

Halstead Glen Cluster Association Board Meeting Minutes

October 29th, 2018 located at Gregorio's
Started @ 7:15pm – Adjourned @ 8:15pm

Board Members present: Justin, Scott, Keith

- 1) Justin voted to approve last month's minutes. Keith, seconded. The vote passed.
- 2) Treasurer's report. Currently the cluster is six thousand under budget. We are currently on track to meet or come in below budget with the tree work and any snow removal that could potentially arise.
- 3) Covenants review. Keith is reviewing specific issues with Sarah Gaston of Reston Association October 30th.
- 4) In the hopes to continue HGCA community involvement. The board plans to continue the bi annual block parties for the Spring/Fall on Labor/Memorial Days.
- 5) Long Term landscaping. The previously voted plan for 18 Japanese silver grass and 22 hostas on Heritage Oak court will take place in the spring. Along with the Pro-grounds estimate of the entrance island on Heritage Oak Way. It was brought to the board's attention that ground cover should be planted along the hillside of the entrance to Heritage Oak Court. This will help to beautify as well as to stop future erosion.
- 6) Paint Disposal. The board has contacted the homeowner to speak with the contractors hired. Keith is addressing the issue with Reston Association at the aforementioned meeting on October 30th.
- 8) Trees. Multiple bids were put in to address the concerns with trees in the neighborhood. Bids were made to JL Tree Service, Revera's Tree Service, and Reston Tree Services. The best/cheapest bid came back from JL and the board plans to move forward with JL to complete the work. The work is slated to be completed in mid November depending on JL's schedule.
- 9) Upon further review, the cluster is no longer considering a renter/owner limit or cap.
- 10) Keith will send out a reminder email to the cluster to address Trash/Newspapers/Dog waste.

Halstead Glen Cluster Association Board Meeting Minutes

December 20th, 2018 located at Gregorio's
Started @ 7:12pm – Adjourned @ 8:00pm

Board Members present: Justin, Scott, Keith

- 1) Justin Voted to approve meeting minutes from October 29th. Keith seconded, minutes were approved.
- 2) Keith discussed the treasures report.
 - a. The Cluster is set to finish the year above budget adding \$1,400 to the reserves, the goal for next year will be to end adding \$1,500. In looking over the 2019 budget, increases include adding professional management. With the heavy snows and winter weather projected for the upcoming year. The board is planning to be fiscally responsible and push out the implementation of the professional management till April/May time frame.
 - b. The proposed dues and notices will go out the 1st week of January.
 - c. It was proposed that \$10,000 of the Cluster's capital reserves be deposited into an FDIC insured Citi bank standard CD. Justin voted to approve, Scott seconded, the vote passed.
- 3) Board member removal proposal was discussed and will be addressed at the annual meeting. Details to include a vote rule to remove/dismiss a seating board member. If the said member were to miss two meetings or be in dereliction of duty, the board may vote to remove or continue with an additional two day window.
- 4) Long-term landscaping plan
 - a. The board discussed Heritage Oak Court erosion, the landscaping committee will pick a ground cover to be planted in the spring.
 - b. ProGrounds will complete the previously approved work on Heritage Oak Way and volunteer board members will complete the island on Heritage Oak Court. Both are slated to be started/completed in the spring.
 - c. The board will have another tree walk through with JL, slated for February/March.

Halstead Glen Cluster Association

Annual Board Meeting

February 11th, 2019

Meeting started at 7:10pm

- 1) Keith Voted to approve minutes from previous meeting, Justin seconded, minutes approved.
- 2) Keith discussed the Treasurer's report for 2018 and 2019. The board agreed to push the hiring of the management company, Spectrum, until mid-summer depending on snow fall the remaining winter/spring. More funds were added to the 2019 budget for snow removal and trees. Our reserve deficit funding plan remains on target with the annual \$50 increases. All 2019 dues and notices have been sent out and we're waiting to receive payment with a due date of March 31st.
- 3) The board discussed creating an amendment to our bi-laws for the removal of a board member. It was agreed that this would require a member vote as opposed to a board vote. Keith will discuss with our lawyer as well as Spectrum management company on verbiage/language to be added. Want to include items such as "2 meetings missed, special elections, appeals." This will be discussed at a future meeting.
- 4) The board discussed the Long-term Landscaping Plan. Members of the community will volunteer to help implement the landscape in branch on Heritage Oak Court. Heritage Oak Way will be performed by Progrounds. It is the goal of the board to seed/sod/dirt/ground cover, the common areas in the Spring. Keith will reach out to EE to ask about cost/information on seed mesh blankets used for previous work in the cluster.
- 5) The board discussed Covenant violations. Leslie volunteered to meet with Reston Association and go through our old documents to compare and contrast what we have listed/Reston. Then the board can propose an updated list of covenants. It was discussed that members of the community can send in suggestions to be approved by Reston Association for the entire neighborhood to make updates/upgrades easier on members. For example, 1 unified garage door, 1 unified sliding door, 1 unified light fixture. The goal being to bring the look and feel of the neighborhood back to a more congruent state.
- 6) The board had 3 seats open for reelection. Justin and Scott both have 2 years left of a 3 year commitment. Keith, Todd, and Greg's seats were vacated. After an election by the community members it was decided that Keith, Todd and Samantha Gold would fill the vacant slots each for a term of 3 years. After the member meeting adjourned, a private meeting was held with the new board members to vote on which member would hold which position. The new positions are as follows: Keith: President & Treasurer, Samantha: Vice President, Justin: Secretary, Scott & Todd: Members at Large.
- 7) The community discussed that they would like to include on each email/communication going out a list of reminder for the community. These items should include but not limit, the proper placement of trash receptacles, the cleaning up and disposal of pet waste, the cleaning of newspapers from driveways, volunteer projects slated for the neighborhood, etc.
- 8) It was reminded to everyone in attendance that the neighborhood will continue with our traditional Memorial Day and Labor Day block parties in the island area off Heritage Oak Way.

The meeting adjourned at 8:20pm