



## Board of Trustees Meeting

November 6, 2025

5:30 to 7:30 pm

The Lodge/Zoom







# Agenda

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

# Opening & Board Business

- Public Comments
- Approval of 9/30/25 Meeting Minutes
- Approval of Agenda
  - *Note that Staff Updates was added*

# Board Business

- Board Roles and Responsibilities MOU
- Officers

# Old Business

- Community Advisory Committee
- Invasive Species/Tree of Heaven - ISPMP Grant Application
- Updated Reserve Study
- 2026 Budget

# Community Advisory Committee

- Update on Community Advisory Committee (Karyn)
- Update on Fundraising Subcommittee (Ashish)
- Next meeting:

Monday, November 17, 5:30-7:30 PM, Boat House



# County IPSMP Grant ("LIRA Grant")

- County Invasive Plant Species Management Program grants are open in four funding cycles per year (up to \$50k) for all private landowners
- HOA applied in first cycle in September & was awarded grant for site in The Grove in October
- Conservancy will apply in the second round of funding – application period opens Nov. 15

# IPSMP Grant

- Our upcoming application will include three sites with a range of invasives and both woodlands and meadows

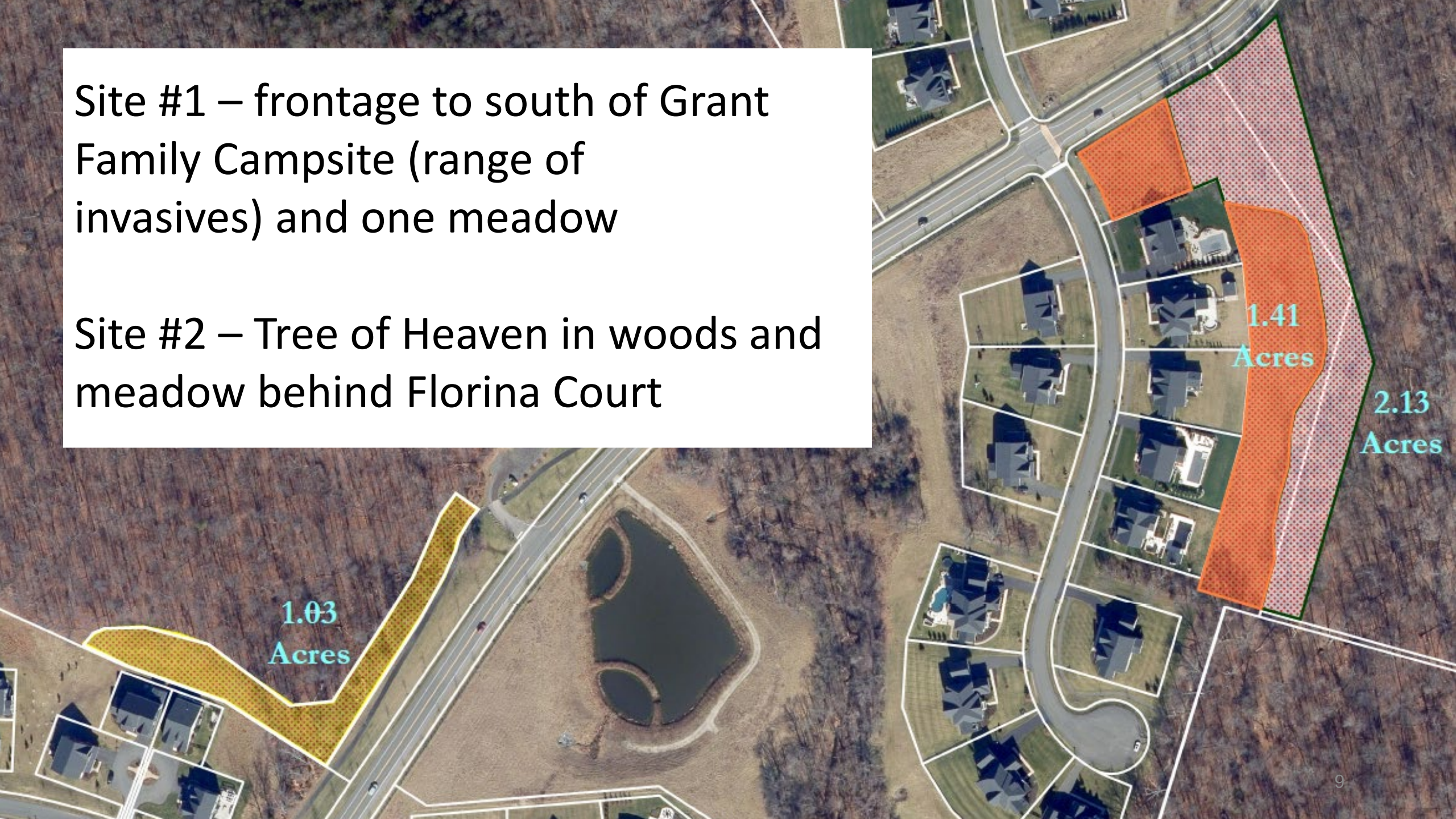
Caption: site visit with board member behind Florina Court





