



## Board of Trustees Meeting

September 30, 2025

5:30 to 7:30 pm

Boat House







# Agenda

- Welcome & Resident Comments
- Board Business
- Old Business
- New Business
- Staff Updates
- CapEx Updates
- Finance Committee Update
- Executive Session

# Opening & Board Business

- Public Comment
  - Two minutes per speaker
- Approval of 6/10/25 Meeting Minutes
- Approval of Agenda

# Board Business

- Board Roles and Responsibilities MOU

# Old Business

- Community Advisory Committee
- Pursuit of 501c3 Status
- Updated Reserve Study
- 2026 Budget Process



# Community Advisory Committee

- 11 residents appointed unanimously by Board in July
  - *Karyn Moreland – Board Liaison to CAC*
  - *Ashish Kapoor – Board Liaison to Fundraising Advisory Committee*
- Held kick-off meeting in September
  - Moving forward as one committee
  - Fundraising will be a working group in CAC
  - Chair: Gene Loughran
- Held second meeting 9/24 and third will be October 27 or 28(budget feedback expected to be key topic of discussion)

# Pursuit of 501c3 Status

- Revised Articles of Incorporation "Reinstatement" filed with SCC after 6.10.25 Board Meeting.
- SCC issued Certificate of Restatement in July
- Official 501c3 Application which consists of Form 1023 submitted to IRS in August
- We expect to hear back in Q1 or Q2 of 2026

# Updated Reserve Study

- Conservancy retained same firm used by HOA and by the Conservancy in 2021 (Reserve Advisors)
- Contract for them to update our Repair & Replacement Reserve Study
- Removed repairs and improvements already completed and equipment we no longer own
- Added items not included in 2021 study (bridges, dams, fencing, new equipment) so now it aligns more with the HOA Reserve Study
- Final draft expected in October



# 2026 Budget Process

- Draft budget will be shared with the community in October
- Presented at Joint Board Meeting on October 14
- Listening Session tentatively set for October 22
- Community Advisory Committee will share feedback from CAC members and residents on October 27 or 28
- Next version shared/additional engagement with residents if needed
- Conservancy Board votes on budget at Nov, 5 board meeting
- Shares with HOA Board for their consideration at Nov. 12 board meeting

# New Business

- Amenity Use Guidelines Update
- Communication Tools
- Dulles South Food Pantry: Willowsford Farm Produce Fund
- Invasives Species/Tree of Heaven: IPMPS Grant ("LIRA Grant")

# Amenity Use Guidelines Update

## ELECTRIC AND MOTORIZED RECREATION VEHICLES

Proposed new text in red

- ATVs, dirt bikes, golf carts, and similar motorized recreation vehicles are not permitted on Conservancy trails or on Conservancy Open Space, such as meadows and fields.
- E-bikes, E-scooters, E-dirt bikes, and other electric vehicles are not permitted on Conservancy trails or on Conservancy Open Space, such as meadows and fields.
- Race tracks for electric or motorized recreation vehicles may not be constructed in Conservancy Open Space.
- Conservancy Staff are allowed to use ATVs in discharge of their duties.

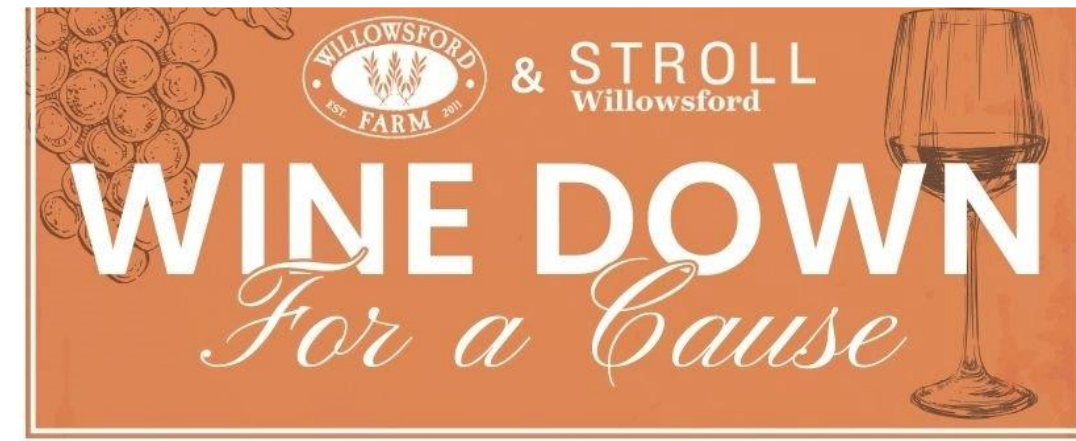
# Communication Tools

- Bi-weekly Conservancy newsletter
- Weekly Farm email
- HOA weekly
- Social media
- Letters from the Chair
- Monthly articles in Stroll/Quarterly Note from Chair
- 4 Villages Facebook – how to best post there as a board?



