



Board of Trustees Meeting – October 2, 2024 Meeting Minutes

Board members in attendance: In person at the Boat House: Claudette Papathanasopoulos, Greg Licamele, Karyn Moreland, Charles Graybeal, Avi Sareen, Chase Rowan

Staff members in attendance: Andrew Dunham, Taryn McFarland, Sophie Lambert, Sarah Uhrig.

Several members of the public were in attendance.

The meeting was called to order at 5:31 pm. There were no resident comments.

Karyn made a motion to approve the agenda, seconded by Charles and approved by all. Charles made a motion to approve the meeting minutes from the August 20, 2024, meeting. Seconded by Karyn and approved by all.

New Business

Staff shared a recommendation that an overview be written in collaboration with HOA staff about open space and what can and cannot be done. Such as mowing buffers, pruning limbs over property, no storage of property, cutting or removing trees, mowing. Also, will include information on Open Space Project process which enables residents to apply to do projects in conservancy land, such as plantings or removal of invasive species.

Old business

- An update was given on the Dulles South Community Park and the impacts it will have on Lotus Pond Place and other parts of The Greens. Supervisor TeKrony convened a town hall on Sept 23, 2024, where a small number of residents shared concerns about traffic, security, and sports field lighting. Staff and HOA liaison will work on letter to jointly share with county and provide template to residents.
- Update on property tax exemption application (could save us \$50K annually) – At the September 10 meeting of the Finance Committee, none of the supervisors had reviewed the applications, so the item was deferred to Oct. 10 Finance Committee meeting.
- Staff are still working on following correct process to withdraw funds from endowment for 2024 CapEx projects.
- Purchasing Policy – recommendation for internal input to make small changes to the policy.

Staff Updates

- Sophie gave an update on Operations. Interviews underway for vacant Business Manager position. We have worked on developing a matrix for strategic plan implementation (Programs & Engagement and Operational Excellence). We will work on Staff and Board goals once the new business manager starts. Comments from board centered on importance of providing year-end update and looking for more ways to collaborate with HOA on how we both implement our strategic plans.
- Andy gave an update on the Farm. Sales are up 20% from 2023 numbers YTD. The Boat House Farm Stand, which is new this year, have been strong. Other updates on recent engagement, such as CSA Dinner, wagon ride farm tours, and meet the chickens. Heat was challenging over summer. Farmable acres have doubled since 2022 and crop yields have increased. We can produce more next year on same amount of land. Winter Shares will be Nov-Jan. CSA Survey was sent out to customers. Staff also carried out more cover cropping and prepared for Harvest Market event.
- Taryn provided an update on Land Stewardship. Staff completed a prescribed burn training. Recent programs included the 10th anniversary of Campover and Bonfire, highest number of bluebirds monitored, trails – two new bridges and some resurfacing. Native plant sales exceeded target. Invasive plant removal, deer management orientation, pond bubblers installed in Cedar Pond, and NOVEC berm irrigation installed.
- Sarah gave an update on programs and engagement in last quarter. Farm stand cleanout and reopening, hiking spree, fishing, and events with Loudoun Wildlife Conservancy. Back to School event at Farm Stand was a big success. She gave an update on volunteer programs. Upcoming priorities – programs on days when LCPS is closed, tabling at Autumnfest, second annual Harvest Market at Farm Stand, and attending a Lightridge High School career expo.

CapEx Updates

- Lightridge tenant house renovation is complete and was under budget with a great deal of labor completed in house.
- Peach Orchard farm house – mold remediation in basement and water damage report on first floor. The house will be replaced with a modest prefab modular house which will be half the cost of renovating house. Site work and utility prep is underway before permitting starts.
- New well at farm working well (paid for by Founder). Study underway for driveway to assess condition and options to improve. Working on getting bids for egg washing room.
- Parkside development offered to give us free fill, so we prepped site for potential new barn at Fleetwood Maintenance, needed new plat and sitework.

Finance Committee Report and 2025 Draft Budget Review

The board reviewed the August financial statements. The farm revenue was on target due to strong farm stand sales. The land budget was under budget for contracted services. Staff walked through the Operations, Farm, and Land draft 2025 budgets. The operating budgets included an increase for salaries and benefits since the business manager position was vacant this year and a director position will need to be filled in 2025. One FTE was proposed to save on contracted services. The board requested that the position be changed to PT. Benefits budgeted to increase by 10% due to premium increases. Staff walked through potential CapEx projects and answered questions.

Executive Session

The board retired to Executive Session at 8:12 pm and the meeting ended at 9:04 pm.