

Homeowners Meeting of the Earlysville Forest Homeowners Association

September 20, 2022

The meeting of the Earlysville Forest Homeowners Association (Association) was held in the cafeteria of the Broadus Wood Elementary School. There were 12 homeowners in attendance.

The meeting was called to order at 7:35 p.m. by Brian McCay, President of the Association.

Mr. McCay introduced the board members who were present along with their duties on the board: Brian McCay, President; Terri McCay, Treasurer & Secretary; Mark Seago, oversees maintenance of Region 1 (Stillwater Lane); Wendy Adkins, Architectural Committee (oversees compliance of covenants).

A copy of the 2023 budget was provided to everyone and Mr. McCay explained our largest expenditure is the upkeep of common property and this amount does need to be flexible considering there are also times (after a storm) where we need to clean up the removal of large trees that have fallen. 100% of homeowners dues were collected. The work needed to be done on Dam 4 has been completed; therefore, the improvements to all 4 dams is now complete. Despite the cost of this work, our capital improvement funds are in good shape and HOA dues of \$176 for the general fund and \$366 for Region One will remain in effect for 2023.

A concern was brought before the board of the condition of access road to Pond 2. The amount of wash-out causing this access road to be in the rutted condition it is now is being caused by a clogged culvert. It was agreed that Compact Loader Service, LLC (the contractor who worked on all 4 dams) will be contracted to unclog the culvert and regrade and regravels the access road.

A reminder was given during the meeting regarding the foot trails through our forest leading to the ponds. (A trail map can be found on our website earlysvilleforest.org.) These trails are for foot traffic only. No motorized recreational vehicles are allowed.

Brian McCay explained the boards' awareness of heavy traffic of dump trucks going through Earlysville Forest from Carriage Hill Drive. There is neighboring property to Earlysville Forest zoned as a conservation easement and Mr. McCay is in recurring conversations with the county regarding our concern this property being used as an industrialized commercial business dumping fill dirt and using Earlysville Forest Drive as their main road.

Questions/Concerns from Homeowners

A concern was raised regarding the clearing of property behind the pump house off of Stillwater Lane. *Mark Seago responded it is not known as of this time why it was cleared but there are no plans to build on it.*

A concern was raised that Wakefield Kennel may be expanding and would this affect Earlysville Forest? *Other residents helped to answer this question with knowledge that the expansion is more of a reconfiguration and/or remodel and may not happen for 3-4 years from now. In any case, this would not affect Earlysville Forest.*

How often do the roads get repaved? *Region One was done about 5 years ago and Earlysville Forest has probably been repaved about 2 times since the development was finished. The County is repairing the roads on a timely basis.*

Our resident, Jill Green, found a parakeet a few weeks ago that no one has claimed. Terri McCay will send out a notice to residents asking if they would like to give the parakeet a home.

There is some concern about mowing not going back far enough to the start of wooded area. The Board will be in contact with our contractor lawn service, D&D. A question was also raised about homeowners receiving a discount if more than a few residents needed fallen trees removed (for instance, after a big storm). This will be researched by the Board. It was also emphasized to not hire drive by solicitors. Unfortunately, many homeowners have had trouble with some of these workers not finishing the job but taking their fee.

It was made clear to please contact architecture@earlysvilleforest.org if you have any questions or concerns about covenants being followed

The meeting was adjourned at 8:40 p.m.

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
2023 Budget

General dues: \$176

| GENERAL FUND | 2022 | 2023 |
|--|------------------|------------------|
| INCOME | BUDGET | BUDGET |
| Annual Dues | \$ 33,792 | \$ 33,792 |
| Interest Income | \$ 200 | \$ 80 |
| Late Fee Charge Income | \$ 500 | \$ 500 |
| TOTAL INCOME | \$ 34,492 | \$ 34,372 |
| | | |
| EXPENSES | | |
| Audit Tax Prep | \$ - | \$ - |
| Bank Service Charges | \$ 20 | \$ 20 |
| Bookkeeping | \$ 4,050 | \$ 4,050 |
| Charitable Contributions | \$ 1,000 | \$ 1,000 |
| Directory Expenses | \$ - | \$ - |
| Insurance | \$ 1,600 | \$ 1,600 |
| Landscaping, Common & Trail | \$ 15,000 | \$ 15,000 |
| Legal Expenses | \$ 100 | \$ 100 |
| Membership Fees | \$ 25 | \$ 25 |
| Office Expenses (postage, copying, etc) | \$ 275 | \$ 275 |
| Pump House/Pond | \$ 1,000 | \$ 1,500 |
| Utilities | \$ 700 | \$ 700 |
| Website Domain | \$ 15 | \$ 15 |
| Subdivision Upgrades | | |
| General Improvements | \$ - | \$ - |
| Special Assess. Improvements | \$ - | \$ - |
| Uncollectible Dues | \$ - | \$ - |
| Federal and State Tax Preparation | \$ 350 | \$ 375 |
| Sub-total | \$ 24,135 | \$ 24,660 |
| <i>Reserve Fund for Capitol Improvements</i> | \$ 10,357 | \$ 9,712 |
| TOTAL EXPENSES with reserve | \$ 34,492 | \$ 34,372 |

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
2023 Budget (Cont'd)

Road Fund Dues: \$366.00

| <u>REGION ONE ROAD FUND</u> | 2022 | 2023 |
|------------------------------------|-----------------|------------------|
| INCOME | BUDGET | BUDGET |
| Road Fund Dues | \$ 9,882 | \$ 9,882 |
| Late Fee Charge Income | \$ 100 | \$ 100 |
| Interest Income | \$ - | \$ 80 |
| TOTAL INCOME | \$ 9,982 | \$ 10,062 |
| | | |
| EXPENSES | | |
| Snow Plowing | \$ 2,000 | \$ 3,000 |
| Sub-total | \$ 2,000 | \$ 3,000 |
| <i>Reserved for Road Fund</i> | \$ 7,982 | \$ 7,062 |
| TOTAL EXPENSES with Reserve | \$ 9,982 | \$ 10,062 |

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
Assets as of August 31, 2022

| | |
|--|-----------------------------|
| Capitol Improvements Fund (as of 8/31/22): | \$ 45,530.42 |
| Checking Account General Fund | \$ 24,208.10 |
| | <u>\$ 69,738.52</u> |
| Region One-Road Fund (as of 8/31/21): | \$ 46,153.11 |
| Snow Plowing for 2022 | \$ (3,100.00) |
| Road Repair | \$ (908.91) |
| Income 2022 | \$ 9,948.99 |
| Region One-Road Fund (as of 8/31/22): | <u>\$ 52,093.19</u> |
| TOTAL ASSETS: | <u>\$ 115,891.63</u> |

Board Meeting of the Earlysville Forest Homeowners Association

September 14, 2022

This meeting was held via Zoom conference call. Participating board members were: Brian McCay, Jane McQueen, Mike Kennedy, Mark Seago, Wendy Adkins, and Terri McCay. Rob VanLier and Robin Macklin were not able to participate.