# Dulles South Food Pantry

- New partnership with DSFP to create **Willowsford Farm Produce Fund**
- All funds raised directly benefit DSFP allowing them to purchase produce from Farm at wholesale rates
- Augments DSFP annual produce budget
- Supplements existing donations from Farm (CSA shares, produce, eggs)
- Kick-off fundraiser event – **Wine Down for a Cause** – October 9th at Farm Stand



# County IPMSP Grant ("LIRA Grant")

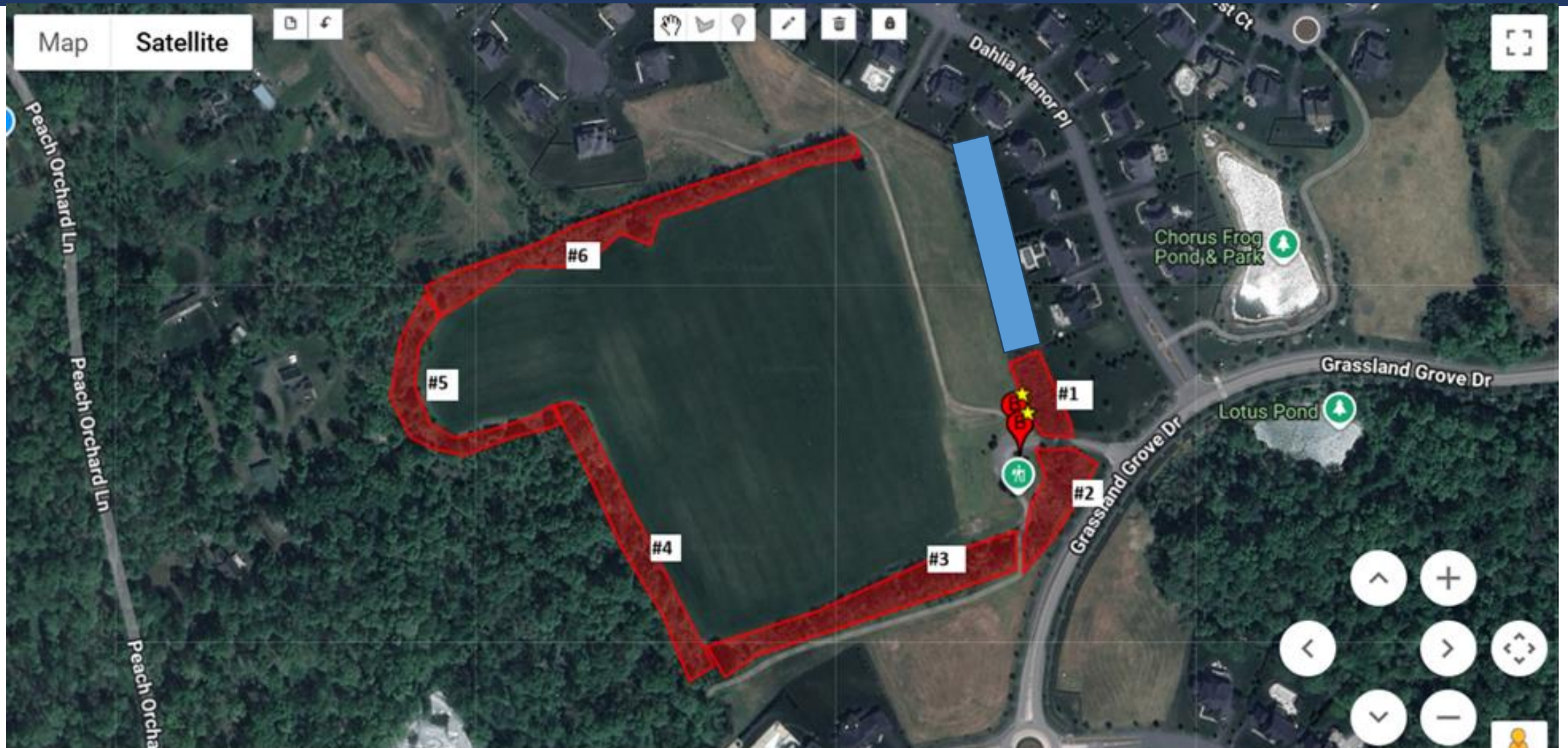
- County has grants of up to \$50,000 offered in four cycles with first due September 26 for land owners to remove/treat invasive plants
- Evaluated two sites with Blue Ridge PRISM and consultants/arborists
  - Frontage by Grant Family Campsite in The Grant
    - Total came to ~\$25k (would need additional site assessment to expand area)
  - Area near obstacle course in The Greens
    - \$50k would only cover tree removal in one small area
  - *With county guidance, decided to reevaluate for Nov deadline*