Site #1 – frontage to south of Grant Family Campsite (range of invasives) and one meadow

Site #2 – Tree of Heaven in woods and meadow behind Florina Court







Site #3 - Tree of Heaven in graveyard & area behind Lunar Harvest Lane

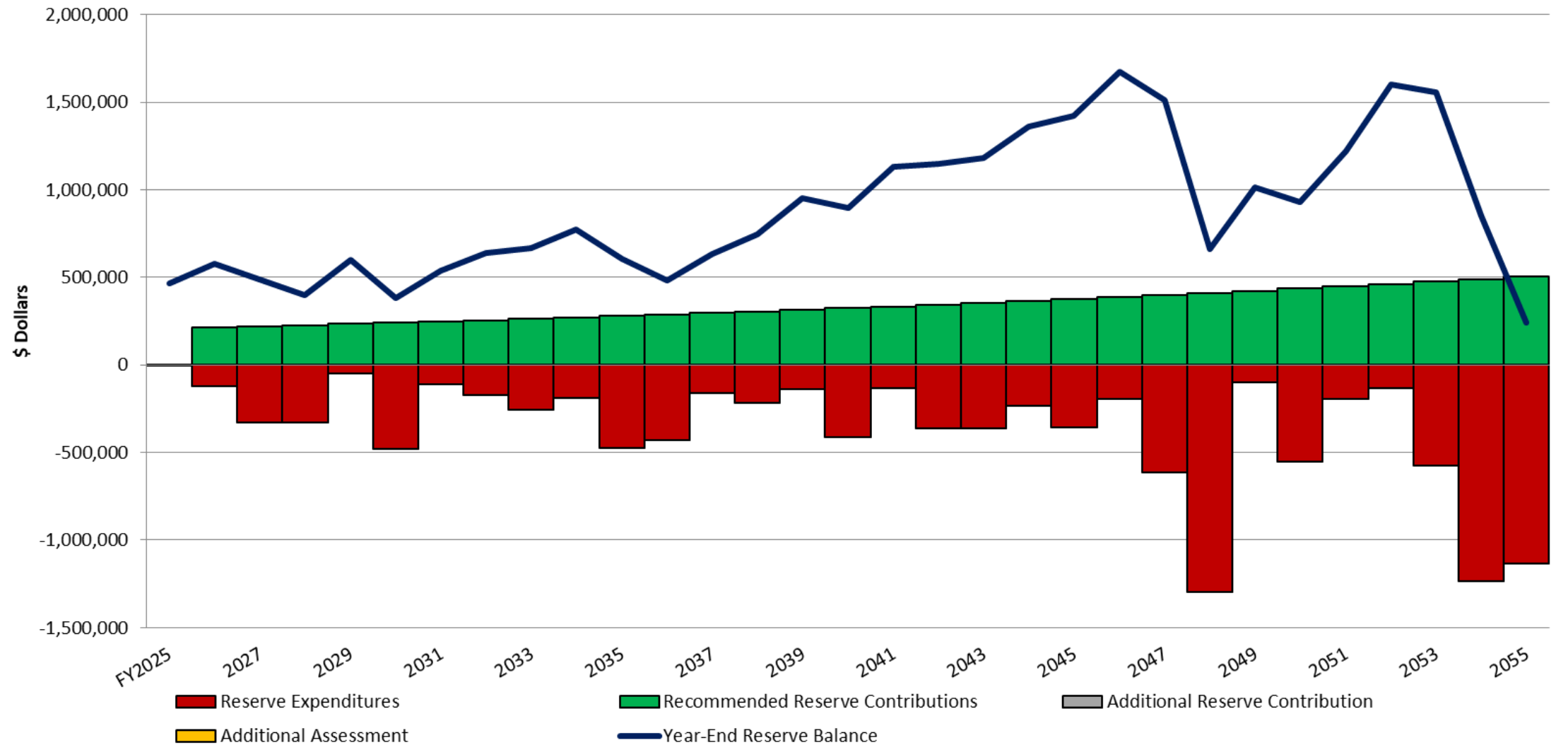


# Updated Reserve Study

- Final draft shared with Board and posted online in Document Center
  - Recommended funding: approx \$11M over 30 years (\$350k/year)
- Re-evaluation of some items in study requested
- Projects proposed due in 2026:
  - Allen Farm Pond, phase 1
  - Lotus Pond restoration
  - Greens Storage Shed roof
  - Two trail bridges (determined by need each year, if needed)
  - Equipment and other (if needed)



## Recommended Reserve Funding Graph



# PROPOSED 2026 CONSERVANCY BUDGET

Harry Pugh  
Treasurer



## 2026 PROPOSED BUDGET – CONSIDERATIONS

- Under new management: 4 new resident trustees and new Chair (*board is comprised of 6 residents/1 non-resident expert*)
- Transfer fees and assessments spread across three divisions to more accurately depict resident assessment requirements
- Updated Repair & Replacement Reserve Study
  - Need approximately \$11 million over 30 years (\$350k average per year)
  - Starting R&R Reserve amount in study listed as \$465k
- No *new* Capital Improvement projects and no assessment contribution for Capital Improvements planned for 2026



## MINOR REVISIONS TO BUDGET BASED ON FEEDBACK

- 2025 Forecast is accurate through September
- Clarification that HOA is not using 2% COLA as we had stated
- Added more detail about estimated 2025 surplus against approved budget
  - Majority is due to Land Stewardship Manager position being vacant
  - \$10k needs to carry over per NOVEC grant terms
  - \$9k needs to carry over per Arbor Day Foundation grant terms for two years of maintenance of Lotus Pond Place tree planting
- Balance from estimated 2025 surplus added as a contribution to the Repair & Replacement Reserve in 2026 budget
- Detail on R&R expected expenditures for 2026 added

