



## ANNUAL MEETING NOTICE

December 20, 2024

Dear Forest Lakes Homeowner:

You are cordially invited to attend the 2025 Annual Forest Lakes Community Association, Inc. homeowners' meeting which will be held at the Forest Lakes North Poolhouse on Wednesday, January 22nd at 6:00 p.m. Please note if there is inclement weather, the alternate date will be Wednesday, January 29th at 6:00 p.m. We will elect three (3) members to two-year terms on our Board of Directors. I encourage each of you to attend this important meeting. In the event that you are not able to attend, please complete and return the enclosed proxy/ballot before the meeting. Your doing so will help us establish a necessary quorum.

The following information is enclosed with this letter:

- 1) Agenda
- 2) Candidate Bios
- 3) 2025 Budget Information
- 4) Minutes from 2024 Annual Meeting
- 5) Voting Instructions
- 6) Ballot/Proxy

As the Annual Meeting is not a working session of the Board, individual concerns or issues cannot be resolved during the meeting. Please direct any personal matters to the Board or management on a separate day for proper attention.  
We look forward to seeing you on January 22nd.

### Important Updates for 2025

- Starting January 2025, dues will be **\$333 per quarter** or **\$1,332 annually**. Please ensure your bank autopayments or Klik N Pay settings are updated accordingly.
- **Note:** 2025 will be the final year for coupon books.

Sincerely,

Jimmy Baranik  
President, FLCA Board of Directors

**FOREST LAKES COMMUNITY ASSOCIATION  
ANNUAL HOMEOWNERS' MEETING  
JANUARY 22, 2025, 6:00pm**

**AGENDA**

- a. Roll call and certifying of proxies**
- b. Proof of notice of meeting**
- c. Approval of minutes of 2024 Annual Meeting**
- d. Annual Association Report – Jimmy Baranik, President**
  - Architectural Board Review**
  - Buildings and Grounds Maintenance**
  - Security**
  - Contract Management**
  - Communications**
  - Other Accomplishments**
  - Ongoing Contracts**
  - Managing Agent**
- e. Report of the Treasurer, Scott Solak**
- f. Election or appointment of inspectors of election**
- g. Nomination of Directors**
- g. Nominations from the floor**
- h. Unfinished business**
- i. New business**
- j. Announcement of election results**
- k. Adjournment**

## JANE KEATHLEY



Jane Keathley has been a Forest Lakes resident since 1996, after relocating to Virginia from Kansas. As a resident, she and her family have enjoyed the many amenities of the FL community and appreciate the long-standing attractiveness of the area. She coordinated the Forest Lakes Garden Committee for the past two years, led the Neighborhood Watch program for Thornridge for 10 years and participated in the FL responses to the proposed Western bypass and Brookhill entrance issues. Jane is a retired quality/business management consultant in the pharmaceutical and medical device sectors. She is a former Director for ASQ, a global quality professional society, and for Virginia's Senate Productivity and Quality Award (SPQA) program.

### Priorities Regarding Forest Lakes matters:

As the area around FL changes, the neighborhood will continue to experience challenges as well as opportunities to remain an attractive community. As a Forest Lakes Board member, I will engage in the issues that come before the Board and consider the multiple perspectives of our current and potential residents to determine the best courses of action towards the long-term success of Forest Lakes.



## SCOTT SOLAK

Scott Solak and his family have been residents of Forest Lakes since 2006 (South from 2006-2020, North since July 2020) after relocating from New York State. He has been employed by SNL Financial / S&P Global since 2007 in various commercial and strategic roles.

Scott is the current Treasurer of the Forest Lakes Community Association. He is also Chair of the Finance Ministry at Church of Our Savior on Rio Road.

Scott and his family are longtime users of Forest Lakes amenities – pools, fitness center, lakes, tennis courts and trails. He believes that these are unique assets for our community which deserve sufficient energy and investment to maintain at high standards.

