

# CAVANAUGH CROSSING HOMEOWNERS' ASSOCIATION (HOA)

## MEETING MINUTES

November 13 @ 6:30-8:00 pm  
Lorton Library, 9520 Richmond Hwy, Lorton, VA 22079

### A. Welcome

- a. President Robert Bolluyt and VP DJ McCann, plus twenty or so members of the community with introductions given.
- b. New neighbors welcomed.
- c. Happy to have regular quarterly meetings with community members attending

### B. New Business

- a. Budget for 2025 – constant for now, staying at \$225/quarter.
- b. Kingstowne landscape and snow removal-
  - i. need to address landscaping by the water management pond on the other side of the tree line as this is not being landscaped/cut.
  - ii. Robert to follow up with the county.
  - iii. The county needs to manage this area
  - iv. Snow removal does not include pipestem (Haines Drive) as this is considered a private driveway.
  - v. Consider helping a neighbor in need when heavy snow arrives.
- c. Website: [www.cavanaughcrossinghoa.com](http://www.cavanaughcrossinghoa.com)
  - i. Operational thanks to the Phillips family –
  - ii. Basic but provides information to the community such as important dates, meeting notes, upcoming meetings, and community documents like ARC/ bylaws etc...
  - iii. Abby Phillips has volunteered to be the secretary - she is the messenger. Email checking/responses are responsibility of president/ VP
  - iv. Email not through website-please use [cchoa22079@yahoo.com](mailto:cchoa22079@yahoo.com)
- d. Quarterly HOA Payments- remaining at \$225/ quarter.
  - i. Discussion for discount for paying for year in advance would create a deficit in budget should everyone do that trying to hold costs down
  - ii. You can still pay in full, but no discount will be given to avoid the risk of low cash flow
  - iii. Unable to receive Zelle/Venmo to pay as banks do not allow that for business accounts
  - iv. Will still look at getting payments through the website, concerned about privacy and security w/website - Abby to check on this
- e. Trash/Recycle bin
  - i. Make sure trash bins/recycle bins are fully closed to avoid animals and debris littering on the ground from the wind.
  - ii. Trash pickup is 2 x week on Mondays and Thursdays
  - iii. Recycle once a week on Wednesday

*Mailing address – Cavanaugh Crossing HOA, P.O. Box 823, Lorton, VA 22199*  
*Email address – [cchoa22079@yahoo.com](mailto:cchoa22079@yahoo.com)*

# CAVANAUGH CROSSING HOMEOWNERS' ASSOCIATION (HOA)

## MEETING MINUTES

- iv. Yard refuse – Saturday, April 1-December 24 in paper bags once a week -early on Saturdays mornings
  - v. Bulk pick-up available upon calling Patriot Disposal at 703-257-7100
  - f. BoD (Board of Directors) elections (done at the end)
- C. Recurring Business
- a. Violation fines
    - i. Increase late charge from \$10 to \$25 or even to an amount that has influence to encourage homeowners to comply with violations
    - ii. Currently at \$10/day for 90 days or one time fine
    - iii. VA HOA Statue has rules about these charges. Need to validate if ok to do-
    - iv. DJ to follow up on this
    - v. To get to fines- there is a process that needs to be followed after violation
      - 1. violation- letter sent stating violation then need to comply within time limit
      - 2. 2nd letter sent- certified letter
      - 3. Then hearing
      - 4. Then time to comply
      - 5. Then fine but need attorney to assist with this matter
  - b. Adherence/Compliance with HOA Rules and Guidelines
    - i. See the website for the guidelines
    - ii. ARC (architectural review committee) and/or board members intend to walk around the neighborhood to make sure homeowners are following guidelines
    - iii. Paul Ginnetti is the lead of the ARC, committee members are Sabrina Boyd, Jimmy Canlas, Heidi Harrison, and Brian Walsh. Brittanye Briscoe expressed interest in joining.
    - iv. The issue of the split driveways was discussed, and modification to include how much concrete is allowed if an owner wants to remove the grass median and how much is acceptable (note: current guidelines do not allow for altering of the grass median)
      - 1. OK if inside the fence? ARC will discuss and make a recommendation to the BOD
      - 2. Need to comply with water egress to avoid flooding to neighboring house/ land.
    - v. Driveways with grass in the middle
      - 1. Part of the community design and uniqueness are the driveways and grass medians.
      - 2. A few residents added brick at the driveway end early in the community before the community guidelines were formalized. ARC will consider

