



Board of Trustees Meeting – November 28, 2023 Meeting Minutes

Board members in attendance:

- In person at the Boat House: Claudette Papathanasopoulos, Chase Rowan, Greg Licamele, Karyn Moreland
- Via Zoom: Avi Sareen, Jake Virag

Staff members in attendance: Andrew Dunham and Sophie Lambert (in person)

Taryn McFarland, Sarah Uhrig, and Brian Keating (via Zoom)

Members of the public: Jill Ferares, Fred Ferares

I. Call to order

Meeting was called to order at 5:33 pm. This was followed by a welcome from Claudette.

II. Approval of Agenda

All were in favor of approving the agenda.

III. Approval of Minutes

All were in favor of approving the minutes from the September 26, 2023, Board meeting.

IV. Resident forum

Jill Ferares provided an update on the HOA's strategic planning committee. The committee continues to work on the strategic plan and has made good progress. They will be voting to approve what they have so far at their next meeting. They are hoping to have the document to the HOA Board in December.

Fred Ferares provided an HOA update and Rebecca with the HOA will be sending out an update to the community with a report/update on ongoing things including assessments, the park being built. The HOA's next meeting will be in February and the election will be in March.

V. Old Business

- Audit Report Approval
 - Sophie reported no issues with the Audit and noted that the process will be completed much earlier in the year next time. Small recommendations about adding codes into the account system which we have added. These are outlined in the report.



- Chase moved to approve the Audit Report and all were in favor.
- Our 2022 tax return is ready to submit and will be posted to Document Center once filed.

- Employee Manual
 - Updates to manual like social media, parental leave, Final edits include reviewing PTO policy. Then will come back for approval at the first Board meeting in 2024.
 - Staying with Kelly Benefits, some small changes, but helpful to complete this process before finalizing the Employee Manual since some new offerings are being added.

- Clubs
 - Sophie gave an updated on continued discussions with the HOA about potential Conservancy-managed clubs, such as the Beekeeping Club. Potentially, the archery club would administratively move to the Conservancy since it is happening on Conservancy land. They have very little administrative needs. Our Board may consider looking at what guidelines we may need and look at the HOA guidelines as a basis.
 - Andrew suggested that we adopt fairly similar language that the HOA has to prevent any confusion.
 - Fred Ferares suggested from an HOA perspective to review the code of conduct and ensure that someone from our team be involved in monitoring any social media for clubs. The HOA says that annually clubs should produce a report.
 - Andrew suggested a liability waiver for the bee keeping as Virginia has pretty good laws when it comes to agricultural activity.
 - Fred added that the archery club has several waivers members must sign.
 - Greg added that our bylaws do allow clubs.

VI. New Business

- Dulles South Community Park
 - Conservancy and HOA submitted a joint letter and a template for residents was created for them to submit. A small group of residents canvassed homes adjacent to the proposed park in The Greens.
 - A public meeting was held on October 26 where designs for the park were shared by the county. Jill Ferares attended the meeting and gave an overview of the resident comments provided.
 - Fred shared that the park is in very early stages and is not in the design stage yet, so it is at a critical point for resident feedback.
 - Claudette suggested seeing if a meeting with the Board of Supervisors was possible since we are major adjacent landowners to this project.