Scott's main priority as Treasurer is to ensure that our Association continues to be in a strong financial position, with controls and policies in place to safeguard this into the future. He believes that continuous diligence and transparency on FLCA finances are key to maximizing our resources for the benefit of all residents in the community.



NANCY TRUDEL

Nancy Trudel and husband, Lew Holloway, moved to Forest Lakes in 2017. Attracted to Forest Lakes' amenities, friendliness, and common areas, they have an interest in preserving the neighborhood. Nancy is an attorney who assists people and businesses with a variety of legal services, including business formation/governance; tax-exempt organization/maintenance; real estate and leasing; contract negotiations/drafting; trademark registrations; probate assistance and will and trust preparation. Nancy also enjoys spending time with family and friends, travelling, golfing, and hiking.

If continuing to serve on the FLCA Board, Nancy will incorporate experience with past legal services provided to homeowners' associations and property owners' associations in the spirit of keeping Forest Lakes a vital, friendly, and community-focused residential development.

**To ensure we have a quorum, please turn in your ballots before the Annual Meeting day – even if you are planning on coming to the meeting. If we don't have a quorum, we need to start the process all over again...at an added cost!**

**Thanks!**

**FOREST LAKES COMMUNITY ASSOCIATION, INC.**  
**BUDGET - FY-2025**

BUDGET DESCRIPTION	2024 Budget	2025 Budget
<b>Assessment Income</b>		
Residential Assessments	\$ 1,843,880.00	\$ 1,980,684.00
Commercial Assessments	\$ 39,175.00	\$ 39,175.00
<b>Total Assessment Income</b>	<b>\$ 1,883,055.00</b>	<b>\$ 2,019,859.00</b>
<b>User Fee Income</b>		
Disclosure Inspection Income	\$ 10,739.00	\$ 10,739.00
<b>Total User Fee Income</b>	<b>\$ 10,739.00</b>	<b>\$ 10,739.00</b>
<b>Rental Income</b>		
Community Building Rentals	\$ 22,800.00	\$ 24,000.00
<b>Total Rental Income</b>	<b>\$ 22,800.00</b>	<b>\$ 24,000.00</b>
<b>Collection Income</b>		
Collection Cost Recovery	\$ 9,200.00	\$ 6,200.00
<b>Total Collection Income</b>	<b>\$ 9,200.00</b>	<b>\$ 6,200.00</b>
<b>Other Income</b>		
Other Income	\$ 2,700.00	\$ 8,300.00
<b>Total Other Income</b>	<b>\$ 2,700.00</b>	<b>\$ 8,300.00</b>
<b>Investment Income</b>		
Interest Income	\$ 60,000.00	\$ 50,000.00
<b>Total Investment Income</b>	<b>\$ 60,000.00</b>	<b>\$ 50,000.00</b>
<b>Total Operating Income</b>	<b>\$ 1,988,494.00</b>	<b>\$ 2,119,098.00</b>
<b>Administrative</b>		
Misc. Administrative	\$ 3,000.00	\$ 3,175.00
Uncollectable Accounts	\$ -	\$ -
Collection Fees	\$ 8,200.00	\$ 6,550.00
Farmers Market Expenses	\$ -	\$ -
Newsletter Expense	\$ -	\$ -
Office Expenses	\$ 5,150.00	\$ 4,404.00
Communications	\$ 2,824.00	\$ 4,521.00
Social Programs	\$ 8,000.00	\$ 8,000.00
Printing Expense	\$ 5,000.00	\$ 2,000.00
Postage	\$ 5,000.00	\$ 2,400.00
<b>Total Administrative</b>	<b>\$ 37,174.00</b>	<b>\$ 31,050.00</b>
<b>Insurance</b>		
Insurance	\$ 24,855.00	\$ 28,924.00
