



**Foothill Crossing
Homeowners Association**

Welcome to the Neighborhood

DRAFT

December 4, 2022

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Introduction

The Foothill Crossing subdivision is comprised of 86 homes on the following streets:

- Park Ridge Drive (from the Foothill Crossing entrance sign to Eastern Ave.)
- Raven Stone Road
- Cardinal Crest Court
- Leon Lane
- Trinity Way

In addition to the home properties, the subdivision includes 5 parcels totaling ~22 acres. These areas are labeled as “Open Space” in county documents and include:

- The two Storm Water Protection (SWP) basins. These basins lie behind the Cardinal Crest Court and Leon Lane cul-de-sacs.
- The land bordering two streams that flow into the Lickinghole Basin. These streams flow behind homes along Raven Stone Rd and Trinity Way.
- The 20' border between Eastern Ave and the Leon Lane properties.

The Foothill Crossing subdivision lies within one of the county's five Development Areas. Information about these areas, including the Crozet Master Plan and a map showing the boundaries of the development area, are available on the county website, <https://albemarle.org>, or click [here](#).

HOA Common Areas and Assets

While our subdivision does not have any recreational or social facilities, there are several assets that must be maintained by the HOA. The funds required to maintain these assets are covered by either the annual operating budget or the reserves fund. Ideally through careful planning, we can avoid surprises and the need for special assessments to pay for unexpected expenses.

Assets the HOA is responsible for include, but are not limited to:

- 1) **Entrance sign:** The subdivision entrance sign and the landscape beds and grass surrounding it are maintained by the HOA.
- 2) **Street trees:** We have over 200 street trees that line our five subdivision streets. They will grow to provide a beautiful canopy and enhance the overall appearance of our neighborhood. While these street trees are technically owned by VDOT^(a), the county required these street trees as part of the

(a) In addition to the streets, VDOT owns the curb, gutters, buffer strips, and sidewalks. However, the HOA is ultimately responsible for ensuring that the buffer strips and street trees are maintained in adherence to VDOT guidelines for line-of-sight clearance and the county's requirements for adhering to the approved landscape plan.

landscaping and road plans for our development. The county also requires that the HOA maintain these street trees going forward, which includes replacement of dead or severely damaged specimens.

Given the requirements from VDOT and the county, the minimum amount of “maintenance” required for our street trees is to keep them adequately limbed up and to replace dead trees. However, a more proactive approach is needed to keep these trees healthy for as long as possible. Therefore the HOA includes several tree-related expenses in the annual operating budget, such as: mulching tree beds, inspection and treatment for pests and disease, and pruning (both limbing-up and structural pruning).

Also to note Most of the street trees are planted in the buffer strip between the sidewalk and curb, however several “street” trees along the west side of Trinity Way had to be planted on homeowner’s front lawns. This was needed to avoid interfering with the sewer/drainage pipes installed under the buffer strips in that area. There are also two “street” trees at the end of Park Ridge Dr (by Eastern Ave) that are planted in the homeowner’s side yard. These trees, while not planted in the buffer strip, are still the HOA’s responsibility and are included in any tree-related contracts.

- 3) **Storm Water Protection (SWP) basins:** SWP basins are needed to remove pollutants from storm-water runoff and moderate downstream flow rates. All new subdivisions are required to have SWP basins in accordance with Albemarle County’s Water Protection Ordinance (WPO). Our subdivision has two SWP basins:

- behind the Cardinal Crest Court cul-de-sac
- behind the Leon Lane cul-de-sac

These basins require annual maintenance to control the vegetation on the slopes. This work is included in the HOA’s annual operating budget. The basins will also require more extensive work every ~7 years. These costs are covered by the reserves fund.

