



Board of Trustees Meeting – April 30, 2024 Meeting Minutes

Board members in attendance: In person at the Boat House: Claudette Papathanasopoulos, Chase Rowan, Greg Licamele, Karyn Moreland, Jake Virag

Staff members in attendance: Andrew Dunham, Andrew Richardson (by zoom), Sarah Uhrig (by zoom), Taryn McFarland (by zoom), Sophie Lambert, Brian Keating, Mel Dunham.

Several members of the public were in attendance, including Fred Ferares (HOA Board President).

The meeting was called to order at 5:32 pm. Chase made a motion to approve the agenda, seconded by Karyn and approved by all. Greg made a motion to approve the meeting minutes from the February 20, 2024, meeting. Seconded by Karyn and approved by all.

Claudette shared that the board is proposing new executive position appointments -- Claudette continuing as President with the following new roles: Greg as Vice President, Karyn as Secretary, Jake as Treasurer. Chase made a motion for the new appointments which was seconded by Greg and approved by all.

Public Comment

Fred gave an update on the HOA's Strategic Plan. Staff working with the board to move forward on their implementation plan – they are looking at gathering estimates for improved amenities to be completed 2027.

Old Business

- Property Tax Exemption application - Submitted on April 1st. Will be reviewed and we should expect to present to the BOS in August or September.
- Advisory Board - Land Use and fundraising are first two committees. Next steps will put out application. A limited application period was suggested, 30-60 days. Motion to approve charter and document by Chase, seconded by Greg. All in favor.
- Lead volunteers - Process was approved by board via email prior to this meeting. Applications and background checks have begun. Questions addressed changing access codes and how volunteers would attest to not share information. Staff will have lead volunteers sign SOPS doc that details policies regarding sharing information.
- Camping & Amenity Rentals - Rentals officially open up tomorrow. Staff have overhauled booking site and implemented a two-tiered pricing system for residents/non-residents. Resident rates are similar to last year, but non resident rates are 25-40% higher. Board unanimously approved new rates.

- Employee Manual - Added parental leave and changes in “personal” leave. We will keep purchasing policy and benefits guide as separate appendices for more flexibility. Updated employee manual approved by all.
- Fences/Encroachment – A letter to two property owners with fence encroachments will be sent by our attorney shortly. This will be followed by a survey of property lines and then removal of fences by property owners or by staff. Greg made a motion to approve this course of action, seconded by Chase and approved by all. Sophie will discuss whether a resolution is needed with our attorney.
- Development around Willowsford
 - North Star Boulevard – Taryn will meet with Loudoun Soil & Water Conservation District staff to talk about if there are funds to plant any trees on Conservancy land near two most-impacted properties.
 - Wishing Star – Conservancy and HOA staff are working with Dominion to address impacts from new substation near The Grange. Taryn will meet with Dominion’s arborist to determine where trees can go up on Conservancy land.
 - High School 14 – The project was approved by the Board of Supervisors. There is still a concern that there is no fence in their proposal especially since the project will include a regional stadium. County staff were adamant that the project is Dark Skies compliant, so we hit a roadblock on that item. Board members and staff are still hoping to meet with Supervisor TeKrony to walk along the trail between Conservancy, homes and the school
 - Dulles South Community Park – No big updates. Greg shared concerns about projects like this one being able to quietly move through approvals process without resident concerns being taken into account.

New Business

No new business

Staff Updates

Sophie gave an update on Operations. She shared that we worked with our accountant on our audit, but did need to file an extension. The final audit report will be shared with the board at the next meeting. Next, came an update on the strategic plan. The operational excellence goal is being worked on by both the Farm and Land Stewardship teams with separate yet coordinated facility planning efforts underway. Staff will work with a consultant on the first goal – focused on Engagement – over the summer. In an earlier meeting with the consultant, staff brainstormed various funding ideas with the consultant. Staff trainings have been held and a more detailed plan will be developed to implement our staffing goal once a Business Manager comes on board (the job will be posted in May).

Andrew updated on the last quarter of activity at the Farm. The non-functioning freezer and old caterpillar tunnel were removed. A new farmer started – Daris Delph. She replaced Ben who has moved out of state for his partner to attend grad school. The team has seen continued improvement in soil health and is focused on getting plants in the ground and weeding the beds. Off season egg sales and a la carte sales continued and egg shares for the summer are nearly sold out. Increase in sales & revenue compared to last year. Boat House sales showed proof of concept, plan to expand the hours during this upcoming season.

Taryn presented on the last quarter of work for the Land Stewardship team. Projects included seeding over 350 acres of grassland which is the highest amount yet. The team cut and raked the Wet Meadow and great growth is already coming back – the area might have a controlled burn this fall. The small renovation to Cedar Pond Pavilion is 75% done and a security system and renter access system will be

installed. Our annual brush hogging was completed with support from the Farm team in spite of weather and equipment delays. Native plants are selling both in person and via an online store which recently launched. A new Eastern bluebird monitoring trail has been set up in The Grant with boxes donated by Loudoun Wildlife Conservancy. The NOVEC Paddock Gate berm was reseeded. Over 3,500 trees planted in riparian areas were inspected and maintained which is crucial for tree survivability. Taryn wrapped up by sharing some challenges with vandalism and unattended/unauthorized starting of fires. Greg suggested proactively communicating with residents about these challenges.

Sarah gave an update on recent programs and events, including the Let's Talk Trash event in March and a successful program with raptors both held on days when Loudoun County schools are closed. Other programs highlighted included Build a Birdbox, Backyard Conservation, Meet the Chickens, and our annual Earth Day celebration. She also gave an update on volunteer engagement, including new engagement with Banshee Reeks, as well as Girl Scout troop involvement.

CapEx

- Lightridge - County office issue with permit delayed us but working as much as possible. We are within budget and working hard to keep timeline on track. The team is doing a lot of work in house which will save approximately \$20K. The project is currently on track to be completed by July 1.
- Peach Orchard – There is still a lot to be done, so we can share three options with the board – new build, prefab modular, and renovation of existing house. Fred asked about the conditions of the current house and it was decided that this would be discussed outside of the public forum since it concerns personnel. Discussion also about the ability to have multiple units in this home. Due to zoning, it can only be a “single” home.
- New Well - Just waiting to get a filter in to deal with turbidity/manganese/iron. Should be up and going within a few weeks.

Finance Committee Report

Staff shared that the Year to Date budget is tracking well especially due to increased Farm revenue. Transfer fees are down and benefits costs have been higher.

Executive Session

The board retired to Executive Session at 6:55 pm and the meeting ended at 9:12 pm.