<b>Total Insurance</b>	<b>\$ 24,855.00</b>	<b>\$ 28,924.00</b>
<b>Utilities</b>		
Electricity	\$ 24,000.00	\$ 22,000.00
Gas	\$ 200.00	\$ -
Water/Sewer	\$ 26,336.00	\$ 32,313.00
Cable Service	\$ 13,020.00	\$ 14,180.00
<b>Total Utilities</b>	<b>\$ 63,556.00</b>	<b>\$ 68,493.00</b>
<b>Irrigation</b>		
Irrigation and other expenses	\$ 1,500.00	\$ 2,500.00
<b>Total Irrigation</b>	<b>\$ 1,500.00</b>	<b>\$ 2,500.00</b>
<b>Contracted Services</b>		
Janitorial Contract	\$ 18,800.00	\$ 21,012.00
Pool Contract	\$ 284,000.00	\$ 279,435.00
Refuse Removal	\$ 310,701.00	\$ 321,245.00
Landscaping Contract	\$ 236,420.00	\$ 260,289.00
Security Contract	\$ 12,000.00	\$ -
Tennis Court Contract	\$ 20,394.00	\$ 20,600.00
Fitness Maintenance Contract	\$ 5,377.00	\$ 5,377.00
<b>Total Contracted Services</b>	<b>\$ 887,692.00</b>	<b>\$ 907,958.00</b>
<b>Repair &amp; Maintenance</b>		
Landscaping Repairs/Plantings	\$ 21,460.00	\$ 22,960.00
Recreational Maintenance/Supplies	\$ 59,033.00	\$ 56,743.00
Lake Infrastructure Repairs	\$ 4,000.00	\$ 4,000.00
Buildings Maintenance	\$ 22,340.00	\$ 35,000.00
Common Area Maintenance	\$ 105,000.00	\$ 105,000.00
<b>Total Repair &amp; Maintenance</b>	<b>\$ 211,833.00</b>	<b>\$ 223,703.00</b>
<b>Professional Services</b>		
Audit	\$ 5,550.00	\$ 5,800.00
Legal/Professional	\$ 5,000.00	\$ 5,000.00
Salaries and Management	\$ 216,045.00	\$ 230,193.00
<b>Total Professional Services</b>	<b>\$ 226,595.00</b>	<b>\$ 240,993.00</b>
<b>Taxes</b>		
Taxes	\$ 2,100.00	\$ 10,000.00
<b>Total Taxes</b>	<b>\$ 2,100.00</b>	<b>\$ 10,000.00</b>
<b>Reserve Expenses</b>		
Replacement Reserves (allocation)	\$ 473,189.00	\$ 555,477.00
Interest Allocation to Reserves	\$ 60,000.00	\$ 50,000.00
<b>Total Reserve Expenses</b>	<b>\$ 533,189.00</b>	<b>\$ 605,477.00</b>
<b>Total Operating Expenses</b>	<b>\$ 1,988,494.00</b>	<b>\$ 2,119,098.00</b>
<b>Total Association Net Income/(Loss)</b>	<b>0.00</b>	<b>0.00</b>
<b>2024 Total Assessment per Household: \$1332 per year</b>		
<b>\$333 per quarter</b>		



# Forest Lakes Community Association

## Minutes - Annual Meeting January 24, 2024

### **Call to Order – Jimmy Baranik, 6:02 pm**

### **Opening Comments – Jimmy Baranik**

Baranik offers a warm welcome to all homeowners on this rainy night. Appreciates the homeowners caring enough to come out and participate and review the last year's accomplishments.

Purpose of the meeting is to vote on our Board members for two-year terms, to review the activities of the Board during the past year and outline future projections of activities of the Association.

### **Introductions – Jimmy Baranik**

#### 2023 Board Members

- Jimmy Baranik, Director, President of the Forest Lakes Community Association
- Todd McGee, Vice President and Architectural Review Board Chairman
- Scott Solak, Treasurer
- Nancy Trudel, Director
- Dick Billings, Director
- Rich DiMeglio, Director
- Jane Keathley, Director

Thanks to the rest of the Board for their collaborative service to the community and unselfish gift of their personal time to the community - the work is visible and clearly recognized by the community.

