ▶ Please see a Board member if you did not received a 2018 dues mailing
 - ▶ Several owners indicated the mailing was never received
- ▶ Assessment of expenses/reserves adequate from 2017
 - ▶ Common ground maintenance and improvements only slight increase, no large capital expenditures or exceptional expenses
 - ▶ Board contemplating several medium upgrades/improvements in 2018
- ▶ **Cabin Branch HOA Treasurer is Cliff Miller. A very special thanks for volunteering his time**



2017 Income Statement

		2017 Actual	2017 Budget	Variance
Income				
	Total Income	\$ 19,602.00	\$ 17,710.00	\$ 1,892.00
Operating Expenses				
	Total Operating Expenses	\$ 6,954.00	\$ 8,700.00	\$ (1,746.00)
Administrative Expense				
	Total Admin Expenses	\$ 1,486.00	\$ 3,925.00	\$ (2,439.00)
	Total Expenses	\$ 8,440.00	\$ 12,625.00	\$ (4,185.00)
	Reserve Contribution	\$ 11,162.00	\$ 5,085.00	\$ 6,077.00



Expenses were lower than previous years. No maintenance spending.

Cash Flow and Reserves



Beginning Cash Balance 1/1/2017		\$ 33,191.00		
<i>Net Changes to Cash :</i>				
Reserve Contribution		\$ 11,162.00		
Capital Expenditures		\$ -		
Total Change		\$ 11,162.00		
Ending Cash Balance 12/31/2017		\$ 44,353.00		
Schedule of Accounts	Opening Balance	Closing Balance		Net
	1/1/2017	12/31/2017		Change +/-
CBFA Operating Acct.	\$ 1,804.00	\$ 7,603.00		\$ 5,799.00
Money Market Checking	\$ 12,192.00	\$ 17,516.00		\$ 5,324.00
Total Operating Funds	\$ 13,996.00	\$ 25,119.00		\$ 11,123.00
Reserve Accts				
CD #1	\$ 7,717.00	\$ 7,734.00		\$ 17.00
CD #2	\$ 6,255.00	\$ 6,266.00		\$ 11.00
CD #3	\$ 5,223.00	\$ 5,234.00		\$ 11.00
	\$ -	\$ -		\$ -
Total Reserve Accts	\$ 19,195.00	\$ 19,234.00		\$ 39.00
Totals	\$ 33,191.00	\$ 44,353.00		\$ 11,162.00



Reserve Schedule

Reserve Report for Planning Year		2017							
#	Item Description	Original Cost	Proj Life in Years	Age @ Start FY 2017		Present Value	Adj. Replace Cost + 2% annual	Reserve Req'd per Year	Reserve Req'd in 2017
1	Entrance Landscaping, Signs	\$ 4,000.00	15	9	2008	\$ 1,600.00	\$ 5,200.00	\$ 346.67	\$ 3,120.00
2	Gazebos	\$ 15,000.00	15	4	2013	\$ 11,000.00	\$ 19,500.00	\$ 1,300.00	\$ 5,200.00
3	Fencing	\$ 17,500.00	20	10	2007	\$ 8,750.00	\$ 24,500.00	\$ 1,225.00	\$ 12,250.00
4	Tot Lot	\$ 20,000.00	15	4	2013	\$ 14,666.67	\$ 26,000.00	\$ 1,733.33	\$ 6,933.33
5	Bike Paths	\$ 12,000.00	20	9	2010	\$ 6,600.00	\$ 16,800.00	\$ 840.00	\$ 7,560.00
	Reserve Req'd per Scheduled	\$ 68,500.00				\$ 42,616.67	\$ 92,000.00	\$ 5,445.00	\$ 35,063.33
	Contingency for Exceptional Expense								\$5,000.00
	Total Reserves Required for FY2017								\$ 40,063.33



CBFA Annual Inspections

- ▶ **Annual Inspections will begin April-3 for 2018 and last approximately two (2) weeks**
 - ▶ Completed by ARC and neighborhood volunteers between 10 AM – 2 PM
 - ▶ Please be aware inspectors will access front, side and rear areas of lots to perform inspections
 - ▶ Sign will be posted at community entrance as a reminder
 - ▶ A very special thank you to Thera M. and Tom D. for volunteering their time for many years
- ▶ Inspection checklist posted on the Cabin Branch Forest website
 - ▶ Check to see if you have items that may be in violation
 - ▶ Policy and timeline for resolution also posted on the website
 - ▶ **Handout of checklist on signup table**
- ▶ What to do if you are cited for a violation?
 - ▶ HOA will be monitoring violations, timeframe, communications more closely than previous years.



