



Board of Trustees Meeting – March 24, 2026 Draft Meeting Minutes

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

Staff in attendance: Sophie, Andrew, Sarah, Sam, Andy, and Kyle

Several residents and HOA board members were in attendance in person or via Zoom.

The meeting was called to order at 5:35 pm.

The Board reviewed the agenda. There were no corrections, and the agenda was approved unanimously.

The Board reviewed the January 27, 2026, meeting minutes. The minutes were approved unanimously with minor edits.

There were three public comments from HOA Board Members. Comments included congratulations on the Conservancy's 501(c)(3) approval; concerns regarding the open Land Stewardship Manager position; concerns about Farm year-end performance and a request that financials be broken out by class; support for increasing the number of elected Board members; and references to representation concerns related to Board elections. One written comment was submitted in support of these remarks.

Board Business

The board reviewed potential dates for the November board meeting as it was originally set for election day. The board approved moving the meeting to Thursday, November 5, from 5:30 pm to 7:30 pm at Sycamore House.

Old Business

Staff provided an update on applying for Loudoun County Property Tax Exemption for non-profit organizations. Applications will be reviewed by county staff then all will be shared with the Finance/Government Operations & Economic Development Committee (FGOEDC). The FGOEDC will then decide which applications move forward for Board of Supervisors review and consideration. Frank and Ashish both offered to reach out to the supervisors they know on the FGOEDC. If approved, the tax exemption would take effect on January 1, 2027, for that year's real estate, property, and personal property taxes and would total approximately \$55,000 in annual savings for the Conservancy budget.

Charles shared that the Conservancy entered into an agreement with the county for a temporary construction easement for the VDOT construction of a roundabout at the intersection of Everfield Drive and Route 50. Charles and staff met with parties involved in the project to negotiate a more fair offer of \$5,200 for the potential impacts to the stone wall around the farm field, administrative time, use of the land, and potential damage to grass.

Karyn provided an update on the recent meetings held by the Community Advisory Committee including their feedback on the deer management program, amenities, recommendations for improving communications and maps, and progress developing a community survey.

Charles updated on the Farm's Food Access work including that Dulles South Food Pantry continues to place orders with us from the funds raised in 2025. The Conservancy will raise funds in 2026 to continue supporting DSFP. In addition, the Conservancy is working to meet with Seven Loaves in Middleburg and Anna Sudha Community Kitchen in Sterling to explore how we can expand our food access initiative.

Sophie provided an update on applying for grant opportunities. While a few applications have been rejected, they have resulted in new connections and good grant writing experience. The Conservancy has received two grants so far, the Invasive Species Plant Management Program grant (\$50,000) and the Google Nonprofit Ad Grants (\$10,000 per month). Two residents are supporting this effort with research, data tracking, and grant writing support.

New Business

Sophie presented a draft Grant Application Policy for consideration by the board. The intent is to allow staff to apply for grants under a certain threshold that align with our mission and strategic plan. Grants over \$50,000 or that require a cash match would require board approval. The policy text was unanimously approved by the board.

Staff shared an overview of the previously completed update to items in the Graphic Standards Manual. Staff are working with a graphic designer to update the manual to reflect the updates and to gain approvals from the Conservancy and HOA boards. The updated manual will be shared for the May 19 board meeting.

Sophie shared an update on the new Support Our Work section on the Conservancy website, which includes donation portals for food access as well as general land stewardship and farm support. There are also options for event sponsorship or community partnerships where a corporation could support our habitat restoration, education, food access or other project. Current fundraisers planned for 2026 include Give Choose which happened to take place on March 24. Hosted by the Community Foundation of Loudoun and Northern Fauquier Counties, the online day of giving raises over \$1 million for over 100 nonprofits in the county each year. Staff asked for donations to support the effort which would result in unrestricted food access funds. Fundraising events are also planned for the 15 Year Anniversary in June and the Wine Down in September).

Staff Updates

Land Stewardship updates included an overview and progress on 2026 brush hogging which takes place each spring and our maintenance of multiple tree planting sites. Andrew also gave an update on the team's work on wildlife habitat monitoring (bluebirds) and also the strategies being used to encourage the beavers near Tulip Poplar Pond to relocate. The team will be installing a pond leveler which will reduce the level of the beaver's created pond and encourage them to find a new home. Finally, staff shared that several bridge repairs or rebuilding projects are planned for the spring and that an engineer has been retained to provide options to repair the Allen Farm Pond dam. Finally, Andrew shared that the new barn at the Fleetwood Operations site is still very much needed for equipment and materials storage and to provide the team with a dedicated, year round workshop.

Farm updates included the dates for the Boat House Farm Stand in April (April 2, 16, 30) and that both farm stands will be open for the 2026 Summer season starting in mid May. The Farm is participating in Loudoun County Farm Tours on May 16 and 17 (opportunity to bring 1,000+ visitors per day). Andy shared that a large group of students (approx. 70 students) from Potomac Falls High School from an AP environmental science class visited the farm today for a field trip.

Andy also provided an update on the sanitary outfall construction project for the Fleetwood North (Parkside Village) development. The project has caused serious greenhouse seeding delays – contractor needed to cut electricity and did not meet March 1 deadline to reconnect. The greenhouse is finally reconnected and greenhouse seeding volunteers returned today, but this has caused a two week delay to production. Andy concluded with an update on Farm sales. Shares are behind last year, but google ads and the upcoming promo code deadline are resulting in new subscriptions. The Eat in Season and egg shares are both selling really well.

Sarah gave an update on Let's Talk Trash which took place earlier in March with great community participation, including both Conservancy and HOA board members and the HOA staff. 142 volunteers participated which represents a 37.5% increase from 2025 including a notable increase in student volunteers. A total of 611.1 lbs of trash collected (over 77 large bags) with continued participation with Keep Loudoun Beautiful (they provide supplies and coordinate VDOT trash collection). Finally, Sarah provided an update on upcoming events, including education programs for kids, Scrape for the Grape and Earth Day, all in April.

CapEx

No update

Finances

Harry presented the January and February 2026 financials. He also provided a snapshot of the schedule for the 2025 audit.

Adjournment

The meeting was adjourned at 7:35 pm and the board then entered in an executive session which concluded at 8:25 pm.