



Cardinal Estates HomeOwners Association

2020 Annual Report

*Visit us on the Web: <https://cardinalestates.wildapricot.org>
Or e-mail: Cardinalestateshoa@gmail.com or Phone 703.829.6689*

Cardinal Estates Home Association
2020 Annual Meeting Agenda

- RegistrationOpen
(Receipt and count of homeowners and proxies. A minimum of 10% either by proxy or attendance is required to validate meeting.)
- Convene Business Meeting
- Introductions
- 2020 Annual Meeting Minutes
- Treasurer’s Report
- Cardinal Estates Accomplishments in 2019
- Neighborhood Watch
- Old Business
- New Business/Future Plans
- 2021 Proposed Budget
- Annual Assessment Information
- Election of Directors/Nominations
- Discussion
- Adjourn Meeting

Cardinal Estates Home Association
Introductions
Board of Directors

DIR1	President	Blane Endale
DIR2	Vice President	Amanda Fox
DIR3	Treasurer	Alec Horn
DIR4	Secretary	Jen Voss
DIR5	Director	Jim Foster
DIR6	Director	Cindy Kealey
DIR7	Director	Ken Hill
DIR8	Director	Eric Ritter
DIR9	Director	Marisol Rivera

Standing Committees

Architectural
Neighborhood Watch
Park
Welcoming
Communications
Nominating

Other Functions
Newsletter / Web Site

2020 Annual Meeting Minutes

Available upon request. Meetings minutes are saved on the CEHA google drive. Meeting Minutes have been recorded and approved for the below listed dates.

Special Meeting -Thursday, May 28, 2020- Approved
Board Meeting- Thursday, June 18, 2020- Approved
Board Meeting- Wednesday, July 15, 2020- Approved
Board Meeting-Thursday, August 20, 2020- Approved
Board Meeting- Thursday, September 17, 2020- Pending Approval at annual meeting

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Treasurer's Report
Fiscal Year 2020

2019-2020 Income (Assessments, Disclosure Packets, Interest):	\$26,191.50
2019-2020 Expenses (below):	\$19,242.21

EXPENSES

Event: Annual Picnic 2020:	\$ 0,000.00
Event: Flags on 4th of July:	\$ 126.40
Park maintenance:	\$ 10,330.40
Admin/Operational PO Box/ Postage and Delivery/Zoom/Taxes & Fees	\$ 1,137.36
Legal Fees/Counsel:	\$ 4968.34
Insurance:	\$ 1,474.00
Reserve Study	\$ 1,205.71
<u>Grand total:</u>	<u>\$ 19,242.21</u>

Accomplishments in 2019/2020

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The CEHA Board of Directors volunteered their efforts in the following improvement projects:

- Thanksgiving & Christmas of 2019 (post annual picnic): CEHA provided food and volunteers to help man the West Springfield Police Station dinners for officers who worked on those two holidays.
- Reserve study was completed by Miller & Dodson in late 2019 (post annual picnic). Due again in 2024.
- Virginia State Corporation Commission (SCC) reinstatement on Monday, April 6, 2020.
- New Board of Directors elected on Thursday May 28, 2020.
- Rebuilding community trust.
- Successfully collected and processed almost all assessments.
- July 4th Flags were purchased and placed at every mailbox in the neighborhood.
- Cardinal Estates emails are successfully being monitored. Emails are responded to in a timely manner.
- Communications committee continues to update the website with helpful information.
- HOA documents have been uploaded and can be found on the Cardinal Estates website.
- Cardinal Estates HOA now has its own Facebook and Nextdoor page. These social platforms are now available for communicating with the neighborhood.
- Multiple dead trees have been removed out of the park.
- The Stream/Bridge Project is being assessed by the State and County for assistance. (**SEE PARK & STREAM CONCERNS AND ISSUES BELOW**)
- New Request For Proposal (RFP) was completed for the Landscaping and Tree maintenance. ImageWorks Landscaping is maintaining the property for the next 2 years. Tree company is TBD.
- Welcome packets have been created by the welcoming committee.
- Recommended Bylaw amendments (**SEE PROXY**).
- Voting for Bylaws can be done online via CEHA website and is automatically recorded to the homeowner's profile.
- Two (2) Neighborhood Watch signs have been replaced at Aplomado and Peregrine entrance
- Flood signs have been purchased and will be installed soon.
- Burke Road Curve project is moving along. More details will be added to the website as they come in.

NEIGHBORHOOD WATCH REPORT - 2020

Cardinal Estates has an active Neighborhood Watch program, with patrols through Cardinal Estates throughout the day and in the evening. We have residents walking for exercise, bicycling, walking their dogs, and driving, all being the eyes and ears of our Neighborhood.