7:30 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held April 21, 2022 had been approved via email.

New Business: The Fall 2022 Homeowners' Meeting will take place September 20, 2022 at 7:30 p.m. in the cafeteria of Broadus Wood Elementary School. We informed the board a resident with hearing impairment will need an interpreter and it was agreed by all present board members this charge would be taken from HOA general funds.

President: Dam 4 has now been completed. There should be no further work required on Dams 1 through 4 for many years.

It has been brought to the attention of Brian McCay that the access road to Pond 2 is washing out. Through our contractor that has done work on the dams, it is determined the culvert in connection to this access road is clogged causing greater run-off from heavy rain down the access road which is causing the rutting. It was determined and agreed to unclogging of the culvert and regrading of the access road.

With regard to the traffic of dump trucks on Earlysville Forest Drive coming from Carriage Hill Drive, Brian McCay is in contact with Bart Svoboda, the Zoning Administrator for Community Development in Albemarle County.

It was agreed that an email shall be sent to all residents as a reminder the foot trails throughout Earlysville Forest are for foot traffic only (example: no motorized recreational vehicles).

Treasury: 100% of HOA dues have been received for 2022. A draft budget for 2023 was distributed to the board members – all present members agreed with the proposed budget. The budget will be provided to all residents in attendance at the homeowners meeting and also distributed via email.

Maintenance: Nothing to report.

Architectural Review: Nothing to report.

Region 1/Stillwater: Nothing to report.

Brian McCay adjourned the meeting at 8:05 PM.

These minutes were approved by all attending board members via email September 29, 2022.

Homeowners Meeting of the Earlysville Forest Homeowners Association

May 17, 2022

The meeting of the Earlysville Forest Homeowners Association (Association) was held in the cafeteria of the Broadus Wood Elementary School. There were 14 homeowners in attendance.

The meeting was called to order at 7:35 p.m. by Brian McCay, President of the Association.

Mr. McCay introduced the board members who were present along with their duties on the board: Brian McCay, President; Terri McCay, Treasurer & Secretary; Mark Seago, oversees maintenance of Region 1 (Stillwater Lane); Mike Kennedy, Maintenance Committee (oversees upkeep of common property and pump house); Jane McQueen & Rob VanLier, Architectural Committee (oversees compliance of covenants).

A copy of the 2022 budget was provided to everyone and Mr. McCay explained our largest expenditure is the upkeep of common property and this amount does need to be flexible considering there are also times (after a storm) where we need to clean up the removal of large trees that have fallen. Despite the winter storms we had in the winter of 2022 and the clean-up that was needed, our budget is in very good shape. The road fund, an additional homeowners' dues for residents in Region One because of Stillwater Lane and all roads leading from it is privately maintained, now has approximately \$52,000. Our capital fund is growing as needed so we can now complete the spillway on Pond 4. The dam projects done on Ponds 1, 2, and 3 were completed 2 years ago and should not be a concern for at least another 10-15 years, in which time we can accumulate our reserves for that when the time comes. In short, there does not seem any reason, at this time, to raise the amount of homeowners' dues.

The whole board would like to again thank all the volunteers throughout our neighborhood who provided much needed work in cleaning up after these storms to clear our roads. Our roads were cleared almost entirely by volunteers in Earlysville Forest. It is also volunteers that help to maintain our walking trails throughout our beautiful forest.

Mr. McCay also explained how our residents are very good about paying their dues in a timely manner. He impressed the fact that the late fees are a deterrent and any time a resident is going through financial difficulty, they can contact any board member and we will most certainly work with them on the issue of paying their homeowners' dues.

The water situation in our development is very good and we have plenty of water in our aquifer. Earlysville Forest has their own wells which are maintained and operated by Aqua Virginia. All pumps are in good operating order. Mike Kennedy explained the water pump that we maintain and how the Earlysville Volunteer Fire Department uses this pump throughout the neighborhood. This emphasized the other point of how important it is to maintain the integrity of the ponds.

Jane McQueen announced there are new guidelines which will be posted on our webpage from the architectural committee. These guidelines provide more clarity when it comes to abiding our original covenants.

Questions/Concerns from Homeowners

Could we apply for a grant from the County concerning maintenance of the ponds and fire pump?
This is something we can look into.

Why can Region One not be made to be a public road? *There would be a huge expense in making Stillwater Lane and all roads leading from in compliance with VDOT regulations: widening of the roads, drainage, etc. This would not be a consideration at this time.*

Does VDOT notify homeowners if they are doing work on our roads? *If it is a major repair, such as repairing a culvert, the homeowners will be notified.*

Can the deadfall in the forest of the pines that have matured and are falling possibly be removed and new seedlings planted? *This would be a major undertaking and a huge expense. This is a natural occurrence in a wooded landscape and hardwoods are growing on their own. Again, it was explained that we do have the expense of removing these trees from road frontage on common areas and the removal of new growth of tree if they impede the dams.*

There was a good suggestion from a homeowner that lime be sprinkled on fallen pine trees to reduce the acidity in the ground.

Give the history of the driveway/access road off of Carriage Hill Drive. *This property belongs to the Kendricks and the original builder of Earlysville Forest gave these owners an easement to use as a driveway to access their property which is not part of Earlysville Forest.*

The meeting was adjourned at 8:20 p.m.

Board Meeting of the Earlysville Forest Homeowners Association

April 21, 2022

This meeting was held via Zoom conference call because of the COVID-19 pandemic. Participating board members were: Brian McCay, Jane McQueen, Mike Kennedy, Mark Seago, Rob VanLier, and Terri McCay. Wendy Adkins and Robin Macklin were not able to participate.