- 4) **HOA-owned property:** There are several areas within the subdivision that have turf grass requiring regular mowing, fertilization, weed control, aeration/seeding and leaf pickup. These areas are:

- On the western side of Raven Stone Rd, where the street ends at a chain-link fence,
- On the eastern side of Raven Stone Rd, before the cul-de-sac, there is a undeveloped lot (with rip-rap stone for drainage),
- Along both sides of Park Ridge Dr, where the road dips between Raven Stone Rd and Cardinal Crest Ct,
- the slope along Eastern Ave, behind the properties on Leon Ln, and
- the slopes that lead down to and around the Leon Ln SWP basin.

These areas are included in the HOA’s general landscaping contract. Appendix A has a diagram showing where these areas are located.

- 5) **Fence around Leon Lane SWP basin:** According to the 2020 Reserves Fund Study, the wood fence that surrounds the SWP basin should last ~20 years. The reserves fund will cover the cost to replace the fence.
- 6) **Retention wall along Eastern Ave:** During construction of Eastern Ave, the difference in elevation between Eastern Ave (north of Park Ridge Dr) and the last property on Park Ridge Drive became an issue. The county required our Developer to install a retention wall. The HOA is responsible for maintaining this retention wall, with costs covered by the reserves fund.

Board of Directors

Our homeowners association is governed by a Board of Directors (BOD). The board is composed of between 1-5 directors; each director serves for a three (3) year term. These directors are fellow homeowners from the neighborhood who have volunteered to serve for the betterment of our community; they are not paid for their time or effort.

In January 2022, four homeowners were elected/appointed to the BOD, replacing the sole Declarant director represented by the developer of our subdivision (Riverbend Development). At that time, Riverbend had met all obligations dictated by the county and state, and believed that they had addressed all outstanding issues raised by homeowners. Therefore, in 1Q2022, the HOA transitioned out of Declarant control and became totally and solely controlled by the homeowners.

The current list of Board of Director members, including contact details, is available on the HOA website: <https://www.foothillcrossinghoa.org/p/Board-Members>.

Architectural Review Board

In an effort to help protect our property values and the overall aesthetic of the subdivision, all exterior modifications must first be approved by the HOA's Architectural Review Board (ARB), and follow the standards outlined in the FC HOA Architectural Guidelines and Policies document. Exterior modifications requiring ARB approval include, but are not limited to:

- exterior paint color or facade changes
- door replacement or color changes
- deck, porch, or patio additions
- swimming pools and hot tubs
- fence installation
- landscaping and hardscaping changes or improvements
- outbuilding additions and accessories, such as play structures and storage sheds

The Architectural Guidelines & Policies* also address standards required of homeowners to maintain the exterior of their dwelling and landscaping. The Architectural Guidelines & Policies are in addition to those outlined in the original Covenants, Conditions, and Restrictions (CC&Rs) document. Interior alterations are outside the scope of the ARB unless such alterations affect the exterior appearance of the property.

The Architectural Review Board is comprised of between 3 and 7 homeowners, serving for a renewable one-year term.

Information about the ARB process is available on the HOA website:

<https://www.foothillcrossinghoa.org/p/Architectural-Review-Board>

This includes:

- the ARB application form
- details on the submittal, review, approval/denial, and appeal process
- the Architectural Guidelines & Policies document
- the Covenants, Conditions and Restrictions (CC&Rs) document
- current ARB members

How to stay Informed – HOA notifications

The annual HOA meeting is typically held in the 4th-quarter of the calendar year (Oct – Nov – Dec). This meeting is the platform by which the BOD updates homeowners on BOD activities during the year, any outstanding issues to be addressed, and to seek approval for next year's budget. The notice for this meeting is sent via USPS mail.

All other HOA-related notifications are typically sent via email. For that reason, it is extremely important that the Property Manager and the Board of Directors have on file at least one email address per household. If you haven't already done so, send your email address(es) to the following:

- Board of Directors: foothillcrossing@gmail.com
- Property Manager: foothillcrossingmanager@gmail.com

Please include your name, home address, and a phone number (please note if cell or land-line). The current (2022) Property Management company for our HOA is Real Property Management, Inc. (RPI). As of January 1, 2023, a new property management company will take over; details to follow.

