

**Halstead Glen Cluster
Board Meeting**

October 30, 2024, 7pm via zoom

A. Call to order

- Meeting called to order at 7:03 PM.

11403 Heritage Oak Court
1350 Heritage Oak Way
1354 Heritage Oak Way
1357 Heritage Oak Way
1362 Heritage Oak Way
1368 Heritage Oak Way
1372 Heritage Oak Way
1377 Heritage Oak Way
1381 Heritage Oak Way

B. Approval of prior meeting minutes - approved unanimously.

C. Homeowner Open Forum (limit 15 min)

D. Old Business

1. Landscape & Snow Contracts

- Majority think Greenscape is the best choice because they are responsive and Lisa has experience with them.
- Will want to decide later on putting flowers in certain areas.
- Will check box that Greenscape can provide at no additional cost non-fossil powered blowers for General cleaning of sidewalks and/or hard surfaces if the HGCA Board requests this service.
- Considering asking RA for permission to have a communal shed where we can keep a snow blower for everyone to use. We may need waivers for people to sign off on being able to utilize it.
- Motion to move forward with Greenscape for both landscape and snow contracts. Unanimously approved.
- Lisa will tell the current landscapers soon that we will not be renewing the contract. Lisa will also create a way for residents to opt out for the future services to their private lots.

2. Reserve Study

- Motion to approve the 2025 reserve study approved.

3. 2025 Budget

- 5% increase in insurance coverage - this is an increase.
- Interest rate was changed so we have a better interest income.
- Motion to approve the budget without a dues increase, unanimously approved.

4. 2024 Reserve Contribution

- Motion to contribute to the reserve savings per the budget and assess a further contribution if the budget allows in December, unanimously approved.

5. Sidewalk Shaving Proposal

- Minor fixes that would be a 1 day job.
- Some want to move forward, while others are interested in pushing it further out, or at least those areas that are in worse condition.
- Maybe we look into the areas that are worse and get the cost for those and go from there.

6. Corporate Transparency Act

- Need to file a Beneficial Ownership Information Report by EOY. Board members need to provide a copy of their driver's license and must be done at the same time.
- Lisa will send us the information to submit.

7. Invasive Plants

- Frank plans on doing more planting. He will send us the budget for that.
- Potentially a senator could come and do a photo op.

E. New Business

1. Volunteer clean up

- Let's schedule another time to do this.

2. Parking/Towing

- Lisa and Samantha signed a contract with a tow company should we ever need to tow cars, since there were a few people who did not move their cars during the repave.
- We should remind the neighborhood of the parking/towing rules.

F. Management Report

1. Update on meeting with RA cluster advisor

- Considering updating the rules to allow being more flexible. Example: lighting on the outside of the house to allow for more options.
- Enforcement procedures and walk-through protocol.
- Spout extensions need to be buried.
- Cluster Board member get-together?
- Check on paint on the doors and shutters - need to make sure the shades of them are the same. Also possibly allowing new colors.

2. Annual Meeting Date

- Tuesday, February 25th, 2025 @ 7 PM

3. Community reminders – trash container storage, landscape plan

- Trash cans need to be out of sight if they are not on the curb.
- Lisa will send reminders to all residents.

G. Open Session

- Safety protocols for the neighborhood.

H. Closed Session – To review violations & a payment plan request - closed session called to order at 8:58 PM. Closed session adjourned at 9:15 PM. Open session called to order at 9:15 PM.

- The Board unanimously approves to have all unresolved violations notified that they must resolved the violation by May 2025 after which, the board will refer the violations to Reston Association.
- The Board unanimously approves the payment plan request.

I. Adjournment

Motion to adjourn meeting at 9:16 approved.