7:37 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held September 2, 2021 had been approved via email.

New Business: We will be able to hold the Spring 2022 Homeowners' Meeting in-person in the cafeteria of Broadus Wood Elementary School. We will hold this meeting May 17, 2022 at 7:30 p.m.

President: Brian McCay has accepted the proposal for the spill pipe on Pond 4 of \$27,000 and work should begin in May 2022. This price includes regrading of the access road to Pond 4. John Kauffman has again been contracted to treat our ponds for 2022. Mr. Kaufman is treating Ponds 3 and 4 for algae and again treating Ponds 1 and 2 for watershed.

A homeowner is inquiring about bees being considered livestock as livestock is prohibited in our covenants and this homeowner is interested in having a beehive on common property. Rob VanLier will look into the fact of bees being considered livestock in the Commonwealth of Virginia. This topic will also demand further attention and discussion and the consensus of homeowners.

A reminder at the Spring meeting to homeowners regarding solicitors will be made. Signs are posted of no soliciting at both entrances to our neighborhood, but the best way to deter some of these solicitors who may not be qualified to do the job, is to not accept their solicitation. It was brought to the attention of Brian McCay that one such solicitor stated he was hired by the association. Earlysville Forest only contracts with D&D for the upkeep of our common area and D&D does not solicit our residents.

It is noted that a dump truck has been regularly going through our development. There may be consideration for petitioning the County about limiting traffic. Awareness of who owns the truck will be sought.

A subject brought to the attention of the board by Jane McQueen is the monitoring of LLCs or LLPs coming in and buying up properties to create a development full of rental properties that may cause greater turnover and less care and attention given to the property. This has been duly noted.

Treasury: Nothing to report.

Maintenance: D&D contract has been renewed for the upkeep of our common area. The rates will remain the same as last year.

Architectural Review: Jane McQueen led the discussion of the supplemental covenants being a guideline and will consider updating to impart more clarity.

Region 1/Stillwater: The bad asphalt that had started to crack has been patched and sealed. There are no further tree trimming issues at this time.

Brian McCay adjourned the meeting at 8:42 PM.

These minutes were approved by attending board members through email May 5, 2022.

Earlysville Forest Homeowners Association
Homeowners Fall 2021 Update

Covid restrictions continue to keep us from reserving space for an in-person homeowners meeting resulting in another email update on the state of our association. As can be seen in the attached budget and financial statement our fiscal situation is good and with the exception of an increase in our insurance premium the operating budget is unchanged. The capital improvement fund is healthy and growing at a good rate so there is no need for an increase in dues for the foreseeable future.

Last year we undertook the necessary restoration of the overflow and drainage system on three of our four dams but did not do the work on pond four in order to keep a prudent reserve in our capital fund. Because that fund has grown we plan to complete the job on pond four next year. We were happy with the work done and are in talks with the same contractor. The projected costs are not reflected in the budget as we do not have a new estimate but will only commit if that is as affordable as we expect.

There has been some recurrence this summer of the water-shield we first eradicated three years ago as well as some heavier than usual algae growth. Our pond contractor says that it is normal for water-shield to return after two to three years and that the algae growth is a result of high summer temperatures. This vegetation will subside over the winter so there is little use to treat it this fall and the situation will be addressed in the spring.

In other water issues, Aqua informs us that all of the pump system is in good shape and that the aquifer contains a more than adequate amount of water.

The architectural committee is reviewing the covenant supplements to account for changes in such things as building materials and also to modify some absolute conditions. There will be no major changes to the covenants but the committee will have more flexibility to work with homeowners.

It is unfortunate we are not able to gather to discuss things face-to-face and we are really hoping that will change for our next meeting. But please contact us if you have any questions or concerns. Board member contact information is at earlysvilleforest.org and we love to hear from you.

Your Earlysville Forest Homeowners Association Board

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
2022 Budget

General dues: \$176

| GENERAL FUND | 2021 | 2022 |
|--|------------------|------------------|
| INCOME | BUDGET | BUDGET |
| Annual Dues | \$ 33,792 | \$ 33,792 |
| Interest Income | \$ 200 | \$ 200 |
| Late Dues Income | \$ 500 | \$ 500 |
| Other Income | \$ - | \$ - |
| TOTAL INCOME | \$ 34,492 | \$ 34,492 |
| | | |
| EXPENSES | | |
| Audit Tax Prep | \$ - | \$ - |
| Bank Service Charges | \$ 20 | \$ 20 |
| Bookkeeping | \$ 4,050 | \$ 4,050 |
| Charitable Contributions | \$ 1,000 | \$ 1,000 |
| Directory Expenses | \$ - | \$ - |
| Insurance | \$ 1,600 | \$ 1,600 |
| Landscaping, Common & Trail | \$ 15,000 | \$ 15,000 |
| Legal Expenses | \$ 100 | \$ 100 |
| Membership Fees | \$ 25 | \$ 25 |
| Office Expenses (postage, copying, etc) | \$ 275 | \$ 275 |
| Pump House/Pond | \$ 1,000 | \$ 1,000 |
| Utilities | \$ 700 | \$ 700 |
| Website Domain | \$ 15 | \$ 15 |
| Subdivision Upgrades | | |
| General Improvements | \$ - | \$ - |
| Special Assess. Improvements | \$ - | \$ - |
| Uncollectible Dues | \$ - | \$ - |
| Federal and State Tax Preparation | \$ 350 | \$ 350 |
| Sub-total | \$ 24,135 | \$ 24,135 |
| <i>Reserve Fund for Capitol Improvements</i> | \$ 10,357 | \$ 10,357 |
| TOTAL EXPENSES with reserve | \$ 34,492 | \$ 34,492 |

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION

2022 Budget (Cont'd)

Road Fund Dues: \$366.00

| <u>REGION ONE ROAD FUND</u> | 2021 | 2022 |
|------------------------------------|------------------|------------------|
| INCOME | BUDGET | BUDGET |
| Road Fund Dues | \$ 9,882 | \$ 9,882 |
| Interest Income | \$ 100 | \$ 100 |
| Late Dues Income | \$ 200 | \$ 200 |
| TOTAL INCOME | \$ 10,182 | \$ 10,182 |
| EXPENSES | | |
| Snow Plowing | \$ 2,000 | \$ 2,000 |
| Sub-total | \$ 2,000 | \$ 2,000 |
| <i>Reserved for Road Fund</i> | \$ 8,182 | \$ 8,182 |
| TOTAL EXPENSES with Reserve | \$ 10,182 | \$ 10,182 |