#### Community Group (CGI)

Tamera Hammond, On-Site Manager  
Philip Adams, Community Group Managing Agent  
Grace Elliff, Administrative Assistant, part-time

Thanks to the Community Group for their service.

### **Roll Call and Certifying of Proxies**

Baranik calls on Philip Adams to certify that a quorum is present.

**There are greater than 15% of homeowners present in person or by proxy. This meets the quorum requirement of 15% as stated in Article V, Section 1 (b) of Forest Lakes Community Association's Bylaws.**

### **Proof of Notice of Meeting**

Baranik calls on Hammond to establish that notice requirements were met.

**Notices were mailed on December 18, 2023 in accordance with the thirty day notice requirement of Article V Section 1 (b) of Forest Lakes Community Association's Bylaws.**

### **Approval of 2023 Annual Meeting Minutes**

Motion to dispense with the reading of last year's Annual Meeting minutes was made by John Schmidt, seconded Suzie Dixon, voted on, and passed.

2024 Annual Meeting minutes will be taken by Joben Kronebusch.

### **Annual Association Report – Jimmy Baranik**

Baranik was proud to share Association investments plans for 2024:

2024:

Resurface North Pool  
Addition to Fitness Center  
New Equipment for fitness center

2024 programs and projects can be found at [www.forestlakes.net](http://www.forestlakes.net) and in the monthly newsletters.

#### Architectural Board Review

Thanks to Todd McGee who chaired the ARB committee and volunteer John Schmidt who continue to provide support and guidance to the numerous requests coming before the association. FLCA offers thanks to the ARB for their many hours of work.

#### Security

Baranik reports that Forest Lakes continues to be a safe and relatively crime free community. Thanks to the Albemarle County Police Department who provides our supplemental security patrols.

#### Contract Management

We signed a new one-year contract with Signature Pool Management who will replace Douglas Aquatics. The GFI (trash & recycling) contract will be renegotiated this year.

#### Communications and Programs

Thanks to Tamera Hammond and Grace Elliff for leading our outbound communications. We transitioned to a new digital monthly newsletter. Please sign up for the e-news if you have not already done so.

Homeowner Paul Merrel raises a question about additional advertising opportunities. Replacement advertising may be discussed in the future.

#### Ongoing Contracts

Landscaping: FLCA continues with D&D Landscaping with an on-going 3-year contract, renewed through 2025. Thanks to D&D for beautifully maintaining our extensive common area properties.

#### Swimming Facilities:

As previously mentioned, Signature Pool Management will manage and staff our pools this season.

Trash Removal: County Waste/GFL Services holds the contract for FLCA trash and recycling removal.

As with any business, the Board of Directors recognizes the need to continue to scrutinize our overall operations to ensure that we are operating in a cost effective, efficient, and environmentally sound manner.

#### Board Support

Thanks to the Community Group site management team: Philip Adams, Tamera Hammond, and Grace Elliff. FLCA thanks additional persons who have assisted the Board over the last year and Joben Kronebusch (recording secretary). The Board asks that each homeowner continue to support the Board in their efforts and, wherever possible, become actively involved in the maintenance and management of your community. If anyone has an interest in assisting the Board, please feel free to contact any Board member, Tamera Hammond, or Philip Adams..

### **Treasurer's Report**

Thanks to Scott Solak. Scott introduces himself as a resident of FLCA since 2006, living in FL South and FL North, Scott shared the Treasurer's Report - please see attached his report as an appendix.