NOTE ==> It is recommended you define email filters to ensure that messages from the various HOA sources do not end up in your SPAM folder. Please refer to the document titled "Create filters for HOA-related email notifications" on the HOA website: <https://www.foothillcrossinghoa.org/p/How-to-Guides-for-Residents>

How to stay Informed – HOA website

The Foothill Crossing HOA website is available here:

<https://www.foothillcrossinghoa.org/>

It contains useful information about the HOA, including:

- Board of Directors
- Who to contact for various questions or concerns
- ARB guidelines and application form
- The governing CC&Rs (Covenants, Conditions, and Restrictions)
- HOA committees
- List of homeowners/residents/renters (i.e. the “*online resident directory*”)

The HOA Board of Directors (BOD) will send HOA notifications to homeowners and residents with accounts in the HOA website's *online resident directory*. Therefore, every homeowner is encouraged to register for an account on our website. In order to protect everyone's privacy, contact information (email addresses, phone numbers, etc.) is only available to users after they login to the website. In addition, homeowners may further restrict what personal information is displayed via the online directory.

To register for an account, refer to the document titled “How to register for an account on the HOA website”, located here:

<https://www.foothillcrossinghoa.org/p/How-to-Guides-for-Residents>

Please note that each website account represents one street address under which, multiple members (homeowners, residents) can be defined. Therefore, only one homeowner per address needs to register for an account.

Neighborhood-specific Social Media

The following social media sites have a specific group/neighborhood defined for the Foothill Crossing subdivision. While these social media sites are not used for official HOA-related communications, the BOD may occasionally post to the Facebook Group to solicit input on various topics.

Facebook: <https://www.facebook.com/> or via the Facebook App

The “Foothill Crossing” **Facebook** Group is a private group (only members can see the postings). It is also a “closed” group in that, only homeowners or renters can be a member. When a person requests to join the Group, they will be prompted to provide their home address. This is being done to help expedite the approval/denial of the request.

This **Facebook** Group is being used to share useful information among homeowners, such as:

- Recommendations for service providers (dog/baby/house sitters, landscapers, electricians, etc.),
- Local school information (events/activities, bus routes, etc.),
- Crozet community events and updates,
- Notification and coordination of events within our neighborhood (“Kona Ice” visits, holiday luminary show, lemonade stands, etc.)

We ask that folks avoid posting about divisive topics, such as politics. We want to keep the “Foothill Crossing” **Facebook** Group an enjoyable social media outlet for all members.

The “Foothill Crossing” **Facebook** Group is administered by the HOA Communications Committee.

Nextdoor: <https://nextdoor.com/> or via the Nextdoor App

The **Nextdoor** philosophy is to bring neighbors together, providing a social media platform to share information, exchange of helpful information, goods, and services. A **Nextdoor** website has been created for Foothill Crossing, based on the five streets that make up our subdivision. A volunteer lead for our 'Neighborhood' accepts new members and has the ability to monitor posts as needed.

In **Nextdoor** you will find the following information:

- local events (concerts, festivals, parades)
- special interest groups (pickleball, crafting, bird watching)
- recommendations for local businesses, services, shops, and restaurants
- Child and Pet care service providers
- safety alerts (criminal activity, traffic jams or accidents, bear sighting)
- lost or found (pets, packages)
- and many others . . .

Posting on **Nextdoor** provides greater flexibility and visibility than on the Foothill Crossing **Facebook** group. For example, when posting you must select the audience your post will be shared with:

1. only the Foothill Crossing 'Neighborhood',
2. nearby neighborhoods, or
3. anyone.

Also, **Nextdoor** has several settings that allow you to customize what is shown in your news feed, including which neighborhoods you would like to follow.

Nextdoor has a set of Guidelines and Policies that users are expected to follow; click [here](#) for details.