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION

Assets as of September 1, 2021

| | |
|--|-----------------------------|
| Capitol Improvements Fund (as of 8/30/21): | \$ 37,987.08 |
| Checking Account General Fund | 27,665.13 |
| | <u>\$ 65,652.21</u> |
| Region One-Road Fund (as of 8/31/20): | \$ 41,534.52 |
| Snow Plowing for 2021 | (4,500.00) |
| Income 2021 | 9,882.00 |
| Interest Income | 63.00 |
| Region One-Road Fund (as of 8/31/21): | <u>\$ 46,979.52</u> |
| TOTAL ASSETS: | <u>\$ 112,631.73</u> |

Board Meeting of the Earlysville Forest Homeowners Association

September 2, 2021

This meeting was held via Zoom conference call because of the COVID-19 pandemic. Participating board members were: Brian McCay, Jane McQueen, Mike Kennedy, Mark Seago, and Terri McCay. Wendy Adkins, Rob VanLier, and Robin Macklin were not able to participate.

7:30 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held April 14, 2021 had been approved via email.

New Business: We will be unable to hold the Fall 2021 Homeowner's Meeting in-person in the cafeteria of Broadus Wood Elementary School. The School is not allowing any outside meetings. Once again, a newsletter will be provided to residents via email.

President: Brian McCay proposed that we can now proceed with the spill pipe on Pond 4. The decision was made in 2020 to only repair the dams on ponds 1 through 3 to remain within the budget, but we can now continue with the project. Also, the ponds will be re-evaluated and, if necessary, treated for removal of algae, watershield and other growth. We will maintain our relationship with Mr. John Kauffman for this service. The ponds and dams are in overall good shape.

Treasury: The collection of homeowners dues resulted in 1 outstanding homeowner. The items for the budget will be in place and approved by the Board in time for the newsletter to the residents. It was agreed to by members present, there is no need for a raise in dues for 2022.

Maintenance: The sump pump is running very well.

Architectural Review: Jane McQueen has volunteered to edit/update the Supplemental Covenants in order to accommodate the use of more modern building materials and to reduce the number of arbitrary absolutes to be more accommodating to individual modifications, with approval from the Architectural Review Committee.

Region 1/Stillwater: Mark Seago is looking into repairing some bad asphalt that is starting to crack and will need to be patched and sealed. He also will maintain the services of Roger Perkins for snow plowing as needed in Region 1 for the upcoming season.

Brian McCay adjourned the meeting at 8:20 PM.

These minutes were approved by all attending members as of September 14, 2021 by email.

Earlysville Forest Homeowners Association
Homeowners Spring 2021 Update

Covid restrictions still will not allow us to gather for our Spring Homeowners Meeting so we are once again updating everyone via written message. With the rapidly changing conditions we expect our Fall meeting to happen on schedule and look forward to seeing everyone again in person.

There have been no major developments concerning the Association since our last update. One change affecting many of us is the sale of Time Disposal to GFL Environmental, Inc. earlier this year. For anyone considering changing their trash pickup service because of this there are at least two alternatives available: Quality Trash Disposal - www.qtdisposal.com, 434-981-3123 and Neighborhood Disposal – neighborhooddisposalva@gmail.com, 434-985-3123. The association does not provide trash pickup, homeowners are responsible for their individual service. While that keeps our dues low, this seems a good opportunity to remind us of just what we do get from our association.

Earlysville Forest is incorporated with the State of Virginia with all of the responsibilities and protections that provides. In addition to our individual lots the neighborhood includes a large amount of common land that gives us our forest, ponds and trails. We are mutually responsible for that common area and the Bylaws give us the legal structure to do so, through the efforts of community volunteers on the Board of Directors. This includes maintaining the common grounds by overseeing mowing contracts, damage cleanup, and upkeep of access roads, dams and ponds which comprise our primary expenses. While adding charm and beauty the ponds importantly provide a water source for fire protection and the pump and hydrant on pond one help compensate our maintenance costs by reducing individual homeowners' insurance premiums.

The Covenants allow our Architectural Committee to preserve the attractive look to our neighborhood which keeps home values high. All board members are available to assist with individual and community problems as they arise. Because the board consists of community members instead of an outside management company our projects, budget control and homeowner assistance are carried out by folks with a vested interest in the outcome. If we were forced to employ a professional management company our dues would be considerably higher and the services surely less satisfactory.

All of this is a way of saying we welcome community involvement and can't wait to see an SRO crowd when we hold our next meeting this fall.

Have a great summer and be well,

Your Earlysville Forest Homeowners Association Board

Septic Tank 101. By Robert J. VanLier, PE (910 Quail Ridge Cir.)

All homes in Earlysville Forest have a septic system that treats all the wastewater that flows to our sink drains, shower drains, and from washing machines and from toilets. The system consists of a large, underground, watertight container, usually concrete. The typical 3 bedroom home uses a 1000 gallon tank. Larger homes will have a greater volume tank. Liquid outflow from the tank travels to a drainfield which consists of a network of perforated pipes laid in gravel-filled trenches in the soil. Typically the depth of these the pipes is around 3 feet. The liquid trickles out of the pipes through the gravel and into the soil. In most cases the tank and drainfield piping is located downhill from the house allowing gravity flow to the components. Some homes in Earlysville Forrest have a pumping unit due to the fact the tank and drainfield were located on higher ground than the house. Additional routine inspection and maintenance of these units is required.

Tank Maintenance

The Environmental Protection Agency recommends that tanks be inspected every 3 to 5 years. This requires the tank be uncovered and the hatch(es) located and opened to inspect the scum layer and the solids accumulation. The system works by allowing the solids to fall to the bottom of the tank and the liquid rises to the outlet pipe which then flows to the drainfield. It is imperative that solids in the septic tank do not exist to the drainfield which will cause the pipes to fail. A portion of the solids in the bottom of the tank will breakdown over time and convert to liquid which will discharge to the drainfield. Some of the solids remain in the tank and will accumulate and could potentially build up to the point the solids will discharge into the drainfield system. This will cause the pipes to clog and fail. The cost to remediate such a situation can be excessive, including complete pipe replacement.