# CAVANAUGH CROSSING HOMEOWNERS' ASSOCIATION (HOA)

## MEETING MINUTES

- whether it is acceptable to add brick or stone. Need to consider some leeway at driveway entrances to avoid grass from getting damaged
3. One resident had brick installed by the builder at the beginning due to water management/water run off causing grass to die. This was an exception for this home only.
  4. Need to assess specifications of applying brick or concrete to middle grass area, if approved.
  5. Issue tabled for the time being until further measurements/ specifications can be advised- Paul/ ARC to address and follow up
- 
- vi. Parking- no overnight parking. Streets are narrow
  - vii. Any external change to landscape, exterior (siding, doors, basement access, roofing, door, paint color, elevation, etc.), or outside structure (pergola, shed, etc.)
  - viii. Need approval of ARC/ HOA
  - ix. Vinyl fences are now approved but need to meet a standard
  - x. If you desire to make changes outside of your house- you need to apply for approval by ARC, changes must comply with bylaws/ guidelines
- c. Attorney- looking at 2 lawyer groups that focus on HOAs
- i. Previous attorneys are too expensive and not helpful
  - ii. Concern time to get attorney, as has yet to obtain-discussion of over 15 months - need to establish timeline and goal – Current BOD not able to find time
  - iii. Need an attorney to provide legal advice so we can enforce rules/ fines.
  - iv. #1 concern is commercial childcare business in the neighborhood - violation of the adopted Covenants, Conditions and Restrictions (CCRs) - these businesses responded through their attorneys and the current BOD tabled the issue until we hire an Association Attorney.
  - v. Establish Ad Hoc committee to find HOA attorneys (Volunteers: Corey Briscoe, Dee Sinjh and Brian Walsh)- they will find attorney by the end of the year and hopefully have them retained by Jan 1, 2025
  - vi. Attorneys are to focus on specialized concerns to assist HOA to enforce our bylaw/rules in accordance with Commonwealth of Virginia HOA Statutes
- d. Management company - not yet retained
- i. The previous company fired due to mismanagement- did not pay our bills
  - ii. Difficult to find due to the small neighborhood (47 homes) and can be costly
  - iii. Their job is to pay bills for landscaping and trash, ensure tax and regulatory compliance, etc.
  - iv. Collection of dues -DJ has been doing this for over 2 years
  - v. Deal with letters of violation that the board creates- they mail it out and track
  - vi. Consider a stipend position for a neighbor to manage
  - vii. Dee Sinjh has volunteered to research this to get back to us

**CAVANAUGH CROSSING HOMEOWNERS' ASSOCIATION (HOA)**  
**MEETING MINUTES**

- e. Development across the street.
  - i. 9 acres currently zoned for 1 -1.5 acres per home about 9 homes
  - ii. It was proposed to put 75 townhomes - this was opposed
  - iii. Now it has changed to 23 single family homes- 0.2-0.3 acres per home
  - iv. SC land use federation involved
  - v. Plan to do traffic review with 67 trips per day
  - vi. Corey Briscoe and Brian Walsh attended the meeting held on oct 22 via zoom (see full recorded meeting)
  - vii. HOA did not give a letter of declaration opposing the proposed housing, but it was noted that the federation heard our concerns
  - viii. Hooes/Ox Road needs to be improved to accommodate significant increase in daily traffic
  - ix. Plan to have next meeting
  - x. Still need to be approved for rezoning to 0.3 acres/ per home
  - xi. Keep an eye out for more information.
- D. Election: no one submitted intent to run
  - a. Paul nominated Robert Bolluyt as President, Robert agreed, majority in favor
  - b. Abby nominated Samuel Boyd, Sam agreed, majority in favor
  - c. The term is for 3 years running Jan 1, 2025- Dec. 31, 2028
  - d. Abby volunteered as secretary
  - e. Finding Lawyer- ad hoc committee volunteers are Corey, Dee and Brian
  - f. Finding Management company -ad hoc committee volunteer Dee.
  - g. Thanks, given to DJ for his work/ efforts
  - h. The new members/ committee volunteers to meet with Robert/ DJ for more information and/or for update on processes of HOA.
- E. Closing- thanks for coming
  - a. Plan next meeting first quarter 2025 TBD