



Call to Order – 5 minutes

Community members introduced themselves, including board members Tom Scott, Kim Lucas, Darlene Kelly, and treasurer Diane Lund.

A list of attendees is available in **Appendix A**.

Review and Vote on 2021 Meeting Minutes for Approval – 10 minutes

The Board presented the Meeting Minutes from the 2021 Annual Meeting. These remain available over the Green Hill Forest Community Association (GHFCA) website at <https://greenhillforest.org/>.

The Board thanked community members for continuing to only park at the bottom of the community in extreme emergency circumstances.

Attendees formally accepted the 2021 Meeting Minutes.

Treasurer's Report (Diane Lund) – 15 minutes

Treasurer Lund described the 2021 Account Summary; this artifact is available in **Appendix B**.

- This account summary was peer reviewed by Board Member Scott. Homeowners are welcome and encouraged to request a review of the books at any time to validate purchases.

Community members are reminded that homeowners who do not pay their dues are not considered voting members. Additionally, members who abstain from voting are considered "no" votes.

- Lien fees reflect liens being removed and placed. 6 liens were removed and 6 were placed.
- The property owner is responsible for the cost of liens, including interest. Lien placement and payment is reflected in the annual cost and income, respectively.

Cutting back vegetation from the roadway is the responsibility of the homeowner. In the instances where such activity is not performed, the Board will notify the owner and if necessary, cut back the vegetation and charge the fee to the homeowner.

Office and computer supply purchases were mainly attributed to ink cartridges for printers.

Taxes and registration fees were paid to state agencies where required.

Volunteer work was performed to assist in repairing potholes; expenses were incurred for the material and gas only.



Improved and unimproved lots annual dues can be paid via check at 1698 Hillandale Rd, Front Royal, VA 22630 or through the website, www.greenhillforest.org (a fee is assessed for online payments).

- The GHFCA website was enhanced to process payments using PayPal as an alternative to paper checks. PayPal charges a 2.9% convenience fee; this fee is reflected in the amount the lot owner pays.

Attendees formally approved the 2021 Account Summary.

Review of 2021's Progress – 20 minutes

Tar and chip repairs were contracted to Bob Lake. Lake repaired 2700 square yards. See attachment for locations.

- UPDATE: After the Annual Meeting, it was noted that there is edge damage on Green Hill Ridge Court. The area is too large to patch and must be asphalted in the next paving cycle.

Community fees were raised in 2021 to address the rising costs of maintenance to \$400/\$200 annually for improved/unimproved lots, by a 2/3 votes of eligible lot owners.

Culverts are inspected annually; no issues found or anticipated.

It is unknown who was responsible for the paint spill on Hillandale road. If anyone has further information, they are encouraged to contact the Board.

Community members are encouraged to continue to share photographs of wildlife on the GHFCA website; please submit photographs on our website or to board@greenhillforest.org to the Board to have them shared with the community.

Options for high-speed Internet service remain limited; many community members are signing up for Starlink (<https://www.starlink.com/>) as an alternative when it becomes available.

2022 Initiatives – 60 minutes

The Board projects the cost of chip and tar to increase by approximately \$6,000 to account for additional areas previously unaddressed as well as road edges.

Portions of the road are washing away and can be improved through the placement of stone, which requires specialized equipment.

- Board Member Scott proposed using a backhoe intended to be acquired for personal use partially to conduct community work on this repair. Efforts must be made to ensure full transparency with homeowners regarding the use of community expenses in this fashion.



Patching is recommended near the edge of highway 55 where it joins Hillandale,

Homeowners are encouraged to volunteer for ongoing projects within the community; the Board welcomes these individuals to reach out to become more involved.

- There is a project near the mailboxes to address overgrown vegetation which is estimated to be conducted prior to Spring. Volunteers are asked to please reach out to a Board member if they have the capability to assist; requests can be submitted via the website or board@greenhillforest.org.
- Speedbumps are also in need of repainting after paving has been completed this year.

Homeowners are reminded to be neighborly and assist others wherever possible. For example, using plowing equipment to clear an additional driveway or adding salt to a particularly dangerous spot on the road.

Please exercise caution when walking and driving on the roads. There are pedestrians and speed limits.

- There is the potential for speed cameras in the future; to be further discussed.
- There was a suggestion to consider implementing a hiking trail; to be further discussed.