Maintenance of Buffer Strips and Sidewalks by Residents

The buffer strips (between curb and sidewalk) are owned by VDOT, however VDOT will not send in a landscape crew to mow these areas. Therefore the HOA is responsible for ensuring the buffer strips are maintained, for the sake of the overall appearance of our neighborhood. In an effort to save money on the general landscaping budget, the HOA has asked each homeowner to maintain the buffer strips that run alongside their property. The same maintenance tasks that are performed on your yard should be done to the buffer strips as well (mow, edge/trim, fertilize, etc.).

Homeowners are also expected to pick up leaves and debris that accumulates on the buffer strip and in the street gutter. Leaves and debris that get washed into the storm drains will eventually be discharged into one of the SWP basins. Excess accumulation of organic matter in a SWP basin can lead to premature failure of the facility and hence, require more frequent and costly clean-outs.

For the street trees, the HOA's landscaping contractor will edge and mulch the tree beds in early spring. For the rest of the year, homeowners are asked to weed and edge the tree beds as needed. If you notice an issue with a street tree, such as a broken branch or suspected pest/disease infestation, please contact the Property Manager.

Homeowners must remove snow and ice from the sidewalks alongside their property. Albemarle County **does not** have an ordinance dictating how quickly this must be done, however our HOA may wish to set some guidelines. For example, the City of Charlottesville requires snow removal within 24 hours after the end of a storm (the city manager can extend this for snowfalls greater than 12 inches) and some HOAs outside of the city limit set this window to 48 hours.

Finally, the county does have an ordinance pertaining to noise produced by yard maintenance tasks (e.g. mowing, trimming, leaf blowing, snow blowing, etc.). The details are under Chapter 7 (Health and Safety), Article 1 (Noise):
https://library.municode.com/va/albemarle_county/codes/code_of_ordinances?nodeId=CH7HESA_ART1NO

Activities that generate high noise levels are to be avoided between the hours of 10:00 pm and 7:00 am.

Who to Contact?

Unsure who to contact with a question or concern about the subdivision? In most cases, you'll need to bring the issue to either the Property Manager or the Board of Directors. Refer to the document titled "Who to contact for HOA questions or concerns" for guidance, located here: <https://www.foothillcrossinghoa.org/p/How-to-Guides-for-Residents>.

This document includes suggestions for who to call for other non-HOA issues, like road and sidewalk repairs, snow plowing, and traffic concerns.

“How-to” Guides for Residents

Several “How-to” guides are being developed for homeowners and residents. Most guides will cover various features for the HOA website and how to manage your website account and member login.

Topics covered by these guides include (some are still under development):

- Who to contact for HOA questions and concerns
- Create filters for HOA-related email notifications (so they don't go to SPAM)
- How to register for an account on the HOA website
- How to add family members to your website account
- How to manage your privacy and notification settings for your website login
- How to submit an event for the website Calendar (will be included in the weekly “What's happening” email)
- When and how to use the “Alert” notification feature

The guides are available here: <https://www.foothillcrossinghoa.org/p/How-to-Guides-for-Residents>.

Street Parking

The streets that make up the Foothill Crossing subdivision are public streets and therefore, owned by VDOT. All rules and regulations from VDOT with regards to street parking apply. Parking is allowed on both sides of the street unless “No Parking” signs indicate otherwise. At this time, only two streets (Leon Lane and Trinity Way) have restrictions that limit parking to only one side of the street. Look for the “No Parking” signs on those streets.

We hope you find this information useful. If you have suggestions for additional topics that should be covered, please let us know. And of course, welcome to the neighborhood!