During the inspection the septic tank contractor will advise on how often the tank will need to be pumped based on the accumulation of the solids. If the bottom of the top scum layer is within six inches of the bottom of the outlet pipe the tank should be pumped, or if the top of the sludge (solids) layer is within 12 inches of the outlet the tank should be pumped. Pumping every 5 years is typical.

Efficient Water Use

The average single family home uses 70 gallons per person per day. A single leaky or running toilet can waste as much as 200 gallons per day. Excess water to the septic system can adversely affect its performance. All of the water a household sends to its pipes ends up in the septic system. The more water a family conserves, the less water that goes to the septic tank and the longer the tank can operate between pumpings. High-efficiency toilets, faucet aerators, high-efficiency showerheads, high efficiency washing machines and dishwashing machines will increase the efficiency of your septic system. Homeowners should avoid discharging the following contaminants which can impact the working bacteria in your septic system: cooking grease or oil, non-flushable wipes, photographic solutions, feminine hygiene products, condoms, dental floss, diapers, cigarette butts, coffee grounds, cat litter, paper towels, pharmaceuticals, chemicals like gasoline, motor oil, pesticides, antifreeze, paint thinners, etc. Limit the use of your garbage disposal which adds unneeded solids to your tank.

Drainfield Maintenance

You should know approximately where your drainfield is located on your property. For the drainfield to operate effectively the area above the field should see limited activity and disturbance. Never park or

drive over your drainfield. Do not plant large trees in the drainfield area as their roots can clog the system. Avoid placing roof drainage or other rainwater drainage to the drainfield area, as excess water slows down or stops the wastewater treatment process of the drainfield.

Sources: USEPA, How to Care for Your Septic System. 2020., Virginia Department of Health > Environmental Health > Onsite Sewage System Owner Responsibilities

The author is a retired Civil Engineer with over 20 year's experience in water and wastewater engineering. He processes a Virginia Class I Wastewater Treatment Operators License. He worked over 30 years for the Commonwealth of Virginia in the areas of groundwater remediation, wastewater treatment, drinking water treatment and regulation and oversight of dam construction and operation.

Board Meeting of the Earlysville Forest Homeowners Association

April 14, 2021

This meeting was held via Zoom conference call because of the COVID-19 pandemic. Participating board members were: Brian McCay, Jane McQueen, Mike Kennedy, Mark Seago, Wendy Adkins, Rob VanLier and Terri McCay. Robin Macklin was not able to participate.

7:00 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held September 10, 2020 had been approved via email.

New Business: It was discussed that no Spring Homeowner's Meeting will be taking place as usual in 2021 in the cafeteria of Broadus Wood Elementary School because of the pandemic. GFL Environmental, Inc. has acquired Time Disposal, one of the main sources our residents use for trash pick-up. Wendy Adkins has provided another locally owned business, Quality Trash Disposal which serves Earlysville and may be another option for homeowners. Their contact info: www.qtdisposal.com; (434) 981-3123.

President: Brian McCay proposed that the ponds be evaluated and, if necessary, treated for removal of algae, watershield and other growth. It was agreed to contract the services of Mr. John Kauffman for this service. The ponds and dams are in overall good shape. It was also discussed and agreed upon that Brian will include what exactly the homeowners fees cover in his Spring Newsletter to the homeowners.

Treasury: There was nothing to report from the Treasurer. 2021 Homeowners dues were mailed out in a timely manner.

Maintenance: The sump pump is running very well. There was discussion about the fire hydrant at Pond 1 lowering the costs of homeowners insurance. The thought of graveling the top of the shoulder on Earlysville Drive leading to Pond 1 will be further investigated as the easement that may need to be obtained from neighboring resident.

A review of tornado damage, especially along Stillwater, will be done and discussed with D&D Lawn Care for removal of tree debris.

Architectural Review: There was a complaint of "lawn art." The consensus of the board is these are not permanent structures so do not fall within the confines of the covenants. Unless further complaints are received regarding this property, nothing will be done at this time. As of the writing of these minutes, Jane McQueen has replied to the complainant. Rob VanLier has been in contact with residents who have not kept up with the maintenance of their lawn and the residents have partially complied by removing an inoperative RV.

Brian McCay adjourned the meeting at 8:05 PM.

As of May 9, 2021, all attending board members of the April 14, 2021 board meeting, approved these minutes.

Earlysville Forest Homeowners Association
Homeowners Fall 2020 Update

The Covid leaves us again unable to gather for our Fall Homeowners Meeting so we are providing this written message on the state of our Association.

Our dam restoration project on ponds one, two and three has been completed. The ponds and dams are our most expensive infrastructure costs and we drew down our capital improvement budget by \$94,000. The good news is that this work should last well beyond our ten year planning window and allow us to rebuild our capital fund without any change to the current budget. The Stillwater Road Fund is also on track to cover future road expenditures and so there will be no increase in homeowners or road fund dues.

Dominion Energy is in the process of completing the promised placement of powerlines underground from Stillwater Road up past the Wakefield kennels. We hope this will reduce the risk of storm induced power outages. The storm that did hit us this summer was devastating to our forest. But it was impressive how quickly neighbors stepped up to help each other and to clear our roads. Thank you so much to everyone. We want to extend our gratitude to Robin Macklin and his crew of volunteers for clearing our trail system which was hit especially hard.

The covenants prohibit any signs but for sale signs limited to six square feet. We have long agreed to an exception during election season for campaign signs no larger than the for sale signs to be placed one month prior to election and removed promptly thereafter. Please respect everyone's personal right to free expression and refrain from damaging or removing signs.

For so many reasons we look forward to seeing everyone in person at our next meeting in the Spring. As not everyone receives emails, we will be following up with a mailing of this message to all homeowners. In order to save expenses please respond to secretary@earlysvilleforest.org if you consider this email sufficient and do not need the mailing. That should make things easier and will be greatly appreciated.

