

Halstead Glen Cluster  
Board Meeting  
November 4, 2021, 7pm via zoom

Meeting called to Order at 7:00pm

**Present**

Samantha Gold – President  
Eric Punhagen – Secretary  
Allison Newman – Homeowner  
Chris Livingston – Homeowner  
Barbara Paoluci - Homeowner  
Lisa Cornaire- Property Manager

**Approval of Meeting Minutes**

The Board voted unanimously to approve the September meeting minutes.

**Management Report**

Lisa and Eric provided a status update on the updates to the cluster standards. Trim capping has been approved by the DRB to be incorporated into the cluster standards.

Lisa reports:

- The new cluster advisor, Erin Gable has been very helpful.
- The discount code for Sherwin Williams Paint has been post on the website.
- Many owners have made the appropriate repairs or other requests per the community inspections, those that have not completed them by the springtime will be referred to Reston Association.

**Treasurers Report**

The Board reviewed the 2022 draft budget as prepared by Liz and Lisa. The tree budget was increased to \$8k. The Board voted unanimously to approve the 2022 budget.

The Board voted unanimously to contribute \$18,845 to the reserves.

**Homeowner Open Forum**

It was noted that some of the azaleas have died, this will be addressed in the spring. Overseeding is needed in an area near Barbara's house. Thank you to Todd Korson who smoothed out the mounds of dirt from two previously removed trees and added some seed.

Chris Livingston volunteered to fill the vacancy on the Board. The Board voted unanimously to appoint Chris to fill the term ending in 2024.

**Closed Session**

Board went into closed session at 8:00pm to discuss unpaid homeowner dues assessments.

**Open Session**

Board went into open session at 8:10pm

Meeting adjourned at 8:10pm