- Advisory Committee
 - Chase presentation on a proposal to create an Advisory Committee which could serve in a supplemental capacity to the Board.
 - There are a limited number of seats on the Board and there are some skill sets missing from our current Board. We have encountered time bound issues that arise which we are not necessarily always the most equipped to handle.
 - The Board may want to consider having an advisory board to help people get engaged with specific challenges/opportunities.
 - This would not be a governing board and appointments would expire when the project ends.
 - There would be no size limits.
 - Trustees should be involved to manage any governance needs and bridge back to the organization.
 - Fred added that the HOA does this with their committees.
 - Chase is willing to oversee the advisory board for one year and then would serve for at least one advisory board once his term concludes.
 - Fred shared that the HOA board approves the board committees that operate similarly. The HOA board only uses committees and not technically an advisory board.
 - Karyn shared that over time enthusiasm can dissipate over time, like what happened when the Board initially started. This advisory board may be a good way to maintain momentum people feel and engage people quickly.
 - Greg shared that he would like to outline the framework to stand up a youth advisory council (as part of our stated Strategic Plan goals).
 - Chase will present next steps to form the group at the first board meeting in 2024.
- 2024 Board Meeting Dates
 - The months of the previous meeting were shared and discussion occurred around the frequency/scheduling of the meetings. Overall, it seems like the frequency and timing worked well.
 - Claudette added that Tuesdays seem to work well for the Boat House Schedule.
 - Feb 27th would be our next meeting on the current schedule.
 - Sophie will send invite for the scheduled meetings to the Board and staff.

VII. Staff Updates

- Programs & Engagement
 - Sarah reviewed recent programs including our presence at AutumnFest, Harvest Market, and Stroll's Field Party held at Hidden Meadow. We have also held two programs for Girl Scout troops, a time trial event at the obstacle course, and a potluck at the farm stand. Attendance/engagement for all these events has been good and above expectations.



- Land Stewardship
 - Despite the weather event delaying the original date, the Bonfire event went well.
 - Deer management is going well so far. We are ahead of the curve in harvest, disease tracking, and the group of volunteers is really good. Only one negative resident/hunter encounter thus far.
 - We have had a big increase in conservation projects initiated by residents this year. Three streets have collaborated on a large ongoing project. We would like to be able to help residents do these projects on HOA land.
 - The NOVEC-Paddock Gate tree planting that the Conservancy was responsible for has been completed. More large trees will be planted in the spring. Taryn will monitor NOVEC's plantings and grasses reseeding.
 - Taryn reviewed proposed 2024 projects. There will be a new trail along the Pipeline Easement in the Grant. The old trail there will be shifted up into the treeline.
 - Sophie added that prescribed burns are covered by our insurance and we will just need to notify our insurance prior to burning.
 - Taryn shared some stats about their labor hours changing in a positive direction towards more trail improvement and conservation management.

- Farm
 - Andrew provided an update on the Farm. Winter shares are going well. Garlic and spinach look good. New chickens are doing great. Our yields are going up massively per acre. Soil health is improving a lot. We have donated around 5000 lbs of food to the Food Pantry through September.
 - In terms of marketing, we wrapped the delivery van and to drive 2024 season CSA sales, we are canvassing every home in all four Villages.

- CapEx
 - Fleetwood Barn Addition
 - Fleetwood Barn addition is coming along great. All that is left is to have an electrician add a few outlets and finish the floor. They hope to be back in the office space within the next 2 weeks.
 - Tenant Houses
 - Lightridge - Continuing on the planning process
 - Peach Orchard - Some repairs were made to keep water out. Staff continues to weigh renovation vs new construction options.
 - Farm Packing Shed and Wells
 - Palette width backdoor has been added.
 - Cooler space is coming along and nearing the final stages.



- Brian is getting quotes on insulation for the packing shed. It would be a huge help to have some better temperature control in there and would allow us to allocate labor resources throughout the year more effectively.

VIII. Financial Update

- Staff presented the YTD Performance Summary and explained areas where there were variances to the budget.
- Staff then presented the 2024 budget which had been approved by the HOA. It included the replacement of one FTE position, an increase of assessment by 6%, a small decrease in transfer fees reflecting real estate trends, an increase in marketing professional services, and needed CapEx projects to be funded by the Endowment.
- Claudette motioned to approve. All were in favor. The budget was approved.
- Claudette motioned and Chase seconded the change in assessments. All were in favor. The Board signed the motion during Executive Session.

IX. Adjournment

The meeting adjourned at 7:28 pm. The Board proceeded into Executive Session until 8:37 pm.