# Greens Obstacle Course Site





# Staff Updates

- Kyle/Operations
- Andrew D/Farm
- Andrew R/Land
- Sarah/Programs & Volunteers

# Operations

- We have hired a full-time Seasonal Ranger.
- Ranger Emily has moved back home to Michigan, but will stay with us part time for a couple months which gives us time to determine how to best fill the role.
- Still trying to fill Land Stewardship Manager role. We have reassessed job description, candidate selection, etc. We continue to interview candidates.



Looking Back:  
Summer 2025



## Farm Highlights:

- Farm Stand and Boathouse distribution continue to be Farm's primary engagement activities
- New flock of chickens purchased as chicks are now laying
- Replaced well pump on main irrigation well
- Soil fertility and per-acre yields continue to improve
- CSA dinner and Junior Chef Academy, in cooperation with Willowsford Kitchen



## Farm Highlights (continued)



- Annual organic inspection scheduled for October 22nd
- Soil health improvements allowed us to:
  - Grow potatoes again
  - Reliably project yields, enabling reduced planting sizes
  - Confidently plant for DSFP
- Pictures:
  - Top: tabling at Broadlands
  - Bottom: harvesting orange seedless watermelons





## Coming up at the Farm

- Summer shares and Farm Stands continue until October 25th
- Harvest Market at the Grange Farm Stand on October 25th
- U-pick pumpkins in the Grant open now until sold out, hours are posted in our newsletter
- Meet the (new) Chickens with Farmer Anna on October 4th
- Winter shares start November 6th – shares are still available, please spread the word
- Pictures:
  - Top: washing jalapenos after a rain
  - Bottom: looking south towards the shed

# Farm Sales Update

CSA Sales Comparisons : Year + YTD	Custom CSA	Eat In Season / I Heart Willowsford	Farmer's Choice	Egg CSA (185)	Flower CSA	TOTAL
2023 Sales (10/2022-9/2024)	86	30	82	170	23	391
2024 Sales (10/2023-9/2024)	89	40	85	177	25	416
2025 YTD Sales (10/2024-Current)	60	43	76	197	28	404

Note: 2025 Egg Share numbers include the new flock which began laying in August. We missed out on spring/early summer Egg Share sales and egg sales at the Farm Stand.

# Farm Sales Update

Revenue Comparisons : Year + YTD	Sales Revenue B2D	Farm Stand Revenue
2023 Revenue (Jan-Dec)	\$229,126	\$39,798
2024 Revenue (Jan-Dec)	\$280,033	\$55,656
2025 Revenue (Jan-9/26/2025)	\$166,351	\$36,593
YTD Revenue (Jan-9/26/2023)	\$170,375	\$30,276
YTD Revenue (Jan-9/26/2024)	\$210,801	\$43,894
YTD Revenue (Jan-9/26/2025)	\$166,351	\$36,593