### Draft 2025 Conservancy Budget Summary

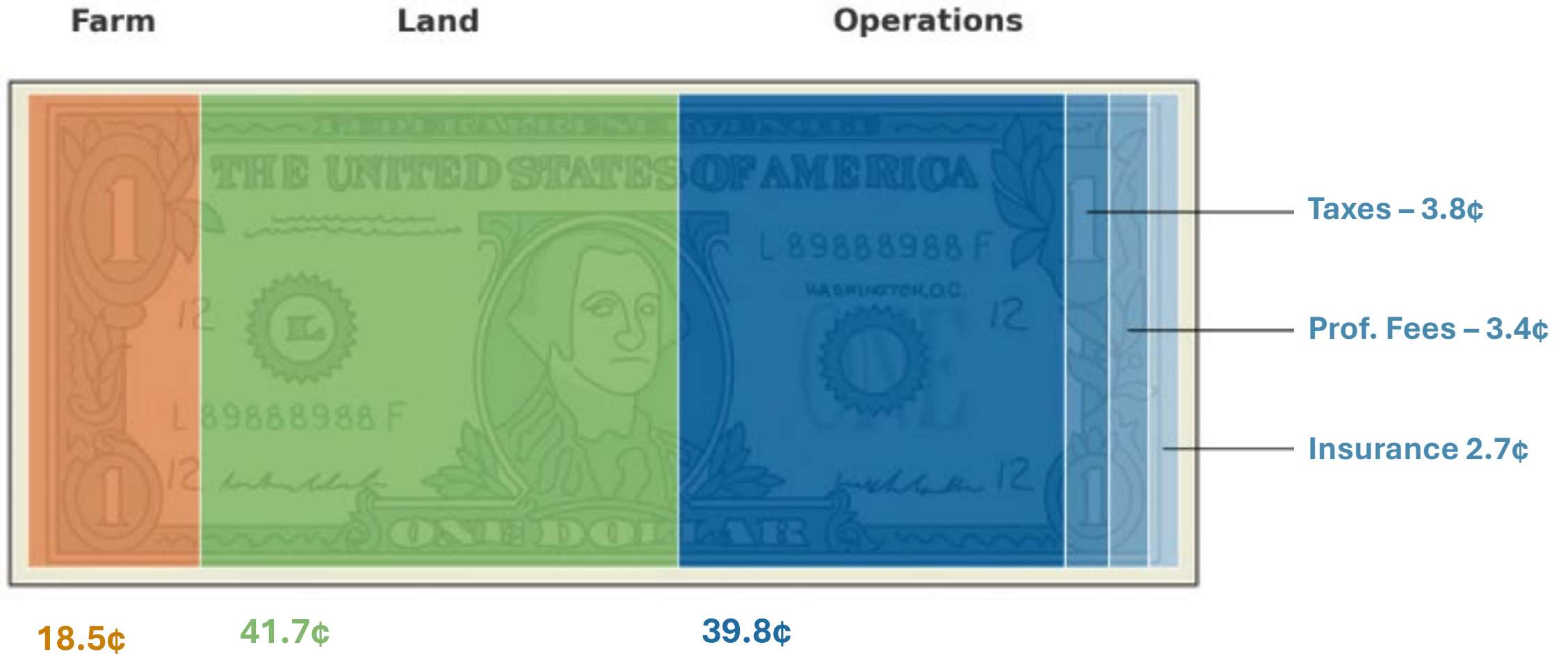
	2025	2026	\$ Increase	\$ Increase / Household	Quarterly Increase / Household	% Increase	Comments
<b>Draft 2026 Budget</b>	\$1,426,420	\$1,508,428	\$82,008	\$35.26	\$8.81	5.7%	Actual increase per household is \$34.65 or 5.7%, from \$613.30 to \$647.95 or \$8.67 / qtr, \$2.89 / month
<b>Number of Households</b>	2326	2328					
					<b>Percentage of \$82k Increase Due to</b>		
<b>Contribution to Repair &amp; Replacement (R&amp;R) Reserve</b>	\$0	\$50,000	\$50,000	\$21.48	\$5.37	60.9%	Allen Farm Pond Dam needs to be repaired & pond restoration cost estimated at \$300K over a few years; \$50K in 2026). Other projects to come out of R&R Reserve for 2026 includes 2 Bridge Repairs (\$20K); Lotus Pond restoration (overgrown with lilies - \$18K); Greens storage shed roof replacement (\$10K); and some equipment. Our R&R Reserve has been underfunded and needs to be increased.
<b>Tree of Heaven Invasive Plant Treatments</b>	\$0	\$25,000	\$25,000	\$10.74	\$2.68	30.5%	Develop & implement phased plan to effectively address Tree of Heaven
<b>Employee Payroll - 2.0% COLA, 8% Insurance</b>	N/A	\$18,500	\$18,500	\$7.95	\$1.99	22.5%	COLA & small merit pool; plus Increase in Employee Health Benefit premiums & number of staff covered
<b>All Other Expenses</b>			-\$11,492	-\$4.94	-\$1.23	-14.0%	Net all other Expenses being reduced