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Remember, always call the Fairfax County Police Non-Emergency number ANYTIME you see something suspicious at (703) 691-2131. Trust your gut instinct if you feel something is not quite right. Carrying a small notebook can help so that you can make notes of details such as dates, times, tag numbers, and unusual activities. Please also email the information to our email address at CardinalEstatesHOA@gmail.com to the attention of the Neighborhood Watch Coordinator to keep us informed of incidents that happen in our neighborhood. We will also try to answer any questions you may have about Neighborhood Watch.

One of the most prevalent crimes in the West Springfield district is vehicle break-ins. The police department emphasizes “Lock It or Lose It”. Unfortunately, we have had vehicle break-ins hit our community in the past. Don’t make it easy for them! Keep your vehicles locked. Many times “flippers” go through a neighborhood on foot testing vehicle door handles. If they’re unlocked, you can guess what happens next.

You also need to actually report the crime. If you don’t, the police have no idea which areas are being hit and they then would have no record of the incident.

For those interested in participating in Neighborhood Watch, please contact the Cardinal Estates Neighborhood Watch at CardinalEstatesHOA@gmail.com or call the Cardinal Estates Board phone number at (703) 829-6689. Additional training for Neighborhood Watch will be announced on the West Springfield Police Station website and taught by our West Springfield Police Station Neighborhood Watch coordinator, or contact us for more information.

Together, we can all play a part in having a safe neighborhood! Remember, crime prevention starts with you! YOU are the eyes and ears of our neighborhood!!

Old/New Business

PARK AND STREAM CONCERNS AND ISSUES2020

As many of us know, the park has suffered extensive water and soil erosion for several years. Much of this is due to the failure of the bridge but also the rise in storm water and the compromise of the stream through our parkland. The board has been working extensively with numerous groups and organizations at both the county and the state to rectify some of these issues. Here is a list of some of them:

Virginia Department of Conservation and Recreation
Virginia Flood Risk Information System (VFRIS)
Virginia Soil and Water Conservation Board
Conservation District Fairfax County
Urban Conservation Specialists – technical team
Army Corp of Engineers

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VA DEQ – Stream Restoration

We were actually on a list back in 2016 for evaluation for work - but it was deemed not essential at that time and then we were never re-added. Having said that - we are back on the list for restoration in 2020 and will find out in late October if we have been granted the work. If we have not made the list this year – we will contact them again for 2021.

Here are areas of concern the community will need to address:

The Kudzu (vine growing near the railroad). We should do everything we can in the fall when it dies down to remove and clean up as much as possible - otherwise it will take over everything. Having the landscapers mow it during the summer months is imperative for us.

Ivy maintenance growing on our trees in our parkland - we need to properly remove, manage and maintain the removal of ivy (both English and poison) for their proper health.

The stream (up stream from the bridge) - is in relatively good shape. There were large rectangular stones placed on both banks back when the community was created which have survived intact - for the most part. There is a section of the stream (near the curve) where due to the multiple "10 year incidents" we have had recently, the soil has eroded from behind causing some of them to become dislodged and or completely fall into the stream. We will need to make a decision on how to address this.

The area closest to the bridge needs to have the bank cleaned up from the fallen debris and vines.

The bridge - is not repairable and completely compromised - digging anything out at this point is futile and unnecessary.

Down stream from the bridge, this area of our stream is where we have the most problem - there are several "streams" that have been created in this area due to storm water compromising the flow of the main stream. This will all need to be corrected.

Numerous dead trees in the park are due to Ash borer (several of the ones by the bridge for example) which is an insect that killed most Ash in NOVA. Other trees that we have numbered have died out due to being sun loving trees and with the canopy closed - they do not get the sun they need therefore dying off and finally some due to the water issues. All of these will need to be taken down.

By putting down impermeable blacktop as our walkway - we have created a super stream in this location for the water (especially now coming from the bridge blockage) It is suggested that any pathways not being used (secondary path by Aplomado) be pulled up to allow water to penetrate the soil. Although we do not need to pull up the entire pathway – it is suggested that if we need to replace any of it – we choose a permeable pathway instead of the blacktop we currently have.

On either side of that walkway - you will see large craters where the water has washed everything out - these will be our responsibility to repair. We will need to remove the debris, lay geotextile material, return stones etc and fill in with riprap.

We can leave all the "rafts" of debris from all of these storms as it will be good for the wetland. When we remove the trees, we can leave them as the decomposition is important to the maintenance of the trees/soil & plant life in the wetland are. We will need to do some cleanup of the current logs.

We as the Board know this all sounds very expensive and a lot of work. We are putting together a multi-year plan to deal with all of this as well as taking advantage of whatever available grants, county and state funds to pay for this. However, we do want the community to know that we will need to pay for some of this work and are doing everything possible to do that within the current assessments.

