



Board of Trustees Meeting – September 30, 2025 Meeting Minutes

Board members in attendance: Charles Graybeal, Karyn Moreland, Avi Sareen, Harry Pugh, Leah Macchiarolo, Jack Nash, and Ashish Kapoor

Sophie, Andrew R., Andrew D., and Kyle attended on behalf of staff in person; Sarah and Sam joined via Zoom

There was one resident in person and three HOA board members attending via Zoom (Seth Johnson, Frank Blackstone, and Pete Macchiarolo)

The meeting was called to order at 5:35 pm. The board reviewed the agenda for the meeting, and it was approved unanimously. Finally, the board approved the meeting minutes from the June 10, 2025, meeting. Jack made the motion, Avi seconded, and the minutes were approved unanimously.

There were no public comments.

The meeting then turned to Board Business. The Board discussed the updated Roles & Responsibilities MOU and there was a request to consider the expectations of board members and how they engage with staff and to add details about reimbursements. Staff will edit and share with the board for consideration.

Old Business

Ashish (liaison for fundraising) and Karyn (liaison to CAC) gave an update on the progress of the Community Advisory Committee, including that the Fundraising Advisory Committee is now a subcommittee or working group under the CAC (this might change if our 501c3 application is successful). They shared some insights into the first two meetings. Finally, they shared that the next meeting is planned for late October and will be an opportunity for the committee and residents to give feedback on the Conservancy draft 2026 budget.

Charles gave an update on the organization's application for 501c3 conversion. The application process went smoothly and a response from the IRS is expected in Q1 or Q2 in 2026 (unless there are new delays with the government shutdown).

Sophie and Harry gave an update on the Reserve Study. As previously shared, the Conservancy retained Reserve Advisors, the same firm that completed the Conservancy's Reserve Study in 2021 and the HOA's Reserve Study. The Conservancy retained Reserve Advisors, the same firm that completed the Conservancy's Reserve Study in 2021 and the HOA's Reserve Study.

Finally, Sophie reviewed the upcoming steps in the 2026 budget process. The board will view the draft budget after the board meeting and then share with the community and with the HOA Board at the Joint Board Meeting on October 14. A letter will be shared with residents from the board explaining the draft budget and soliciting feedback. Then, residents can attend a listening session which will be set soon for

October. The Conservancy Board will vote on the budget at the Nov. 5 board meeting and then share with the HOA for their consideration at their Nov. 12 board meeting.

New Business

Staff shared that the Amenity Use Guidelines, an adopted document that the HOA shares with residents, needs to be updated to include e-bikes. Sophie shared the section on motorized vehicles and the board edited the proposed language on e-bikes to make it more clear and then to also allow off-road wheelchairs on the trails. The existing language in the section including that Conservancy staff are allowed to use motorized vehicles on the trails will be retained. The board unanimously approved the new language as amended.

Charles gave an update on the Letters from the Chair and the feedback he has received from them so far. He also noted that he is contributing a quarterly note from the Chair to Stroll magazine. There was some communication about strategies to best reach residents, including creating a way for the board to post in the Four Villages Facebook group.

Next, Charles gave an update on the new partnership with the Dulles South Food Pantry to create the Willowsford Farm Produce Fund. All funds raised will go directly to DSFP, enabling them to purchase produce from the Farm at wholesale rates. Charles shared the benefits of this partnership – in addition to supporting members of our community in need, the fund provides more revenue to the Farm (with no additional costs) and frees up DSFP's existing budget so they can make other purchases. Our kickoff fundraising event will be Wine Down for a Cause – an event on Oct 9 at the Farm Stand with eight local wineries.

Finally, staff shared the two locations considered for the Invasive Plant Species Management Program grants from the county (also known as the LIRA Grants). The grants can be for up to \$50,000, so that is an important consideration when selecting the site. With input from county staff, the Conservancy decided to wait until the second round of funding to maximize our chances for a full award and not confuse the judges with the HOA also applying in the first round.

Staff then gave details on the two sites. The first site near the Grant Family Campsite along Everfield frontage has great visibility and a range of invasives but not enough area or scope to maximize the grant application. This location could be reconsidered with an expanded boundary or noncontiguous sites. The second site is the infestation of Tree of Heaven around the obstacle course in The Greens. This is a unique site since we only own a portion of the infestation and much of it backs up to homes – so it would require education and support from the owners. The cost to remove the Tree of Heaven in this location far exceeds \$50k, so it needs more consideration. Avi offered to visit both sites with staff.

Staff Updates

Kyle gave a brief update on staffing – we recently filled a Seasonal Ranger position, Ranger Emily is moving back to Michigan to be near family and will be part time through the end of the year. We continue to seek the right candidate for the Land Stewardship Manager position.

Andy provided Farm updates – including that the new flock of chickens first purchased as chicks are now laying. Andy also shared that the well pump for the main irrigation well needed to be replaced and the cost was split with the HOA since it is jointly used. Andy shared that engagement activities include the Farm Stands, the CSA Dinner, Junior Chef Academy, Meet the Chickens, and the upcoming Harvest

Market on Oct. 25. Soil fertility and per-acre yields continue to improve – so much that the team can now better predict yields, has grown potatoes again, and can confidently plant for the DSFP partnership. Of note to the board, the amount of farmable land at the Grange farm has doubled since 2021. The organic certification visit will take place on Oct. 22. Summer Shares wrap up on Oct. 25 and then the Winter Shares start on Nov. 6. Andy concluded with a summary of farm sales YTD.

Andrew presented on Land Stewardship, including a status update on the Arbor Day Foundation (Amazon)-funded tree planting on Lotus Pond Place. Survivability is right on target at around 80%. Andrew also gave an overview of some of the other work carried out since the last staff update, including riparian maintenance (forest management), meadow and grassland surveying and maintenance, pond treatment and maintenance, and wildlife management (wrapping up our wildlife camera survey and closing out the bluebird monitoring program for the year (67 fledglings). Andrew provided more detail on the survey completed by our summer intern – which included almost 60 meadows with the collection of GIS data of both natives and invasives. This led to a discussion about the need for tracking data year over year. Finally, there was an update on tree work orders for the year (103 completed out of 115 orders in queue and bridge repairs or replacements have taken place in each Village, a new culvert installed in The Grange, and trail surface repairs in The Grove. Completing the bridge for Killian's Run trail will be a project for Q4.

Sarah then gave an update on programming since the last staff update. This primarily included the Farm Stand programming which included a clean out, opening event, School's out, and pollinator event. Sarah also included upcoming events with a focus on programs when school is out. While there have been fewer events this year, with less successful events being tabled, the attendance is significantly higher than last year.

CapEx projects were updated – construction is about to start on the Firewood Canopy, the engineering for the floodplain/driveway crossing the creek has progressed significantly.

Finances

Harry presented the financials for May through August. He shared recent trends and expenditures. Transfer fees are higher than anticipated even with lower sales in August. There were no large or unexpected expenses. Land Stewardship payroll continues to be under budget due to the vacant manager position and firewood/amenity rentals have been slowly increasing. Farm revenue is trending up with strong demand for eggs and the team keeping expenses low. Finally, Harry updated that the endowment has been withdrawn, as approved by the endowment officers, so that it can be invested in a more conservative fund. The funds expended on 2024 CapEx projects and committed for 2025 CapEx projects were withdrawn from the Endowment total (about \$960k will be invested in a new Endowment Fund). Karyn had questions about potential allocations of funds and how more funds can go to the Repair & Replacement Reserves.

Adjournment

The meeting was adjourned at 7:25 pm and the board entered an executive session to review the draft 2026 Conservancy budget.