<b>Total Assessment Increase</b>			<b>\$82,008</b>	<b>\$35.26</b>	<b>\$8.81</b>	<b>5.7%</b>	

## 2026 PROPOSED BUDGET - SUMMARY

- **Proposed 5.66% increase comes to**
  - \$34.65 per household per year (from \$613.30 to \$647.95)
  - \$8.66 per household per quarter (from \$153.31 to \$161.99)
  - \$2.89 per household per month (from \$51.10 to \$53.99)



## For Every \$1 of Your Assessment



# New Business

- Land Management Plan
- 2026 Meeting Dates

# Land Management Plan

- Ten Year Plan to guide land stewardship team
- Replaces 2017 Conservation Plan (which replaced 2006 plan)
- The following sections are complete:
  - Forest Management
  - Grassland Management
  - Invasive Species Management (Tree of Heaven appendix)
- Outstanding: Pond Management, Wildlife Management
- *Action Item: Create a small task force to review*



# Land Management Plan

- **Goals**

- Forest health
- Grassland restoration
- Native biodiversity
- Protect wetlands
- Wildlife habitat

- **Challenges**

- Development
- Roads / Utilities
- Invasives
- Deer population
- Climate Change

- **Active Management**

- Best Practices
- Tree planting
- Native seed planting
- Brush hogging
- Invasive control
- Prescribed Burns
- Surveys / Documentation

- **Measuring Success**

- Metrics/targets
- Periodic surveying to measure change

# Historical Context



# 2026 Meeting Dates

Recommendation: hold six meetings in 2026 (decide which should be board discussions) plus two joint meetings with HOA Board