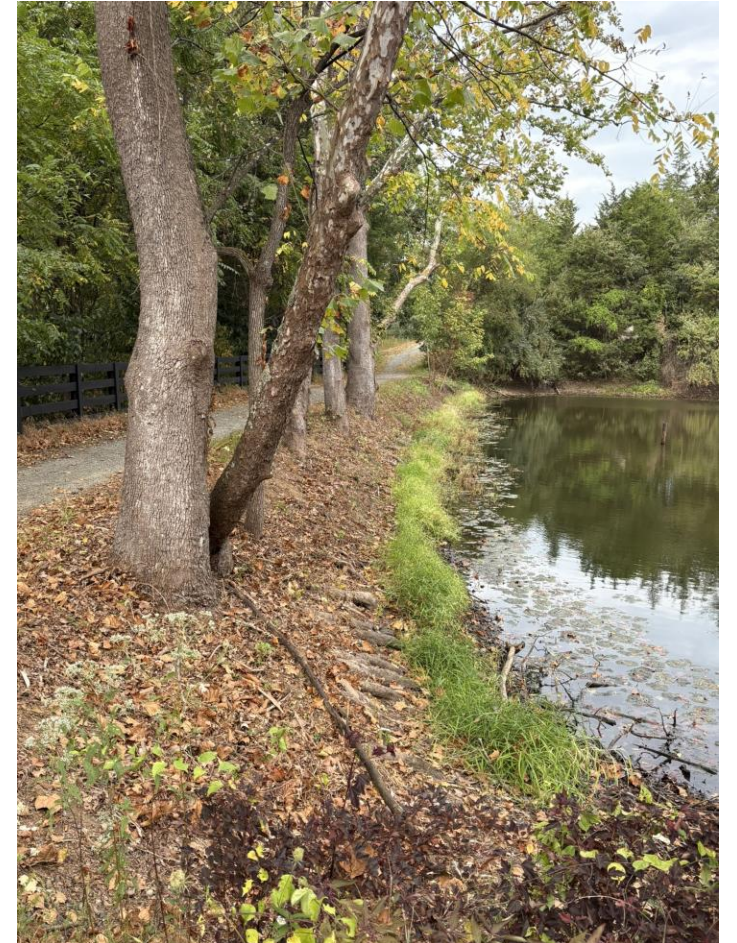
# Land Stewardship - Projects

- Lotus Pond ADF Planting
- 500 Trees planted with 80%+ survival
- Fall maintenance scheduled



# Land Stewardship - Programs

- Forestry Management – riparian maint.
- Meadow and Grassland – maint. / survey
- Pond Management – treatment / maint.
- Wildlife and Habitat – camera survey
- Bluebird Nesting Boxes (67 fledged)





# Vegetative Survey

- Summer Intern completed surveys of almost 60 meadows
- Collected data of both natives and invasives using Touch GIS mapping tool
- Helps inform treatment of invasives and then helps measure success of restoration