HOA Board Members and Volunteers

- ▶ Current Board members (2 of 5 positions opening)
 - ▶ Dan Hibbard (President) - 2017
 - ▶ Kesva Naidoo – 2015 (*term expiring*)
 - ▶ Jeff Schultz – 2015 (*term expiring*)
 - ▶ Thomas Wolfe - 2017
 - ▶ Eddie Jeffries - 2017
 - ▶ Members elected by community, positions decided by board
- ▶ Treasurer - Cliff Miller
- ▶ ARC Committee – Thera Miller and neighborhood volunteers
- ▶ Website Curator – Gary Marsh
- ▶ CBFA Facebook Group Owner – Richard Young



HOA Board Nominations and Elections

- ▶ 2 of 5 positions on Board open
- ▶ Nomination and Election Process
 - ▶ Each position a 3 year term
 - ▶ General members nominate and elect Board members at annual meeting
 - ▶ Board members elect positions on the Board at first Board Meeting
- ▶ Nominations?
- ▶ Vote



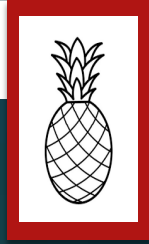
What's been happening in Cabin Branch?

- ▶ Community wide trash is here!
 - ▶ Thank you to all involved and for the neighborhood's patience during the transition
- ▶ Safety
 - ▶ Isolated cases of car rummaging reported (cars usually unlocked) and stolen packages.
 - ▶ See something suspicious? Report it! "See something, Say Something"
 - ▶ Loudoun County Sheriff's Office non-emergency number - **703-777-1021**
 - ▶ Porch/house lights and locked cars are great deterrents.
- ▶ Parking
 - ▶ Cabin Branch streets are public streets, but please be considerate of your neighbors.
 - ▶ Parking on grass is prohibited by the county
- ▶ Social Events (not sponsored or endorsed by Board – these are community activities)
 - ▶ Bunco, First Fridays, Basement Bar Crawl, etc
- ▶ Spring is almost here! – please drive safe and watch for kids in the neighborhood



CBFA Board Activities

- ▶ Completing community wide trash transition
 - ▶ Special thanks to Osborne family (vote process), Kesva (for getting quotes), Tom D. (contract negotiations) and the neighbors for actually voting!
- ▶ Covenants Enforcement and neighborhood upkeep
- ▶ Common Area Improvements
 - ▶ In Progress
 - ▶ Playground cleanup & deferred maintenance (border, mulch, trees)
 - ▶ Paved walkway improvements (cracked asphalt)
 - ▶ Proposed
 - ▶ Front entrance landscaping upgrade
 - ▶ Playground equipment upgrade (discussion of half-court basketball court)
 - ▶ This is your community- what would you like to see?



Open Forum

- ▶ Please raise any questions, comments or concerns on topics presented tonight or others you'd like addressed.
- ▶ Events, comments, concerns outside of Cabin Branch Forest?
- ▶ Suggestions?



Adjournment

- ▶ Thank you for coming!
- ▶ Bi-monthly board meetings open to all neighbors – check website for time and locations.
 - ▶ First meeting scheduled for May-3, 7:00 PM at Sterling Library, Meeting Room A
- ▶ Important Dates (tentative)
 - ▶ Community cleanup day – April-7 (Signup sheet on sign-in table, contact danhibbard@gmail.com)
 - ▶ Community wide yard sale – April 29
 - ▶ Community block party – September 22 (rain date is September 29)
- ▶ Contact
 - ▶ info@cabinbranchforest.com | board@cabinbranchforest.com
 - ▶ www.cabinbranchforest.com
 - ▶ Or just stop by!