

January 7, 2011

Hunter Green Cluster Association (HGCA)

Board Meeting – January 6, 2011

Minutes:

The meeting was called to order and agenda (see attached) reviewed by Julie Sande, President, HGCA. Jeff Byrd, Board Secretary, was not unable to attend.

Julie asked for comments from cluster members in attendance. Nat McCague provided information on website updates noting they were done in the past by Clare Schaffer resident/owner in HGCA. He added that no content has been given to her to update the website for several months. Julie noted the last update to the website was done February 2010. Action Item: Jeff Byrd is to contact Clare, update the links on the site and update basic content by February 1, 2011.

As required by the by-laws, the board members have to be ratified. This was done unanimously by all in attendance. The board positions are as follows:

- Julie Sande, President
- Patrick Patel, Treasurer
- Jeff Byrd, Secretary
- Jim Hannon, Vice-President
- Donna McCague, Vice-President

New board members need to go to Wachovia Bank located on Sunset Hills (near Reston International Center) to add their signatures as authorized signatories for HGCA. Prior to this Julie needs to establish the procedure with the bank and advise the board members when to go to Wachovia. The target date to complete this is mid-January.

A “pro-forma” audit is to be performed to review HGCA financials. Patrick will lead this effort. He can procure an individual qualified to do this probably at no cost. He is scheduled to meet with Bob Lassiter, former HGCA Treasurer, for a transition of the books. Prior to presenting the financials for the audit several items must be completed:

- Load program and books onto his computer including associated software and hardware
- Upload data
- By mid-February he can assess what if anything is needed to proceed with audit
- Target audit for mid-March

There are no minutes to approve from the November 2010 meeting. Jim Hannon will submit minutes from the December meeting.

Julie stated the winter newsletter should go out to the cluster. This includes resident homeowners, non-resident homeowners and residents. It should include administration items, a section on pet cleanup and trash set-out with clarification of trash pick-up schedule. We will invite people to contact CSI (trash collector) directly if they have any questions after that. The newsletter should also include contact numbers on who to call for what. It should be ready to go to printing o/a February 1. A discussion was held on making the newsletter electronic. This is more eco-friendly, expedient and cost effective. A hard copy of the winter and spring newsletter will go out and starting in July the newsletter will be sent electronically. Julie asked the board members for input on content.

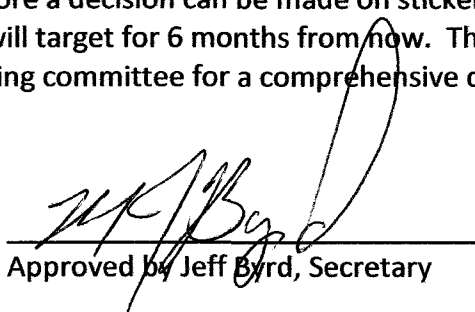
The board reviewed the Parking Committee recommendations. They recognize it is a problem but there is a concern it may require a cluster vote before a decision is made to remedy problems. Stickers for the cars may be the best solution to address most of the problems. Several years ago parking was a cluster concern as well. Nat McCague reviewed some of the history from that time. He added a study showed the average household in HGCA had 2 cars but the problem is fluid.

It is in the by-laws that renters only be allowed 2 cars per dwelling. Problems exist where renters rent rooms creating a "boarding house" situation with multiple cars, sometimes up to 5. Resident owners can potentially have unlimited number of cars if no more than 4 unrelated adults in the household. Several other issues were discussed relative to the parking problems. The board is open to sticker idea but no decision at this time. Things we can do now:

- Raise awareness in newsletters
- Have section on website for plate numbers and to be updated by parking committee
- Disclosure package to prospective buyers should indicate their cars plate numbers are required

The parking policy needs to be finalized before a decision can be made on stickers. Vote should be put to the community which the board will target for 6 months from now. The board agreed to move into a working mode with the parking committee for a comprehensive discussion and then move to have community vote.

March 3, 2011  
Date

  
Approved by Jeff Byrd, Secretary