



Board of Trustees Meeting – December 9, 2024 Meeting Minutes

Board members in attendance by Zoom: Claudette Papathanasopoulos, Greg Licamele, Karyn Moreland, Charles Graybeal, Avi Sareen, Chase Rowan, and Jake Virag

The meeting was called to order at 5:30 pm. One resident asked to proceed with the 2024 budget and to form a resident advisory committee. The other resident spoke in favor of the farm and the full budget request including Capital Expenditures.

Chase made a motion to approve the agenda as presented, which was unanimously approved. Chase made a motion to approve meeting minutes from the October 2, 2024, and this was approved by all.

2025 Budget

Staff presented the 2025 Operating Budget which includes a 5% increase (\$29.26 increase to assessments for the year) to cover inflationary increases to contracts, materials, and benefits.

Department revenue is projected as follows:

- Operations -- \$24,000
- Land Stewardship -- \$56,000
- Farm - \$266,800

The CapEx budget was also presented by staff by department with reduced numbers in the Farm section to bring costs down with a reduction in the maintenance building expense. The board proposed using two new sources of revenue (non resident and external) - \$350,000 from the endowment and \$300,000 from an easement (see below). Karyn asked the approximate sizes of the proposed land management equipment shed and the farm maintenance and storage shed with stub out for living space. The farm shed is proposed to be approximately twice as large. It was explained that the Land barn is smaller since it would only house a future high-flow skid steer, storage, and a woodshop. The Farm barn would need to store chicken feed, a maintenance bay, and then bays for housing two large tractors and other large equipment which then impacts the height and width needed for the building.

The board confirmed that the \$300,000 easement contribution from Toll Brothers for the Fleetwood North project is no longer in an appeal period. There were no appeals. The negotiation of this easement will result in the construction of a roundabout at the intersection of Everfield and Hartland and will be a benefit to residents that use Everfield. In return, the Fleetwood North project will use Conservancy land for a temporary construction easement and a right of way (both sidewalk, trail and road) to connect the project from Hartland to Evergreen Mills. A copy of the executed easement agreement is in the Conservancy Document Center.

Two versions of the budget were reviewed to address the CapEx funds needed – one with a Special Assessment and one with an increase to assessments (stepped down over three years codified in an MOU with the HOA Board). The board proposed two versions since conversations with the HOA attorney and the Conservancy attorney continue about whether the Conservancy can issue a special assessment.

Both versions of the total budget were approved 5 to 2. The board voted 6 to 1 in favor of signing the Memorandum of Agreement, which commits to raising assessments for three years, but then assessment would revert to 2024 level plus inflation.

New Business

The Conservancy's new Business Manager, Kyle, was introduced. He brings many years of experience in accounting, operations, and human resources. Bringing him on will enable the Conservancy to reduce contracted services for accounting in 2025 and create operational efficiencies to support the team.

The board proposed dates for board meetings in 2025 – the last Tuesday at 5:30 pm in January, March, May, September, and November. All board members voted to approve this schedule. Staff will work with HOA staff to set the two Joint Board Meetings with the HOA Board – tentatively in June and October.

Old business

- Update on property tax exemption application (could save us \$50K annually) – At the Oct. 10 Finance Committee meeting, Supervisor LeTourneau would not allow the Willowsford application to be reviewed along with the applications of several other nonprofits. No explanation was provided. A commenter in the chat offered assistance in future applications, but approval is not likely since feedback received indicated that our trails being private might be a concern from the committee.
- Staff are still working on following correct process to withdraw funds from endowment for 2024 CapEx projects.
- Purchasing Policy – the vote needs to be delayed since the lien waiver language and one-time PTO extension need to be reviewed.
- The board discussed Dulles South Community Park and the letter written by the HOA's liaison for this project. The board discussed the need for an opening so that residents could access the park on foot or bike while also making sure it wouldn't lead to non-residents using it as a cut through. The board agreed to review the letter and asked that the language include a gated opening or an opening in vegetation.

CapEx Updates

- Staff gave a brief update on the Egg Washing Room construction at the Packing Shed. It is on schedule, but will not be completed until early 2025.
- At Peach Orchard farm, we have received county approval to demolish the decrepit outbuildings that are no longer in use.

Finance Committee Report

Claudette provided an update on the October Financial Statement which showed the year-to-date spending on track. Benefits were over budget and spending for Farm repairs and maintenance and the tree service work with Land Stewardship were under budget. Farm revenue was higher than expected – notably due to the strong farm stand and Boat House sales and increase in Custom Shares for the year.

Executive Session

The board retired to Executive Session at 8:12 pm and the meeting ended at 8:35 pm.