We would like to encourage and will ask for park maintenance weekend community work days to help with this and understand that the current pandemic may put some of this off until next year.

Finally – we would like to ask all homeowners that live adjacent to the park refrain from dumping their yard waste and debris from maintaining their property in the park as the community then if financially responsible to remove it.

Automated Annual Assessment process has been running smoothly. This is a convenient option for members to pay assessments online, but we also provided the old option in case there are residents that choose to not pay online. We are always looking to actively have updated contact information for all residents so they can stay informed with all announcements throughout the year.

New Business

Plans for 2021

New Cardinal Estate Island design
Stream/ Bridge Project
Kudzu Removal
Apply for grants
Encourage the use of the CEHA website

We welcome any new ideas - please email your CEHA Board to share more wonderful enhancements to our neighborhood cardinalestateshoa@gmail.com

Cardinal Estates Home Association

Proposed Budget ~ Fiscal Year 2021

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Cardinal Estates Home Association Annual Meeting – October 17, 2020

2019-2020 Income (Assessments, Disclosure Packets, Interest):	\$26,702.00
2019-2020 Expenses (below):	\$26,702.00

EXPENSES

Event: Annual Picnic 2021	\$ 3,500.00
Park maintenance:	\$ 12,000.00
Event: Social Functions	\$ 1,200.00
National Night Out	
Event: Yard Sale/Trash Pick up	\$ 1,100.00
Admin/Operational	\$ 1,225.00
PO Box/ Postage and Delivery/Taxes & Fees	
Event: Flags on 4th of July:	\$ 200.00
Legal Fees/Counsel:	\$ 3,000.00
Insurance:	\$ 1,500.00
Addition to Emergency Reserve	\$ 3,177.00
<u>Grand total:</u>	<u>\$ 26,702.00</u>

Stream/Bridge Renovation	Pending
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Motion to Adopt:
Vote by the Membership:

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Annual Assessment Information

The maximum annual assessment may increase each year by not more than 3% above the maximum for the previous year without a vote of the membership (By-laws of Cardinal Estates, Article IV, Covenant For Maintenance Assessments). The Board of Directors may fix the annual assessment at an amount not in excess of the maximum. The assessment shall be used exclusively to promote the recreation, health, safety, and welfare of the residents in the Properties and for the improvement and maintenance of the Common Area, and of the homes situated upon the Properties.

Year	Potential Assessment	Actual Assessment	Year	Potential Assessment	Actual Assessment
1972-77	\$36.00	\$36.00	2000	\$104.30	\$104.30
1978	\$37.08	\$36.00	2001	\$107.40	\$107.40
1979	\$38.19	\$38.00	2002	\$110.62	\$110.60
1980	\$39.33	\$38.00	2003	\$113.92	\$113.92
1981	\$41.51	\$40.00	2004	\$117.34	\$117.34
1982	\$41.71	\$40.00	2005	\$120.86	\$117.34
1983	\$42.96	\$42.50	2006	\$124.49	\$120.00
1984	\$44.24	\$44.00	2007	\$128.22	\$128.22
1985	\$45.56	\$45.00	2008	\$132.07	\$132.07
1986	\$46.92	\$46.90	2009	\$136.03	\$132.07
1987	\$48.32	\$48.30	2010	\$140.11	\$132.07
1988	\$49.77	\$49.76	2011	\$144.31	\$132.07
1989	\$51.26	\$51.25	2012	\$148.64	\$132.07
1990	\$52.79	\$52.75	2013	\$153.10	\$132.07
1991	\$80.00	\$80.00*	2014	\$157.69	\$142.00
1992	\$82.40	\$80.00	2015	\$162.42	\$142.00
1993	\$84.47	\$80.00	2016	\$167.29	\$145.00
1994	\$87.00	\$60.00	2017	\$172.31	\$145.00
1995	\$89.61	\$80.00	2018	\$177.47	\$149.00

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1996	\$92.30	\$85.00	2019	\$182.79	\$149.00
1997	\$95.07	\$85.00	2019	\$188.27	\$153.50
1998	\$98.35	\$98.30	2020	\$193.92	\$153.50
1999	\$101.30	\$101.30	2021	\$199.74	\$158.00

* Special Assessment Approved May 1990

NOTE: Annual and special assessment due dates are set by the CEHA Board of Directors. Such assessments are a personal obligation of the owner(s) of the property at the time the assessment fell due. Failure to remit payment by the due date will result in additional charges for interest, collection fees, and liens against the property.

Election of Directors

Directors up for Election in 2021:

- DIR1 - Blane Endale
- DIR2 - Amanda Fox
- DIR3 - Alec Horn

Nominations from the Floor:

Vote by the Membership:

Three directors are elected at each annual meeting to serve 3-year terms. If a director resigns, the Board of Directors appoints someone to serve the balance of the term of office. Designation of officers is made each January by the Board of Directors.

