

Halstead Glen Cluster
Annual Meeting Minutes
June 26, 2024 via zoom

Call to order

Meeting called to order at 7:05 PM. Quorum was established with the following addresses represented in the zoom meeting:

11403 Heritage Oak Court
11405 Heritage Oak Court
1350 Heritage Oak Way
1351 Heritage Oak Way
1352 Heritage Oak Way
1354 Heritage Oak Way
1357 Heritage Oak Way
1372 Heritage Oak Way
1377 Heritage Oak Way
1381 Heritage Oak Way

Motion was made to approve prior meeting minutes. Motion passed unanimously.

Homeowner Open Forum

No comments, questions, or concerns mentioned.

Old Business

1. Update on planting - count grant
 - Frank showed photos of the progress of the planting that he and Bill Wright did in April. Reimbursement for the planting has not been approved yet.
2. EE quote - exposed roots near 1380 Heritage Oak Way
 - Homeowner asked if the roots are going into the person's home.
 - They are more so going into the parking lot.
 - The idea is that the topsoil and mulch will create a barrier that people won't trip and cover the area. Homeowner expressed concern if the topsoil and mulch will actually stay.
 - However, people do not walk here very often. Homeowners are interested in tabling this project.
 - Motion was made to table the project. Motion passed unanimously.
3. JL Tree quote
 - Halstead Glen has not done this level of tree work in a few years.
 - We could remove the dead oak tree near 1360 Heritage Oak Way from the proposal.
 - All units will be taken into account to ensure removal of old limbs to 12 feet and small trees.
 - Homeowner is concerned about trees by the entrance/exit of the neighborhood. They are low and it is difficult for taller vehicles (ex: RVs) to drive through it.
 - Motion to request JL Tree to add to the proposal. Motion passed unanimously.
 - Homeowner is concerned about a tree covered with ivy behind 1378 Heritage Oak Way and would like to add it to the proposal.

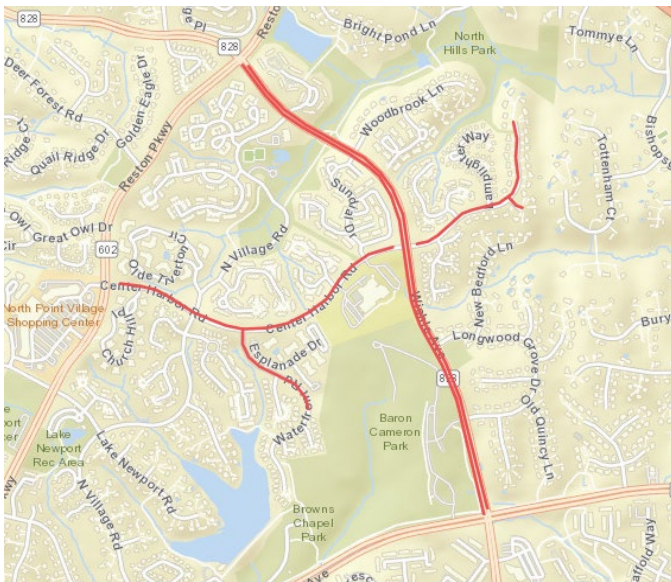
- Motion to request JL Tree to add to the proposal up to an additional \$2,500. Motion passed unanimously.

New Business

1. Asphalt work

- All 3 quotes are relatively the same.
- Brothers is 1 day job, \$93,645, and 2-year warranty. They were not very responsive when asked questions. 1 day job seems unusual. Homeowners agree.
- Paveco is 2 day job, \$90,222, and 1-year warranty. This is who we worked with in the past (about 10 years ago), but they only did a 2-inch down and this project will be deeper.
- ProPave is a 4 day job, \$90,953, and 2-year warranty. Lisa has worked with them in the past and really likes them.
- If we don't do this now, prices will only go up and we have been working on saving money for this for years and are now ahead of the projected 2027 plan.
- Homeowner asked how long the new asphalt would last.
 - Typically 15 years.
- Motion to move forward with ProPave proposal. Motion passed unanimously.
- Homeowner asks if we can talk to ProPave about personal driveways. Lisa will ask.
- Timing: Center Harbor and Wiehle are also getting repaved. Lisa will reach out to VDOT on timing to make sure we do not do our repaving project at the same time since we will need to park on Center Harbor:

<https://www.arcgis.com/apps/webappviewer/index.html?id=fbf86e85fdb43e482432f41ddeb51c7>



2. 2025 Landscape & Snow contracts

- Homeowners are concerned and frustrated that the landscapers go into their private property, while others feel they don't do enough on the private lots.
- We need to be clear of our expectations in our next proposal.
- Landscape contract with EE ends on December 31, 2024. Snow contract with EE ended in April 2024, so we do not have a snow contract right now.
- Timing: Goal is to get proposals by the end of August to be reviewed at the next Board Meeting in October.
- Homeowners recommend we survey the neighborhood to see who wants their yard touched and who does not. Majority of meeting attendees do not want to be responsible. Perhaps we have a green flag or red flag that we can put outside of our homes in advance of them arriving. This can be included in the proposal. Frank will put together a survey or open forum to get input from the neighborhood.

Management Report

1. Corporate Transparency Act
 - Federal government passed this in 2021 to aim to catch entities that are money laundering, etc. As a part of this, there is a requirement for companies (HOAs are a corporate company) to register with an agency called the Financial Crimes Enforcement. All Board members have to register and the filing must be done by January 1, 2025. We all must comply otherwise there are major fees and possibly criminal charges.
 - Lisa's recommendation is to wait until Q4 because there are a lot of lawsuits going on and this act may change.
 - Board member asks if we have to give Lisa our information or do it individually.
 - If anyone on the Board does not wish to provide the required information, they will be able to leave the Board before their term is up.
2. Additional items
 - Directory was sent out.
 - "Show & Tell" with Erin from Reston Association: Thursday, July 25th, ask Erin for as late in the day as possible.
 - Lisa did the community wide inspection and it went better than last year.

Meeting adjourned at 8:39 PM. Closed session called to order at 8:39 PM.

Closed Session - to review violations

Closed session adjourned at 8:53 PM. Open session called to order at 8:53 PM.

Open Session at 8:59 PM

Adjournment

Meeting adjourned at 8:59 PM.