Be Well,
Your Earlysville Forest Homeowners Association Board

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
2021 Budget

General dues: \$176

| GENERAL FUND | 2020 | 2021 |
|--|------------------|------------------|
| INCOME | BUDGET | BUDGET |
| Annual Dues | \$ 33,792 | \$ 33,792 |
| Interest Income | \$ 200 | \$ 200 |
| Finance Charge Income | \$ 500 | \$ 500 |
| Other Income | \$ - | \$ - |
| TOTAL INCOME | \$ 34,492 | \$ 34,492 |
| | | |
| EXPENSES | | |
| Audit Tax Prep | \$ - | \$ - |
| Bank Service Charges | \$ 20 | \$ 20 |
| Bookkeeping | \$ 4,050 | \$ 3,960 |
| Charitable Contributions | \$ 1,000 | \$ 1,000 |
| Directory Expenses | \$ - | \$ - |
| Insurance | \$ 1,020 | \$ 1,600 |
| Landscaping, Common & Trail | \$ 15,000 | \$ 15,000 |
| Legal Expenses | \$ 100 | \$ 100 |
| Membership Fees | \$ 50 | \$ 25 |
| Office Expenses (postage, copying, etc) | \$ 275 | \$ 275 |
| Pump House/Pond | \$ 3,300 | \$ 1,000 |
| Utilities | \$ 700 | \$ 700 |
| Website Domain | \$ 15 | \$ 15 |
| Subdivision Upgrades | | |
| General Improvements | \$ - | \$ - |
| Special Assess. Improvements | \$ - | \$ - |
| Uncollectible Dues | \$ - | \$ - |
| Federal and State Tax Preparation | \$ 350 | \$ 350 |
| Sub-total | \$ 25,880 | \$ 24,045 |
| <i>Reserve Fund for Capitol Improvements</i> | \$ 8,612 | \$ 10,447 |
| TOTAL EXPENSES with reserve | \$ 34,492 | \$ 34,492 |

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
2021 Budget (Cont'd)

Road Fund Dues: \$366.00

| <u>REGION ONE ROAD FUND</u> | 2020 | 2021 |
|------------------------------------|-----------------|------------------|
| INCOME | BUDGET | BUDGET |
| Road Fund Dues | \$ 9,882 | \$ 9,882 |
| Finance Charge Income | \$ 100 | \$ 200.00 |
| Other Income | \$ - | \$ - |
| TOTAL INCOME | \$ 9,982 | \$ 10,082 |
| | | |
| EXPENSES | | |
| Snow Plowing | \$ 2,000 | \$ 2,000 |
| Sub-total | \$ 2,000 | \$ 2,000 |
| <i>Reserved for Road Fund</i> | \$ 7,982 | \$ 8,082 |
| TOTAL EXPENSES with Reserve | \$ 9,982 | \$ 10,082 |

EARLSYVILLE FOREST HOMEOWNERS ASSOCIATION
Assets as of September 1, 2020

| | |
|---|--------------------------------|
| Capitol Improvements Fund (as of 12/31/19): | \$ 133,674.84 |
| Subdivision Upgrades (Dams) | (91,160.00) |
| | <u>\$ 42,514.84</u> |
| Region One-Road Fund (as of end of 2019): | \$ 32,037.52 |
| Region One-Road Fund (as of 8/31/20): | 9,497.00 |
| | <u>\$ 41,534.52</u> |
| TOTAL ASSETS: | <u>\$ 84,049.36</u> |

Board Meeting of the Earlysville Forest Homeowners Association

September 10, 2020

This meeting was held via Zoom conference call because of the COVID-19 pandemic.

Participating board members were: Brian McCay, Jane McQueen, Mike Kennedy, Mark Seago, Barbara Pascoe and Terri McCay. Wendy Atkins and Robin Macklin were not able to participate.

7:30 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held April 5, 2020 had been approved via email.

New Business: It was discussed that no Fall Homeowner's Meeting will be taking place as usual in September of 2020 in the cafeteria of Broadus Wood Elementary School because of the pandemic. It was agreed upon that an overview of budget matters and the work on the dams will be sent to all homeowners via email followed-up (if necessary) with a mailing.

President: It was brought to the board's attention that dumping of tree debris was occurring on Aqua Virginia's lot off of Stillwater Lane. Brian McCay sent out an email to all residents asking for assistance in determining who was doing the dumping. Jane & Mike McQueen told the board members they witnessed who was doing the dumping and they were given a warning. It is the hope of the board that the dumpers will heed the warning and it is suggested that not many homeowners will be using their services in the future.

Treasury: It was reported that 100% of the dues have been collected. \$94,000 has been spent on the completion of repairs to Dams 1, 2 and 3.

All present board members were in agreement there will no increase in HOA dues for 2021 as well as no increase for the Road Fund for Region 1. Therefore, our HOA dues for 2021 will remain at \$176 and the road fund dues will remain at \$366.

Maintenance: The access roads to Ponds 2 and 3 will be regraded due to damage done by the equipment used to work on the dams.

The Earlysville Forest Residents Only sign at Pond 1 is deteriorating. Mike Kennedy will look into getting replacement signs and also evaluate the need to refresh the signs at both entrances to Earlysville Forest. Brian McCay will consult with an arborist on the condition of the red bud tree by the sign at the north entrance.

Architectural Review: It was agreed upon that a reminder to all residents of lawn maintenance should be sent. As of September 14, 2020, these reminders have been sent.

Brian McCay adjourned the meeting at 8:10 PM.

Earlysville Forest Homeowners Association
Homeowners Spring 2020 Update

The Coronavirus social distancing requirements leave us unable to gather for our normal Spring meeting, so we are providing members with this update on the state of our association.

In most major aspects our neighborhood is in good condition. There are no outstanding problems with roads or utilities. The power company is still planning to route a portion of the overhead power line underground in the vicinity of the Wakefield Kennel as we reported last Fall, but there is no start date determined. Aqua has completed the new well on Earlysville Forest Drive and it is in operation. The good news on our water situation is that the aquifer has filled completely and there should be no worries on water availability. We have renewed our mowing contract with D&D and they have completed the work begun last summer on regrading and graveling all pond access roads. We are still planning and negotiating a graveled parking area near pond one by the hydrant, though nothing is finalized. On the subject of mowing, please remember that it is our individual responsibility to keep the road frontage of our lots cut.