Directors up for Election in 2022:

- DIR4 – Jen Voss
- DIR6 – Eric Ritter
- DIR7 – Cindy Kealey

Directors up for Election in 2020:

- DIR5 – Jim Foster
- DIR8 – Ken Hill
- DIR9 – Marisol Rivera

The Board of Directors would greatly appreciate the assistance of additional members of our community. If you or someone you know would like to volunteer for one of the standing committees or special events, please see a board member following the Annual Meeting.

Discussion / Notes

FOR ALL HOMEOWNERS – ONE VOTE PER LOT

The Cardinal Estates Home Association (CEHA) annual meeting for 2020 will be on Saturday, October 17th, 2020 from 11:00—11:30 AM in the park (rain date Sunday, October 18th at the same time). Due to COVID-19, we will require that masks be worn + social distancing will be in effect. The Governor does allow gatherings of this size and has relaxed virtual meeting restrictions but we are still offering a Zoom option, Zoom information on <https://cardinalestates.wildapricot.org/>. We will not offer food or have games/bounce houses for children and ask you consider the number of family members attending.

A quorum must be met in order for the Annual Meeting to be valid. This means that 10% of the homeowners must attend. If you cannot make the meeting, please fill out the attached proxy and either mail it back to the PO Box or give it to a neighbor or board member that will be attending. **Please make sure to have this postmarked by October 13.**

The agenda for the Annual Meeting includes:

- ✓ Voting to re-elect Board Members: Marisol Rivera, Ken Hill and Jim Foster are up re-election
- ✓ Approving the budget for the upcoming year
- ✓ Voting on three possible changes to the bylaws
- ✓ Addressing resident concerns or suggestions
- ✓ New business

2021 Proposed Budget

<u>Office:</u>		<u>Programs and Social Activities:</u>	
Administrative/Operational	\$1,225.00	Annual Picnic	\$3,500.00
Legal and Professional	\$3,000.00	Other Social Functions	\$1,200.00
Insurance	\$1,500.00	Yard Sale/Trash	\$1,100.00
<u>Common Land Maintenance & Mowing:</u>		<u>Capital Investment:</u>	
Park Maintenance	\$12,000.00	Add to Emergency Reserve	\$3,047.00
Bridge Project	\$Pending	Infrastructure	\$1,000.00
<i>(from emergency reserve & checking)</i>		<u>TOTAL:</u>	<u>\$55,907.21</u>

- CEHA Board of Directors

Thank you in advance for your time. We look forward to seeing you there.

PROXY FOR ANNUAL MEETING: Treasurer's Report

I hereby **Approve** _____ **Not Approve** _____

I will **NOT** be able to attend the 2020 CEHA Annual Meeting & hereby designate _____ or Blane Endale (if no name provided) to cast my vote for all matters that may arise.

Printed Name: _____

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Lot #: _____

Address: _____

Signature: _____

Proposed Amendment 1- Architectural Attachment update YES [] NO []
Architectural Guidelines section 7.a. (1) regarding the description of approvable fences “wooden” be amended to include “or wood replica”.

New proposed change would read 7.a. (1) “**wooden or wood replica**”

Explanation: There are vinyl fences available that look close to wood and which have durability and cost benefits. Such fences do not detract from neighborhood appearance, and add value as an improvement to the lot.

Proposed Amendment 2- Architectural Attachment update YES [] NO []
That enumerated authorities in the Architectural Guidelines be amended to commence the list with the numeral “1” (one) and continue in order from there. It now begins with the numeral 5 (five).

New proposed change begin with # 1.

Explanation: This would allow the Guideline to be read in numerical order for a neat appearance.

Proposed Amendment 3- Article IV Board of Directors: Selections: Term of Office YES [] NO []
Section 1. Number. The affairs of this Association shall be managed by a Board of nine (9) Directors, who need not be members of the Association.

New proposed change would read “who **need to be** members of the Association.”

Explanation: Community concerns should be handled by people who are residents in the community and understand its needs.

Proposed Amendment 4- Article IV Board of Directors: Selections : Term of Office
YES [] NO []

New proposed change would read “who need to be members of the Association **except** any Directors in office as of May 29, 2020.”

Explanation: This was an alternative to amendment 3. This is a grandfather clause allowing any of the current Board members to be excluded from the new bylaw that would be in effect.

PROXY FOR ANNUAL MEETING- Bylaw Amendments

I will NOT be able to attend the 2020 CEHA Annual Meeting & hereby designate _____
or Blane Endale (if no name provided) to cast my vote for all matters that may arise.

Printed Name: _____

Lot #: _____ Or Address: _____

Signature: _____