### **Election or appointment of inspectors of election**

Baranik appointed the following representatives to assist in the counting and validation of the ballots:  
Tamera Hammond

### **Nomination of Directors**

Nominations for Board of Directors (four positions)

Baranik reviewed the nominees:



Jimmy Baranik  
Dick Billings  
Rich DiMeglio  
Todd McGee

### **Nominations from the floor**

Baranik opened the floor to nominations and no additional residents were nominated.  
Motion to close nominations was made by John Schmidt, seconded by Paul Merrel and passed.

### **Unfinished business**

No unfinished business.

### **New business**

No new business.

### **Announcement of election results**

Baranik requested the results from the election and announced the new elected board for 2024:

Jimmy Baranik  
Dick Billings  
Rich DiMeglio  
Todd McGee

Congratulations to the re-elected 2024 Board members.

Baranik solicits questions from residents.

TGIF Friday February 16, with Jimmy Baranik singing and on piano.

Scott Elliff asks about Tennis Pro. FLCA's prior tennis pro will not be returning. A new job posting on the Professional Tennis Registry has been released.

Paul Merrill says it is great having Associa local and facilitating all the community logistics. Baranik adds that Adams is top notch. Also asks about the latest on Riverbend. Dimeglio indicates that FLCA is monitoring & participating in discussions on two local developments and a pending road development through direct conversation, consultation, and community meetings. Growth zone is designated by Albemarle county, but we can modify and influence the fulfillment. DiMeglio reminds us that "Voices matter". McGee adds that, with the new developer (formerly referred to as the RST development), the housing will be for sale, not rental.

Baranik provides an update on the expanded gardens, roughly 50 plots and still a waiting list. Keathley provides a description of the organization of the community, an extensive list of upgrades, and a new composting program.

DiMeglio shares that community member participation & presentation of ideas led to gardens, pickleball, and other other projects that have been executed.

### **Adjournment**

Motion to adjourn the 2024 Annual Meeting of the FLCA was made by John Schmidt, seconded by Paul Merrel and passed.

Meeting adjourned at 6:35 p.m.

**Forest Lakes Community Association  
Treasurer's Report at Annual Meeting  
January 24, 2024**

The financial condition of the Forest Lakes Community Association is sound. Yearend Operating Funds were \$192,000 and Reserve Funds were just under \$1.3M.

The FLCA Investment Policy complies with Virginia code for HOAs + Forest Lakes Covenants and provides the following benefits:

- Protection – clarifying that Operating Funds may only be held in FDIC-insured accounts
- Control – any investment of Reserve Funds may only occur after approval of Board
- Flexibility – being able to engage vehicles with professional management of assets
- Transparency – investment performance will be reported to Board on monthly basis

At yearend 2023 Reserve Funds were invested in a mix of money market and US government securities funds with a weighted average yield of 5 ¼ %.

Per Virginia HOA code FLCA conducts a replacement reserves study every 5 years. It is reviewed annually as part of the budgeting process. Income in excess of expenses is allocated to reserves for long-term maintenance of our common assets. The operating budget is developed by Board members + community management and requires approval by Board. 2024 budget anticipates total operating income of just under \$2M, total expenses of \$1.46M and a reserve allocation of \$533,000 (which includes estimated interest on Reserve Funds).

The Board appreciates great efforts of management to reduce expenses whenever possible. Unfortunately higher inflation is impacting most budget line items, especially largest = pool and refuse contracts. Therefore the Board had no option but to approve increase in assessment to cover expected total expenses and still make the required allocation to replacement reserves. Board and management will continue to be diligent in conducting operations most efficiently.

The Board welcomes residents of the community to attend our monthly meetings. Time is set aside at beginning of each session for questions relevant to the financial status and operation of Forest Lakes.

**Forest Lakes Community Association: Board of Directors Election 2025**  
**Voting Instructions**

Who is eligible to vote:

- You must be a Forest Lakes homeowner (tenants are not eligible to vote)
- If you are in default on your FLCA homeowner assessments your voting privileges are suspended
- Owners who close on their properties after the date of this mailing are eligible to vote upon providing appropriate documentation of ownership.

