

Halstead Glen Cluster  
Board Meeting Minutes  
November 20, 2023 via zoom

Meeting called to order at 5:32pm

Attendees

Samantha Gold – President  
Liz Korson – Treasurer  
Kim Malinsky – Member at Large  
Frank Tobia – Homeowner  
Allison Newman – Homeowner  
Emily Hinton – Homeowner  
Mara Deychak – Homeowner  
Lisa Cornaire – Spectrum Property Management

The June 2023 meeting minutes were reviewed and unanimously approved.

**Homeowner Open Forum**

A homeowner brought up that she is planning on submitting an application to have a tree removed from her front yard as it is diseased. No other comments/concerns from the other homeowners present in the meeting.

**Old Business**

**Stormwater Management** - Frank provided an update on his progress with the Fairfax County grant program for stormwater management implementation. He recently had another on-site meeting with Fairfax county and they have confirmed that no additional work is needed to the swale areas that are maintained by Fairfax county that run through the community. The next step is to fill out and submit an application to the county.

Note: An on-site meeting was held on August 2<sup>nd</sup>, 2023 with Fairfax County Stormwater management.

Several of the large water runoff areas were identified as being responsibility of Fairfax County. These areas can be identified on the county GIS mapping system. The trees in and around these areas remain the responsibility of the association but maintenance for proper stormwater flow, would be the responsibility of the county.

**Status of Declaration Amendment Vote** – There are currently 41 votes in favor of the amendment, and 1 opposed. Lis will email anyone who has not yet voted. 45 votes in favor are needed for the measure to pass.

**New Business**

**Landscape Contract** -The Board approved EE landscape and snow for a one-year contract. Lisa will investigate whether homeowners can be added to the project notification distro list. Some homeowners expressed concerns with EE's performance. A homeowner requested that EE pick up sticks from the stormwater outflow, rip rap areas. Currently, EE's contract is for the removal of leaves in these areas, three times a year in the fall. Lisa will be scheduling a walk through with EE after the holidays. The board and anyone else who has concerns will be invited to attend.

**Soil & Seed**- The board approved an EE quote to soil and seed 4 locations in the community for a total of \$981. Lisa will communicate to EE that they need to stake off the area when the work is performed in early springtime.

**2024 Budget** - The Board reviewed and approved the 2024 budget which includes no assessment increase for the upcoming fiscal year.

**Reserve Contribution**- The Board approved the 2024 reserve contribution of \$21,380.

**Management Report**

Lisa will be obtaining a quote from JL tree to provide wintertime, cut back any common area tree limbs that are extending toward or touching the homes. Lisa reviewed the 2024 upcoming reserve projects which include asphalt street and walkway repairs. Lisa reported that some of the homes who were sent multiple letters to request that maintenance be performed have not taken care of the request. The Board will consider reporting any unresolved matters to RA in the springtime.

**Adjournment-** Meeting adjourned at 6:02pm