An update to the By-Laws and Covenants will be considered in 2022 and any potential changes will be approved by lot owners. The purpose of updating the By-Laws and Covenants is better understand and make better use of these documents. They were written in July of 1974, and were written in sections as the community developed, we as a community should all abide by the same set of rules in a language which is clear and easily understood.

- There will be a cost associated with filing the paperwork, as it does have to go through the court system; the expense is expected to be nominal.
- As well, a lot owner approval vote will be needed.

The capability will be provided to enable homeowners to opt out of paper mailings where electronic communications are desired and possible. This can be done by visiting our website and should save us mailing costs.

Green Hill Forest has a rich history, including its vision as a campground in the 70', the Battle of Green Hill, copper and magnesium mining operations. Please share any additional findings regarding the history of Green Hill Forest through board@greenhillforst.org. Information will be posted on the community website.

The community will consider informal quarterly meetings, such as potluck picnics in the park.



Election

Jim Crowell was elected as board member to replace Kim Lucas who completed her three-year term. We thank and appreciate Kim for her time and excellent service as board member. Our new sign at the entrance was due in large to her efforts. Board member Crowell will serve a three-year term as the newest member.

Treasurer Lund's position is available. Community members are asked to consider volunteering for this position.

Desirée Kelly volunteered to serve as Secretary.

Next Steps – 5 minutes

The Board will attempt to draft a plan to outline projected spending for the near future, including inflation, with a roadmap supported by projected budget, goals, and milestones; to be addressed and refined with community members. The plan will also include what is expected as a safety net and sets the basis for expectations regarding major spending areas such as snow removal.

A draft plan will be available to community members in the future and a follow-up meeting will follow.

There is the potential to modify the bylaws. Suggestions made will be brought to a vote by the community. This will be revisited next year.



Appendix A – Attendees

Name	Lot#	Community Role
Darlene Kelly	37	Board member
Tom Scott	10,11,12	Board member
Kim Lucas	35	Board member (exiting)
James Crowell	47	Board member (newly elected)
Pat & Diane Lund	29	Diane - Treasurer (exiting)
Desirée Kelly	36	Secretary
Easton Peterson	38	Member
George Jenkins	77,95	Member
Ian Matlick & Jennifer Abras	4	Member
John Silcox	46	Member
Jon Crutchley	67	Member
Laurette Crowell	47	Member
Mark Lucas	35	Member
Marty & Kaylyn Yates	48,49	Member