You can vote in two ways:

- Absentee: You can fill in your ballot and mail it to the FLCA Office, or you can drop it off at ballot box at the FLCA Office.
- Proxy: You can designate someone other than yourself to fill in a ballot for you, using the enclosed Proxy Designation Form. Fill out the proxy form and mail it to or drop it off at the FLCA Office. Please mark "PROXY" on the enclosed envelope. The person you designate will be responsible for identifying themselves at the Annual Meeting, or at the FLCA Office beforehand, where they will be given a ballot to cast in person on your behalf.

Here is the mailing address for Absentee Ballots and Proxy Designation Forms:

- FLCA, 1828 Pavilion Circle, Charlottesville, VA 22911.
- The FLCA Office is in the Pavilion building at the North Recreation Center and is open from 9:00am-5:00pm Monday through Friday. (The winter holidays may affect these hours.) The after-hours mail slot is on the front of the building.

How to fill out your ballot:

- Each household is entitled to two votes for each Board of Directors vacancy to be filled (there are three vacancies).
- The ballot has two columns for you to use. **For each column, select a maximum of three candidates.** Voting for more than four will invalidate your ballot.
- Ballots need to be signed by one of the owners (both do not need to sign), and you must print your name and your Forest Lakes property address.
- These instructions also apply to the Proxy Designation Form, should you choose to use it rather than voting directly.

Voting deadlines:

- Absentee Ballots and Proxy Designations must be received by 5:00 PM on the day of the Annual Meeting for "early" voting.
- Ballots may be brought to the Annual Meeting as well.

**PLEASE VOTE EARLY TO ENSURE A QUORUM!!!**

The full set of election procedures that have been adopted by the Board and govern the election is available on the Forest Lakes website, [www.forestlakes.net](http://www.forestlakes.net), or you can get a copy at the FLCA Office.



**January 2025 FLCA Board of Directors Election**

**PROXY DESIGNATION**

Homeowner(s): If you choose to have another homeowner or member of the Board of Directors vote for you, please complete this Proxy by designating the authorized person below and signing with your property address and date. The form needs to be returned to the Forest Lakes Community Association Office, 1828 Pavilion Circle, Charlottesville, VA 22911 no later than 5:00pm the day of the Annual Meeting. For establishing a quorum, it would be appreciated if you would please return your Proxy by 5:00 p.m. on the business day immediately preceding the Annual Meeting date.

The undersigned property owner(s) hereby authorize

\_\_\_\_\_ (print the name of your proxy here **not your name**)

to vote on my/our behalf at the Annual Meeting (or any postponements thereof) for the election of the Forest Lakes Board of Directors.

This proxy shall terminate automatically upon the adjournment of the Annual Meeting or any postponement thereof.

**Required Information:**

**Signature of Property Owner:** \_\_\_\_\_  
(only one signature is required)

**Printed Name of Property Owner:** \_\_\_\_\_

**Forest Lakes Property Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BALLOT ON REVERSE**

**FLCA January 2025 Election**

**BALLOT**

Please read the voting instructions carefully before completing this ballot.  
Each household gets two votes for each candidate.  
Meeting date is Wednesday, January 22, 2025 at 6:00pm in the Poolhouse.  
Turn in ballot by 5:00pm January 22nd for early voting.

**USE BOTH COLUMNS**

Select no more than 3 candidates in each column

**1<sup>st</sup> set of votes**

**2<sup>nd</sup> set of votes**

**Candidate**

**Term**

\_\_\_\_\_

\_\_\_\_\_

Jane Keathley

2 yrs

\_\_\_\_\_

\_\_\_\_\_

Scott Solak

2 yrs

\_\_\_\_\_

\_\_\_\_\_

Nancy Trudel

2 yrs

\_\_\_\_\_

\_\_\_\_\_

Write in: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write in: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Printed Name of Property Owner: \_\_\_\_\_

Forest Lakes Property Address: \_\_\_\_\_