

**HAMPTON FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 27, 2008**

Members Present:    Bill Heilman            President  
                              John Eldred            Vice President  
                              Bill Towcimak        Secretary  
                              Andy Kalnins          Treasurer

                              Members Absent:    Steven Gonzalez      Member at Large

Others Present:      Shirley Klocek        Community Manager, Cardinal Management

**I.     Call to Order:**

President Heilman called the meeting to order at 7:05 pm, noting the presence of a quorum.

**II.    Community Forum**

Treasurer Andy Kalnins notified Management that an entrance light to the right of the Homewood Way entrance is out. Management will contact the electric company to repair the light. Management also noted that the solar entrance light on the Route 29 entrance sign is out and she has notified the solar company to investigate the problem.

**III.   Approval of Minutes**

*Secretary Towcimak motioned to approve the minutes of the January 30, 2008 meeting with one minor spelling change. Vice President Eldred seconded. The motion passed unanimously.*

**IV.   Management Report**

**A.     Administrative**

- Management reviewed the Statements of Income and Operations and noted the high balance in the checking account due to the incoming 2008 assessments.

- Treasurer Kalnins suggested that excess monies be transferred from the checking account to Morgan Stanley to ensure all funds are insured by the FDIC. Secretary Towcimak agreed that the transfer of excess funds to Morgan Stanley is preferable to the funds remaining in the checking sweep account with Virginia Commerce. Management will transfer excess funds from the checking account to Morgan Stanley.
- The Board and Management discussed the payment of assessments on February 1 with a late date after February 28. Treasurer Kalnins suggested a semi-annual payment with due dates of February 1 and August 1 and an option to pay by automatic debit from the owner's bank account. The quarterly collection of assessments was also discussed. Management will provide a break down of the invoicing costs to compare the cost of semi-annual collection of assessments with the quarterly collection costs.
- The Board discussed an e-mail offer by a homeowner to put the directory information on the Internet. However, the Board expressed concerns about privacy issues since the homeowners listed in the current directory had not expressly granted permission to publish their information in a directory placed on-line via the Internet. The Board agreed the current directory will not be placed on-line due to privacy considerations.
- The Board reviewed a request from a homeowner to approve a locking mailbox for installation by homeowners who have security issues with receiving mail delivered by the postal service. Treasurer Kalnins suggested that the approved vendor for the community's mailboxes and posts be contacted regarding a locking mailbox option for the community. Management will contact the community mailbox vendor regarding the homeowner's request.

## **B. Contracts**

- The approval of the 2007 audit proposal from Goldklang, Cavanaugh & Associates was ratified by the Board based upon the e-mail approval by the Board subsequent to the January 30 meeting.

*Secretary Towcimak made a motion to approve the 2007 audit proposal submitted by Goldklang, Cavanaugh & Associates. Treasurer Kalnins seconded the motion which was unanimously approved by the Board.*

- Professional Grounds will monitor the drainage enhancements recently installed in the gas line easement adjacent to Ashleigh Road and behind Chalkstone Court. Professional Grounds will return to seed the area in the spring. Professional Grounds has advised that additional work in the area may be necessary to resolve the drainage problems.

**V. Unfinished Business**

- Fairfax County is scheduled to present a proposed enhancement of the storm water detention facility to homeowners at the March 26 Board meeting. President Heilman requested that Management notify the Fairfax County engineer, Dipani Kumar, to provide the written materials no later than Friday, February 29. If the County fails to provide written information by this date, the proposed presentation to the homeowners at the March 26 Board meeting will be delayed to a later date. The Board is adamant that homeowners be given adequate notification of the presentation a month in advance via the electronic newsletter. Management will follow up with a notice mailed to all homeowners who live nearby the storm water facility.

**VI. New Business**

No new business discussed.

**VII. Executive Session**

*Secretary Towcimak motioned that the Board go into Executive Session at 8:50 p.m. Vice President Eldred seconded. The motion passed unanimously.*

*Vice President Eldred motioned to close Executive Session at 9:05 p.m. and reconvene the regular monthly Board meeting. Secretary Towcimak seconded. The motion passed unanimously.*

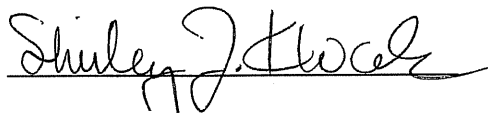
**VIII. Adjourn**

*Treasurer Kalnins motioned to adjourn the meeting at 9:10 p.m. Vice President Eldred seconded. The motion passed unanimously.*

Respectfully submitted,

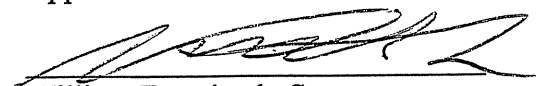
*Shirley J. Klocek*

*February 27, 2008*



*March 26, 2008*  
Date

Approved:

  
William Towcimak, Secretary

*26 March 08*  
Date