**Existing schedule – quarterly meetings: last Tuesday of the month**

- |   |                                 |           |
|---|---------------------------------|-----------|
| 1. Jan 27   | 2. March 30                     | 3. May 19 |
| June – Joint with HOA                             | 4. Mid July (board discussion?) |           |
| 5. Sept 15 (budget board mtg needs to be earlier) |                                 |           |
| Oct – Joint with HOA                              | 6. Nov 3                        |           |

# Staff Updates

- Harvest Market
- CapEx





# Harvest Market

- Approx 800 attendees
- All wagon rides were full; Eric running every ~20 minutes
- Great feedback from vendors/guests



*"My son and his friends had a blast at the Harvest Festival. Thanks to you and the entire farm team for making the experience for the kids so wholesome! Learning about the farm, crops, chickens and bees were the highlights! And of course the wagon ride! Great execution!!!"*



# Harvest Market

- Total Farm Stand sales (w/Native Plant sales pulled out) - **\$2932.77** - on par with last year
- Sold out of Beechwood Apple Cider and Willowsford Honey
- Top 5 selling products by number sold (in order) – Apples, Eggs, Pears, Sweet Potatoes, Honey (reinforces that eggs are the best-selling item that we produce)
- Of the Top 10 selling products by number sold, 3 were Farm produced: eggs, lunchbox peppers and carrots (consistent with the 2/3 purchased in, 1/3 produced sales ratio that we've been seeing throughout the season)







# CapEx

- Firewood Canopy now complete
- *Request:* Lightridge Tenant House, phase 3 (basement insulation)

# September Financials

- Strong firewood sales (\$1,444)
- Land stewardship team needed to purchase a brusher buster attachment to help with tree work orders (\$5,500 – CapEx Equipment)
- \$11,903 spent on irrigation well pump replacement. This is half of the total cost. HOA paid other half since DTE uses it for irrigation.
- Farm revenue \$21k lower than this time last year, (mostly due to eggs), but sales numbers improving.
- Transfer fees performing well. \$16k above budget and \$12.5k more YTD 2025 vs. Sept 2024 YTD



# Reserve Accounts

Willowsford Conservancy Initial Reserve Allocations (Last updated October 31, 2025)				
Current Reserves	Initial 2025 Reserve & Cash Positions	Ins / Outs 2026	Ending Balance 2026	Comments
Endowment Reserve	\$925,687		\$923,836	Needs Unanimous Approval of Trustees to take out more than 4%
Interest Earned		\$35,176		
Withdraw 4%		(\$37,027)		
Repair & Replacement Reserve	\$550,000		\$520,900	2025 Reserve Study shows we need \$7-11MM over 30 years. Next 3 years we need \$500-\$700K in expenditures (ponds, fencing, old equipment)
Interest Earned		\$20,900		
Contribution to R&R Reserve		\$50,000		From 2026 Budget Request
Contribution to R&R Reserve from 2025 earnings		\$50,000		Any excess funds from 2025 Budget
R&R Reserve Project Withdrawals		(\$150,000)		Allen Farm Pond (\$50-\$100K) 2026, (\$180-\$230K) 2027 & 2028. Replace 2 Bridges every year \$20K/year. Lotus Pond Renovation (\$18K). Greens Storage Roof (\$10K) Others (repair / replace old equipment, \$30K).
Capital Expenditure Reserve	\$400,000		\$265,200	Waiting on 501c3 status to determine future spending
Interest Earned		\$15,200		
Contribution to Capital Expenditure		\$0		
Capital Expenditures Project Withdrawals		(\$150,000)		Unfinished CapEx Projects from 2024, 2025; engineering Farm Road if 501c3 achieved
Operating Cash Reserve	\$292,327		\$303,435	Available to move to Potomac Bank depending on cash flow needs. Gets refilled Quarterly by Assessments
Interest Earned on Operating Cash Reserves		\$11,108		
Total Reserves	\$2,168,014	(\$154,643)	\$2,013,371	
Operating Cash (Potomac Bank - formerly BCT)	\$230,721		\$400,000	Target level between \$350k and \$450k (3-4 months).
Total Available Operating Cash Reserve	\$523,048		\$703,435	Currently waiting for October HOA Conservancy Assessment check. Would like 5 to 7 months (\$650-\$850K)
Interest Rate Investments	3.8%			Interest Rate Estimate between 3.5% and 4.2%
Endowment Maximum Withdrawal %	4.0%			Per Endowment Agreement



# Executive Session