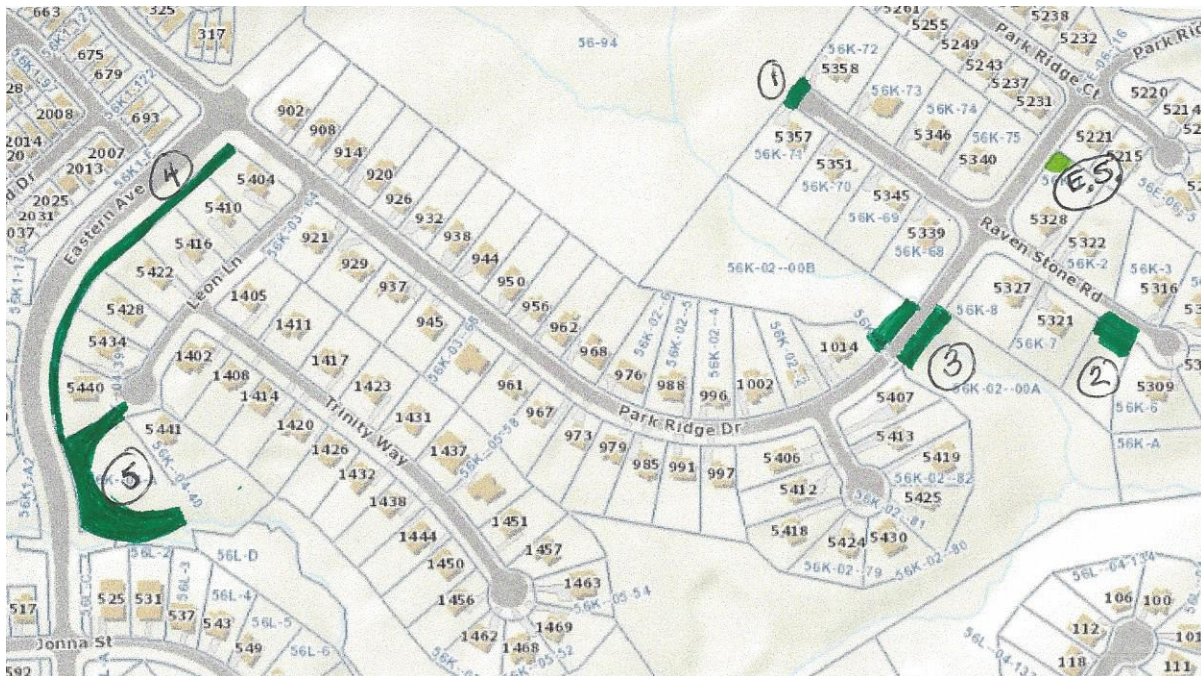
Cheryl Wetzel
HOA Communications Committee – Chair
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Appendix A

Common areas with turf-grass that are maintained by the HOA are shown in the diagram below. Currently these areas are included in the annual general landscaping contract for regular mowing, edging, fertilization, aeration, over-seeding, etc..

1. On the western side of Raven Stone Rd, where the street ends at a chain-link fence
2. On the eastern side of Raven Stone Rd, before the cul-de-sac, there is a undeveloped lot (with rip-rap stone for drainage)
3. Along both sides of Park Ridge Dr, where the road dips between Raven Stone Rd and Cardinal Crest Ct
4. The slope along Eastern Ave, behind the properties on Leon Ln
5. The slopes that lead down to and around the Leon Ln SWP basin

The area labeled "E.S." is the Foothill Crossing entrance sign. The entrance sign is located on the back corner of the property at 5328 Raven Stone Rd. The deed to that property includes a landscape easement which allows the HOA to maintain the sign and surrounding landscape beds and grass.



* Note, as of November 2022 – The ARB is currently undergoing a thorough review and revision of the Architectural Guidelines & Policies document and the ARB application form, in order to bring them to a more relevant state now that the subdivision is complete. The current guidelines were constructed by the developer in 2010, before houses were built, and are largely centered around the Builders' submission of elevation design. The ARB is drawing upon the architectural guidelines of other similar neighborhoods in our area. A revised set of Architectural Guidelines & Policies will be reviewed and voted on by the HOA BOD later this year and communicated to the HOA membership at large by early 2023. Homeowner input is welcome; contact the BOD: foothillcrossing@gmail.com, or the ARB: foothillcrossingARB@gmail.com.