

**Dranesville Estates
Board Meeting
June 16, 2026, at 7:00 PM Via Zoom**

Call to Order 7:15 PM

Attendees

Bill Bisbee
Carvin DiGiovanni
Susan Garza
Brian Myer

Lisa Cornaire- Spectrum Property Management

Minutes

The board reviewed the minutes from the May 19, 2026 meeting. Lisa will post to Dranesville Estate HOA website – 4 Yes/0 Nay

Homeowner Open Forum

No homeowners in attendance.

ARB Report

12318 Exbury St – Deck Replacement – Pending

Bill recommended having an information Board liaison who can consult with and answer any questions that the ARB may have. Bill volunteered to attend an ARB meeting to offer that support.

New Business

1. Set date for July regular board meeting

Lisa and the Board discussed dates for Board availability that also align with our attorney. The Board preliminarily agreed to July 13th and, as an alternative, discussed meeting with our attorney on July 9th separately and then having a regular meeting on the 13th if the attorney is not available then.

2. Mail Chimp

Mail Chimp is officially charging if the community issues more than 500 emails a month. The Board discussed signing up for the Essentials version of Mail Chimp for \$13 a month. The Board voted to approve using the paid version – 4 Yes/Nay

3. Tree quotes

There are five trees on common land along the pipeline that are dead and need to be removed. Lisa reviewed bids received for removal services. After a motion to accept the

Reston Tree Experts bid of \$1,650, the Board approved the removal of the trees and some additional brush clearing – 4 Yay/0 Nay.

Lisa then reviewed the reserve study and discussed using reserve fund for this expense. The Board voted to use \$1,650 from the reserve fund to pay for the removal of five trees and brush removal – 4 Yay/0 Nay.

Old Business

The Board had no matters to discuss.

Management Report

Lisa performed the community inspection, and the majority of letters issued were related to trash can and recycling container storage. Lisa gave homeowners a timeline of 45 days to resolve maintenance related issues and will perform subsequent follow ups after that.

Lisa also discussed the formation of an action item list. Vic drafted a list, and Susan documented additional action items assigned at today's meeting at the end of the minutes.

We have received four bids for trash removal to date. Vic asked Lisa to encourage the Board to review and evaluate bids received and conduct analysis against the bid evaluation matrix. The Board discussed the timeline for selecting a contractor, which is no later than July 27, 2026. Lisa asked that all Board members perform their analyses by July 6, 2026, so that Lisa has time to compile Board responses and feedback of each contract so that the Board can discuss vendor selection in detail at its next meeting in July. The Board has until the end of August to notify Bates of their decision on trash vendors.

The notice of the second special meeting of the Board went out by mail, and Lisa has received additional proxies by mail. She will collect outstanding proxies from Bill in the coming days and continues to track all proxies. We currently have received enough proxies for a quorum.

Executive Session

The Board went into an executive session at 8:29 PM to review accounts in arrears. Discussion ensued, and no action was taken or required.

Open Session

The Board went into open session at 8:33 PM.

Adjournment

Motion to adjourn, unanimously approved at 8:33 PM.

To Do List:

- Previous minutes posted to website – Lisa
- Finalize date for meeting with attorney and July board meeting date – Lisa
- Sign up for the paid version of Mail Chimp - Lisa
- ARB/Board liaison – Bill to attend initially
- Tree Removal – Lisa to contact Reston Tree Experts to have them proceed with tree services
- Trash Contract Bids – Vic and Bill reviewing in detail, all Board members to provide additional review to Lisa by July 6th.