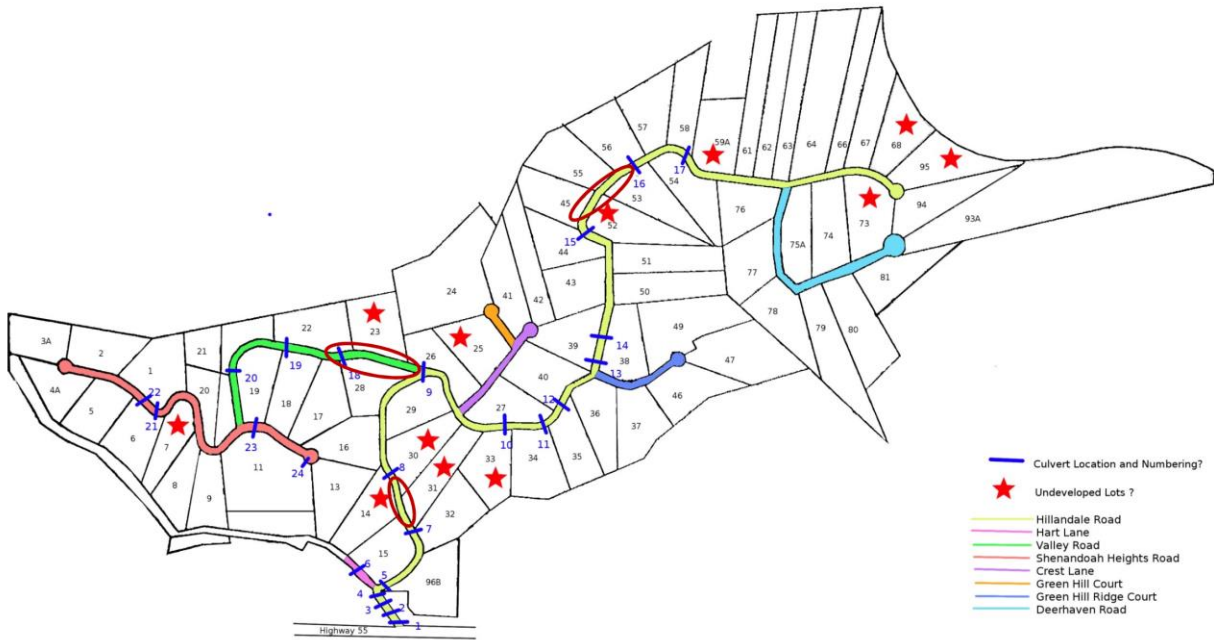


Appendix B – 2021 Account Summary

Balance as of 12/31/2020	11,915.30
Income:	
Road Fees	23,039.00
Total Income:	34,954.30
Expenses:	
Postage	-148.00
Electric	-118.47
Lien Fees	-372.00
Computer & Accessories	-74.31
Copies, office supplies	-77.36
Southern States – Salt	-253.46
Snow Removal & Salt Spreading	-12,667.50
Repair Light	-13.96
Taxes	-75.00
Misc. (donation fee for HOA mtg)	-50.00
Road Maintenance – Repair	-102.75
Road Maintenance – Chip & Tar	-9,000.00
Road Maintenance – Vegetation cut back	-270.00
Insurance – State Farm	-662.00
New Road Sign	-762.96
Order New Checks	-39.05
Total Expenses:	-24,686.82
Balance as of 12/31/21	10,267.48



Appendix C: 2021 Paving Locations





Appendix D: Community Roles and Responsibilities

The responsibilities of 1) the Board and Officers of GHFCA and 2) Lot owners are provided below as a reminder

1. GHFCA Board and officers

- Collect Road Maintenance Fees
 - Lot fees double on improved lots (lots with dwellings)
- Placing liens pursuant of non-payment
- Review and deny/approve new improvements once plans have been received
- Contract road maintenance and repair
- Maintain culverts under roadways
- Maintain subdivision signs
- Where maintenance of road edges does not occur by owner in a timely manner
 - A notice will be sent stating the problem and desired resolution date
 - If non-compliant the board may choose to contract this work out and attach cost to property owners' fees

2. Lot Owners

- Pay Road Maintenance Fees January 1st of each year
 - Requires that GHFCA has provided adequate access
- Maintain culverts under their driveways, ditches, and any material (plant or otherwise) encroaching on the roadway
 - This means cleaning culverts and road edges to assure damage to roads and cars does not occur
- Vote on Lot Fee's
 - 2/3 required to assess new fees
- Provide plans of any new: building, fence, wall, driveway, or other improvements in accordance with the bylaws
 - Single family dwelling only
 - >800 square feet
 - 50 feet from property line
 - 75 feet from road center
- No temporary structures used as residence
- No signs larger than 1 square foot unless associated with construction
- No obstruction or diversion of drainage water flow
- Provide adequate off-road parking
 - No parking on the road unless there is an emergency.
- No animals except small, noncommercial animals (County law also prohibits)
 - Not noisy or offensive
 - Leash when off property



- The following must be kept out of site
 - air drying
 - refuse containers
 - fuel storage
 - Garden equipment
 - Stored raw materials
 - Vehicles that are not operable
 - Limit 1 per lot (County ordinance)
- Repair any road damage caused by owner or contractor



Appendix E: Road Work History

A 6-year history of the snow and road maintenance expenses are outlined below.

Year	Income	Plow	Salt	Chip & Tar	Road Patch	TOTAL EXPENSE
2016	\$12,456	\$5,500	\$0	\$0	\$2,518	\$8,018
2017	\$19,088	\$1,000	\$200	\$15,000	\$1,011	\$17,211
2018	\$21,940	\$1,200	\$3,787	\$15,000	\$770	\$20,757
2019	\$22,228	\$1,600	\$4,930	\$13,000	\$1,690	\$21,220
2020	\$18,267	\$400	\$3,307	\$13,000	\$0	\$16,707
2021	\$23,039	\$4,500	\$8,167	\$9,000	\$108	\$21,775