The biggest infrastructure concerns have been with our pond system. The pump at pond one powering the hydrant needed overhaul, as it did four years ago. The overhaul is completed and the pump is in operation. Maintaining the pump is a significant expense that is figured into our capital budget, but of course having the hydrant in our neighborhood directly affects our fire safety and does lower the costs in most of our homeowner's insurance premiums. It has been brought to our attention that some insurers require the pump/hydrant be maintained by a governing authority (not a homeowner's association) to qualify as "official." To that end we have gotten Chief Richardson of the Earlysville Fire Company to agree to a letter confirming that the pump is under their supervision and control.

Last Summer a sinkhole found on the dam at pond three led to the discovery that the drainage system on three of our ponds was seriously deteriorating and threatening the dams. We engaged an engineer and contracting company to upgrade and replace the overflow drains and spillways. Work has been completed on dams one and three, with dam two completion planned for early June. It is expected that these rebuilds will last for many years. As the cost of maintaining our ponds and especially dams is our biggest capital expense, the board is evaluating the need to restore our capital budget going forward and will address this subject at the Fall meeting.

In addition to our ponds and creeks we have an extensive trail system throughout the common area of our neighborhood. The trails need to be kept in shape by mowing, deadfall removal and small bridge placement. We have traditionally managed this with volunteer help and we encourage and welcome any resident who would like to join in. Anyone interested please contact us at maintenance@earlysvilleforest.org. Consider also that these common areas are shared by all of us, so it is important to notify the association before cutting or improving one's lot in any way. It may not always be obvious where your lot ends and common property begins.

We sincerely hope that we will hold our Fall homeowners meeting as usual at the Broadus Woods school. But this e-message will have to do for the Spring. As not everyone receives emails, we will be following up with a mailing of this message to all residents. **In order to save mailing expenses, please respond to secretary@earlysvilleforest.org if you consider this email to be sufficient and do not need the mailing.** That should make things a bit easier and will be greatly appreciated.

Have a safe and happy summer,
Your Earlysville Forest Homeowners Association Board

Board Meeting of the Earlysville Forest Homeowners Association

April 5, 2020

This meeting was held via Zoom conference call because of the COVID-19 pandemic. Participating board members were: Brian McCay, Jane McQueen, Mike Kennedy, Barbara Pascoe and Terri McCay. Mark Seago, Wendy Atkins and Robin Macklin were not able to participate.

4:00 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held September 4, 2019 had been approved via email by September 17, 2019.

New Business: It was discussed that no Spring Homeowner's Meeting will be taking place as usual in May of 2020 in the cafeteria of Broadus Wood Elementary School because of the pandemic. It was agreed upon that an overview of budget matters, work on the dams, status of amendment, lawn maintenance, fire hydrant, etc. will be sent to all homeowners via email followed-up (if necessary) with a mailing.

Treasury: It was reported to board members present that \$80,000 has been spent on the completion of repairs to Dams 1 and 3. Approximately \$25,000 will be used to finish the repairs at Dam 2. Repairs were completed on the hydrant pump at a cost of \$4,700.

Due to the large expenditures on the dams and pump, there was discussion on the best way to replenish the capital fund. It was agreed that a final decision would be made at the next Board meeting after all improvements were finished and exact financial status was known.

Maintenance: Repairs were completed on the hydrant pump and it is returned to operation. Discussion followed on ceding control of pump operation and possible cost sharing with the Earlysville Volunteer Fire Department. We plan to negotiate the changes but have been unable yet to arrange a meeting with the fire department.

New grass cutting and landscaping contracts with D&D have been signed for the year with no cost increases.

Architectural Review: It was agreed upon that a reminder to all residents of lawn maintenance should be sent.

Brian McCay adjourned the meeting at 4:40 PM.

Board Meeting of the Earlysville Forest Homeowners Association

September 4, 2019

Present: Board Members: Brian McCay, Mark Seago, Jane McQueen, Mike Kennedy, Wendy Adkins, Barbara Pascoe and Terri McCay

Robin Macklin was not able to attend.

7:30 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held April 17, 2019, had been approved via email by April 29, 2019.

New Business: The number of homeowners expressing concern about the Family Day Home in the homeowners' meeting held May 28, 2019, initiated discussions with a lawyer by Brian McCay. It was determined that the EFHOA Declaration as written would not allow the Association an argument in a court of law preventing a homeowner from operating a Family Day Home. In accordance with Virginia Code 63.2-100, allowing a Family Day Home to be established overrides HOA covenants but a reasonable restriction of the number of children cared for can lead to a better argument if the HOA finds the need to take a homeowner to court. Therefore, Brian McCay drafted an amendment to our covenants which will need the approval of 2/3 of homeowners to officially make the amendment part of EFHOA covenants. All board members present were in agreement with presenting the amendment to all homeowners. An email was sent to homeowners present at the May 28, 2019 meeting stating our findings and declaring our intention of amending the Declaration of Covenants. These notices will be mailed to each homeowner. [This amendment will not be retroactive and therefore will not affect the Family Day Home of Ms. Elizabeth Gruss of 1141 Fox Ridge, whose case illustrated the need for this amendment.]

Treasury: 100% of homeowners dues have been collected for 2019. There will be no change in homeowners dues for 2020.

Maintenance: D&D was contracted to gravel all access roads to the ponds. This project has been completed. The pumphouse will be getting a clean-up of landscaping with new bushes put in by D&D.

All board members present were in agreement to sign the contract from Chris Webster of Underhill Engineering in connection with the repairs to the Dams with the priority emphasis given to the Dam 3 sinkhole. Mr. Webster will inform us of contractors he will suggest for the job under his oversight and the board will be presented with the itemization of the cost for each Dam.

Architectural Review: Two properties' road frontage will be mowed by D&D and the homeowners sent the bill. Jane McQueen will request that the county assess two properties, one on Fox Ridge and one on Blue Flint, with abandoned cars and debris in the yards to confirm whether they meet the criteria for nuisance property designation.

Fall 2019 Meeting: The homeowners association meeting will be held September 17, 2019 at 7:30 p.m. in the cafeteria of the Broadus Wood Elementary School.

Brian McCay adjourned the meeting at 8:30 PM.

