

FECA COMMUNICATIONS

We are making some changes in the way we provide official cluster communications to members. You have some choices to make in when and if you would like to receive notices, so please review this entire document. We are also creating a directory for distribution to the cluster.

The Forest Edge Cluster Association has created a website, forestedgecluster.com to communicate information about the cluster to the community such as board meetings and leaf pick-up notices, and to be a repository of reference information like design review standards and trash collection.

Cluster-wide meetings

For Board Elections and the annual budget meeting every homeowner will receive a written notice via the US mail. We have previously hand delivered these notices, but will use U.S. mail going forward. USPS has notified us that we should not use the mailboxes for delivering items that do not have postage, and has pulled mail from people's boxes. Thus, we will use US Mail.

FECA Board meetings

FECA Board meetings are held the 2nd Thursday every month at St. Thomas a Beckett Church unless otherwise noted. If for some reason the meeting needs to change it will be communicated as per the communication methods noted below. If there is any change to the schedule or location it will be communicated at least 2 days in advance. You have three ways to learn about Board and committee meetings: (a) check the website; (b) subscribe to email notices; or (c) request notice by US Mail (applies to Board meetings only, not committee meetings).

- **Website:** Meeting Dates for all FECA Board meetings and Committee Meetings will be posted on the FECA website calendar and the "What's Going On" section of the FECA Website: www.forestedgecluster.com
- **Email Communication:** If you would like to receive notifications of Board meetings or other new information posted on the Forest Edge Cluster Website via email, you may sign up by clicking on the Subscription tab and filling out form with your information. Subscription users will receive email notifications for cluster meetings and general announcements.
 - Please Note:
 - only the webmaster has access to the email address you sign up with
 - only official notices will be distributed to this email list
 - you can unsubscribe at any time by clicking the "unsubscribe" link included at the bottom of each email sent
- **U.S. Mail:** If you would like to receive notice of each Board meeting, but do not have access to the website or email notices, you may request notice by U.S. Mail. Please note, this is the most cumbersome and costly form of notice, so that we hope that people who are able to use one of the two electronic forms of notice will do so. Of course, we realize not everyone has internet access so anyone desiring paper notification of board meetings and other notices, please provide a written note to FECA secretary at PO Box 2474, Reston VA 20195.

Quarterly Cluster Dues Invoices

We will be sending quarterly cluster dues by US Mail instead of hand delivery for the reasons noted above. We are also investigating transmittal of dues invoices by email, and will let you know when that becomes an option.

Communicating with the FECA Board

If you need to contact the board, please access the Contact tab on the Forest Edge Cluster Website, www.forestedgecluster.com, for phone numbers or send email to boardmembers@forestedgecluster.com. If you do not have internet access, please call the FECA secretary, Francesca Marcus at 703-787-5753 for contact information for all board members, or mail the entire board through the PO Box listed above.

Resident to Resident Communication

Pursuant to the Property Owners' Association Act, the cluster must establish a reasonable, effective and free method for members to communicate among themselves and with the board regarding any matter concerning the association.

The FECA Board recommends Nextdoor.com, a website that will allow residents to communicate with each other and reach out to persons in nearby neighborhoods. Privacy issues are addressed individually, so each person sets up their account according to their needs. You may join at any time by going to the website: www.nextdoor.com, and you will be directed on how to verify your address. You may also email the Board at boardmembers@forestedgecluster.com, and a board member will send you an invitation. If invited by an existing member, you do not need to do anything else for verification. This could be particularly helpful for owners who do not currently live at Forest Edge. Please note that people must use their real names and cannot use an alias.

At the bottom of the left-hand column you will see in light grey print a series of words, including 'Help', which will take you to a page that links you to all sorts of information about the site, including changing your settings. If you have any problems, please call or email a board member who will be happy to assist you. You are not required to join [Nextdoor](http://Nextdoor.com), and can leave it at any time.

FECA Resident Directory

The FECA Board is in the process of creating a new FECA Directory. If you would like your information in the directory please indicate below the specific information you would like to have listed in the directory.

The Directory will be in paper form and copies will be provided only to residents or members. Please note that by checking the line next to name, address, telephone number, or email address you are agreeing to have the information published. If you do not select any of the options below or do not populate the information, your house number will be listed with "No Information Provided."

FECA Directory Information

RESIDENT 1:

___ Name _____

___ Address: _____

___ Telephone number _____

___ Email address _____

RESIDENT 2:

___ Name _____

___ Address: _____

___ Telephone number _____

___ Email address _____

Please complete this form and submit to FECA Secretary Francesca Marcus either by email to feca.secretary@gmail.com, or by placing a hard copy in a sealed envelope, labeled FECA Directory Form and delivering it in person to Francesca at 1459 Greenmont Court.