# Land Stewardship - Tree Work

- Tree Work Orders 115 YTD – 103 Completed



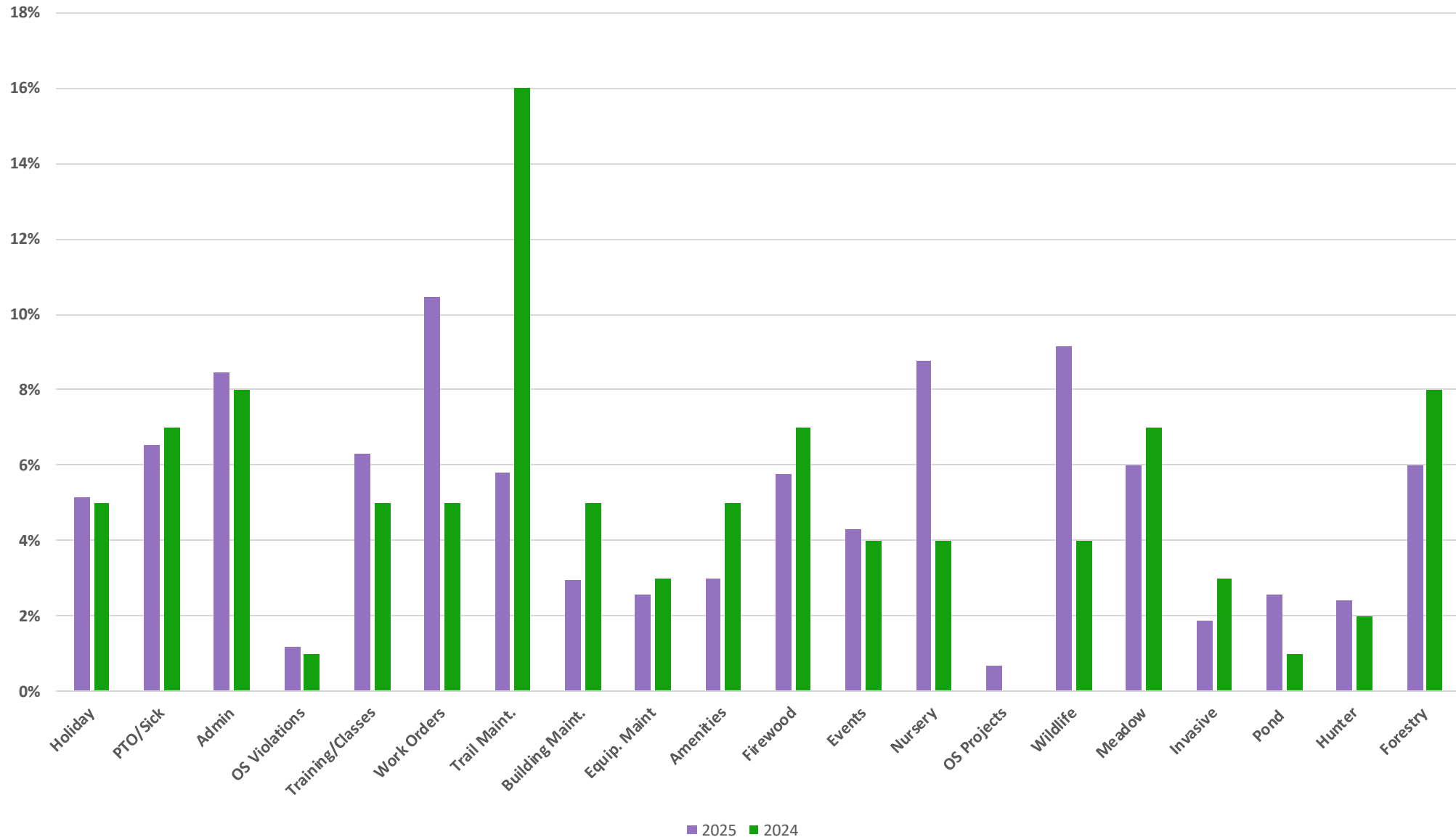


# Land Stewardship - Trail Work

- Bridge repairs and replacement (Greens, Grange, Grove, Grant)
- New culvert installation (Grange)
- Stone and aggregate repairs (Grove)
- Fall project - completion of the new "Killian's Run" Trail



# Land Stewardship – Labor hours (YTD)





# 2025 Sales Summary



	2024 YTD	2023 YTD Comparison
Amenity Rentals	\$3,079	\$2,391
Firewood Sales	\$4,865	\$9,401
Native Plant Sales	\$3,242	\$1,616

**Amenities** are available for a lower rental fee in 2024 which saw a higher frequency in rentals.

**Firewood Sales** had minimal advertising in 2024 with a July-Aug hiatus. We will be selling firewood bundles this fall/winter and enter into 2025 with a stronger marketing strategy.

**Native Plants** were available earlier this spring with an online shopping option. It experienced improved marketing and Sam attended sales events outside of Willowsford.

# Program & Engagement Review: May-September



- Farm Stand Clean out volunteer day
- Farm Stand Re-opening
- School's Out at the FS
  - Foam Party at the Farm Stand
- Fishing for Beginners in June & August
- Volunteer opportunities with transplanting at the Native Nursery in June-July
- Two sessions of Aquatic Wildlife Discovery in July
- Pollination Celebration & Guided Butterfly Walk with LWC in July
- Back to School at the FS in August
- LCPS Day off drop off program "Agrihood Arts & Crafts"
- Bonfire in September
- Meet the Chickens on 9/13 & 9/14





# Upcoming Fall/Winter Engagement

- Final Farm Stand Programs of the main season
  - Family Yoga on 10/2
  - Meet the Chickens on 10/4 and 10/11
- Activities for days LCPS is off
  - Let's Talk Snakes on 10/2
    - Snake education program with live animal ambassadors
  - Craft program in development for 10/20
  - Additional programs in development for LCPS Days off at end of month
- Wine Down for a Cause (Oct 9th)
  - Wine Fundraiser to benefit DSFP's Produce Fund
- Invasive Plant Volunteer Session (Oct 19th)
  - LIRA & Wetlands free consulting – Grove site
- HOA's Autumnfest (Oct 18th)
  - Conservancy will do pumpkin painting and tabling
- Harvest Market (Oct 25th)
  - 40+ vendors/booths confirmed. Larger than last year!



# CapEx Updates

**Peach Orchard Tenant House** – renovations complete (slightly under budget)

**Update on Farm Driveway/Creek Crossing** – wetlands report complete and engineer has completed survey (working on recommendations)

**Firewood Storage Canopy** – should start in October

# May-August 2025 Financials

- Transfer fees continue to outperform budget even with slower sales in August.
- No large or unexpected expenses.
- Land Stewardship payroll under budget due to vacant manager position.
- Firewood and amenities revenue has been slowly increasing.
- Firewood bay permit was approved, and project is getting started.
- Farm Revenue trending up with continued strong demand for eggs. Andy has kept expenses low.

# Endowment & Investment Update

- Endowment withdrawn from brokerage so that it can be invested in a more conservative fund
- Funds expended on 2024 CapEx and funds committed to 2025 CapEx withdrawn from Endowment
- ~\$960k will be invested as Endowment Fund





# Executive Session