These Board Minutes were approved by all board members present via email as of 9/17/19.

Board Meeting of the Earlysville Forest Homeowners Association

April 17, 2019

Present: Board Members: Brian McCay, Jane McQueen, Mike Kennedy, and Wendy Adkins

Terri McCay, Mark Seago, Robin Macklin, and Barbara Pascoe were not able to attend.

7:30 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held September 18, 2018, had been approved via email by October 1, 2018.

New Business: We reviewed and discussed the proposal by Ms. Elizabeth Gruss of 1141 Fox Ridge to run an in-home child care business on her property. Ms. Gruss had proposed enrolling up to twelve (12) children, as allowed by the required Albemarle County Family Day Home Exception she was seeking. Her business proposal was accepted by the Association on February 23 2019, with the expressed stipulation that it be operated following the defined limit of the relevant covenant to five (5) children. As her response to the Board and her presentation to the County made clear her intention to exceed the five-child limit of the covenant, we discussed our options to deal with any violations. It was agreed our best action was to petition the County Board of Supervisors to modify the Special Exception award to conform with the HOA covenant limit of five (5) children. Accordingly, Brian McCay will present our case at the County Board of Supervisors hearing on May 1, 2019, accompanied by other HOA board members able to attend. Mike Kennedy agreed to speak with neighbors of Ms. Gruss who had expressed to him their disapproval of the child care business and invite them to attend the hearing or provide affidavits for us to carry.

Treasury: Homeowners dues collection was discussed with five delinquent payments and expectations that the warrant-in-debt process instituted last year should again get hold-outs to pay.

Maintenance: Mike Kennedy reported on continuing efforts to contract grading and gravelling for pond access roads. Planned placement of graveled parking area at Pond #1 needs to be negotiated with neighbor whose property line extends into area first planned for lot. Mike thinks he can get agreement and cooperation from neighbor.

It was agreed to continue contract with Mr. Kauffman to treat ponds, concentrating on water shield and algae eradication.

Dam #3 has developed a sinkhole that needs to be filled and Mike will oversee that job.

Discussed need to ask for more association volunteers to help with trail maintenance and pumphouse painting at next meeting. If no volunteers, it was agreed to contract with professionals. Also agreed to ask for volunteers to plant/maintain entrance sign areas, and if no volunteers, contract with D&D.

Spring 2019 Meeting: The homeowners association meeting will be held May 28, 2019 at 7:30 p.m. in the cafeteria of the Broadus Wood Elementary School.

Brian McCay adjourned the meeting at 8:30 PM.

Board Meeting of the Earlysville Forest Homeowners Association

September 18, 2018

Present: Board Members: Brian McCay, Mark Seago, Mike Kennedy, Wendy Adkins, and Terri McCay.

Jane McQueen, Robin Macklin, and Barbara Pascoe were not able to attend.

7:30 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held March 27, 2018, had been approved via email by April 7, 2018.

New Business: We are in need of a new webmaster for the webpage of Earlysville Forest. An email will be sent out to the neighborhood asking for volunteers to keep the webpage up-to-date.

It was agreed that a new directory survey will be sent to update the Earlysville Forest Homeowners Directory. Terri will be mailing the survey to residents by September 28, 2018.

Architectural Report: There was nothing to report from the Architectural Committee. The majority of people responded well to the letters sent out in the spring regarding grass cutting.

Maintenance: The pump in the pumphouse is leaking oil so Mike Kennedy will seek out the proper repairs to be done.

Brian McCay and Wendy Adkins summarized discussions each had with Aqua Virginia concerning water quality measured at the Carriage Hill well. Aqua is considering adding a caustic at the well head to adjust the pH level after additional testing.

Some grass carp were added to Pond 4 to help with the clean up of the extra vegetation growing there. Ponds 1 and 2 responded very well to the treatments provided this year in getting rid of the water shield and we expect to repeat treatment in the Spring of 2019. John Kauffman, LLC has been contacted regarding our next phase of the aeration in the ponds.

Mike Kennedy is in communication with D&D regarding repairs to the entrances to the ponds: specifically, the entryway to Pond 1 from Stillwater, the top of the hill beside Earlysville Forest drive where cars are being parked and walking down to the pond, and leveling/graveling the entrance trails to Ponds 2 and 3. Once there is a comprehensive proposal, Mike will forward this to the board members for approval.

Budget: The budget will remain substantially the same as last year and will be updated for board approval prior to the Fall Homeowners' Meeting. It was decided by all present board members that the yearly homeowners' dues will remain the same for 2019: \$176 for the general fund and an additional \$366 for the Stillwater road fund.

Fall 2018 Meeting: The homeowners association meeting will be held October 23, 2018 at 7:30 p.m. in the cafeteria of the Broadus Wood Elementary School.

Brian McCay adjourned the meeting at 8:10 PM.

As of October 1, 2018, all board members present approved these minutes.

Board Meeting of the Earlysville Forest Homeowners Association

March 27, 2018

Present: Board Members: Brian McCay, Mark Seago, Jennifer Dimeo, Mike Kennedy, Wendy Adkins, Barbara Pascoe and Terri McCay.

Jane McQueen and Robin Macklin were not able to attend.

7:35 PM Brian McCay called the meeting to order. The minutes for the Board Meeting held September 26, 2017, had been approved via email by October 5, 2017.

New Business: Jennifer Dimeo will be stepping down as Treasurer. A need for a replacement volunteer will be announced at the homeowners' spring meeting. The suggestion was made that Terri McCay take over the Treasurer duties if there were no volunteers. All present were in agreement.

Architectural Report: There was nothing to report from the Architectural Committee.

Maintenance: The use of D&D for the removal of trees from the roadside was successfully accomplished at a cost of approximately \$1,700.

There has been a need again for removal of beavers from Pond 2.

The work on the ponds by John Kauffman, LLC will begin at the end of May 2018.

There has been no further progress on Well 10 at this time. It is ready to go for the pumphouse to be built and to finish the landscaping.

Spring 2018 Meeting: The homeowners association meeting will be held May 1, 2018 at 7:30 p.m. in the cafeteria of the Broadus Wood Elementary School.

Brian McCay adjourned the meeting at 8:08 PM.

As of April 7, 2018, the Board members present at this meeting have approved these minutes via email communication.