



Hunters Green Cluster Association
Minutes of the Board of Directors Meeting

March 8, 2012

The meeting was held at the Reston Community Center and was called to order at 7:35PM by Julie Sande, President. Board members in attendance: Julie Sande, Jeff Byrd, Fred Rothwarf, John Klonaris and Donna McCague. Several Cluster members attended – see list below. Items discussed are as follows:

1. Secretary's Report: Minutes were read and approved from the January 3, 2011 Board Meeting.
 2. Treasurer's Report: Donna McCague provided a report on the following items:
 - a. CPA engaged to confirm recovery of tax exempt status and obtain in writing from IRS; attempt to recover penalties (\$13,267) paid to IRS in December 2010 for late filing of 2007-2008 tax returns; confirm status of 2010 tax return; prepare 2011 tax return; reconcile actual 2011 revenue/expenses.
 - b. Bank Balances
 - c. YTD Income and Expenses (January – February 2012)
- HGC's exempt status was reinstated retroactive to January 24, 2011. A confirmation letter was received from IRS March 8, 2012. Exempt status was automatically revoked for late filing of 2007-2009.
 - Letter prepared by CPA to IRS requesting abatement and refund of penalties. Letter sent March 5, 2012.
 - The tax return for 2010 had to be re-filed on Form 1120-H for HOAs not exempt. Taxes owed to IRS were \$900 and \$180 to State. Two tax returns were filed for 2011; one for the period we were not exempt (January 1-24) and the second as an exempt organization. All tax returns are filed and current.
 - The CPA reconciled the 2011 actual budget and expenses. The net effect is \$4,170 less expenses and the "equity" section not included in the budget distributed at the annual meeting. A copy of the revised 2011 budget actual will be included in the minutes.
 - Bank balances and status of reserves:
Checking account currently \$86,349; reserves are as stated at the 2011 Annual Meeting at \$178,470. Reserves are in separate accounts from checking as required by the State.

- YTD Income and Expenses (January-February 2012)
Income: \$77,645
Expenses: \$16,500.65
Net Income: \$61,344.35
Average annual expenses 2006-2011: \$110,509

Report approved.

3. Follow-up on Transparency Issues:

At the January meeting Julie Sande asked Katharine Hunter, Nancy Mosier-Murphy, Henry Bliley and Sharon Egan to prepare a memo to the Board regarding transparency suggestions. The Board received the memo by mail January 21, 2012. Julie Sande thanked them for their comments. The memo included requests for 2011 budget actual and financials, contract a professional to review HGCA books, publish the capital reserve plan and notify cluster of changes, use broadcast emails to Cluster to increase communication and solicit input from Cluster by surveys and scheduling topics at Board meetings.

The financial concerns were addressed in the Treasurer's report. Proposed capital expenditure projects were discussed later in the meeting. Increased communications to the Cluster was implemented immediately following the January meeting through broadcast emails. Cluster members can request topics for Board meetings through emails to the Board (new contact form recently posted to website) and the "Member Comments" at the end of each Board meeting. As an example, concern was expressed over the tot lots on Hunters Green Ct. at the January meeting. Sharon Egan was asked to survey residents there to get their input on use and ideas for the tot lots. Surveys are a good tool to get Cluster input and use of them for particulate topics will be considered.

4. Update on Fairfax County Land Dedication:

Julie gave an update on the land dedication project. The County has begun to re-design the project and they will need to submit an application to VDOT for the revised proposal. Henry Bliley asked if that means trees will not have to come down. Based on the new plan we will know more.

5. Review of Proposed Erosion Control Projects:

A package of the erosion projects with costs was handed out to the attendees. Julie, Fred and Donna did a walkthrough with Blade Runners to determine needs for erosion projects. Several had been done by other vendors but failed. The proposal was evaluated on cost and quality. Because of the experience with other landscaping and water drainage companies, the Board decided Blade Runners' proposal met our criteria best. There seemed to be the consensus from the attendees on the projects and associated costs. Dorothy Nichols provided information on an engineer she and immediate neighbors were to contact in connection with the drainage problems behind their homes.

Tree removal will be addressed in another quote that is forthcoming. After a discussion period, a motion was passed by the Board to move forward with the erosion projects.

6. Update on Vehicle Registration Project:

John Klonaris passed out a summary of the registration process that will be implemented as noted in the Winter/Spring Newsletter. It serves 3 main purposes: it highlights vehicles that may be illegally parked in our Cluster creating or contributing to parking problems for residents, it allows the Cluster to measure current parking volume and changes over time and it ensures vehicle owners can be contacted in the event of an emergency involving their vehicle (e.g. tree falling on their car).

Vehicle registration will be conducted using enhancements made to the Cluster website under the "Parking" section. Online registration forms will be available for residents. Once the parking registration period has been completed, permits will be issued in April. They will be static cling with a maximum of 2" in diameter. Temporary permits will be the dashboard type.

Other forms in the planning stage are vehicle request form and form to solicit parking feedback. Cluster members are responsible for regulations as noted in the By-laws.

Cluster Member Comments:

- Sharon Egan polled Hunters Green Ct. residents re the tot lots. The upper tot lot is seldom used; the bottom tot lot is frequently used. The residents are split on whether one should be removed. There is a problem with the bottom lot in that it is infested with bees and cats use it as a litter box. Shredded tires and bee free sand are safe alternatives to the sand currently used. Sharon will check with a neighbor who suggested the alternatives and contact the Board.
- Don Twombly noted there is a space at the end of his street that needs mulch. Trash cans sit there and often sit in water because of lack of poor drainage. He expressed his concern with removal of tress. Don objected to Cluster parking registration and the need to request temporary parking permits for visitors. Julie asked Don to send his input in writing to the Board.
- Katharine Hunter expressed concern re the flagstone installed in the small sitting area on IRR (between 11733 and 11735). The flagstone is slippery and can be dangerous. People cannot walk on river stones. Per Katharine, pavers should have been installed and more. Helen Hauer echoed her concerns. Don Twombly stated the problem with the flagstone needs to be addressed as soon as possible since people have fallen.
- Sharon contacted VDOT re street in front of Hunters Green Court. The striping is not safe. VDOT contacted Sharon and stated they will look into it.
- Katharine expressed her concern about walking at Reston National Golf Course. Recently while walking there, she was told it was private property. John Piper said he was told the same thing in the past. Katharine noted there are RA paths through the golf course (these are for public use). There is a new Director of Golf and probably not aware of the amiable relationship with Hunters Green.

- Sharon will keep reminding her neighbors to send their emails to be included in the broadcast emails to the Cluster.

7. Adjournment: Julie Sande adjourned the meeting with the Cluster and the Board went into its Executive Session.

Attending Homeowners	Addresses
Henry Bliley	11605 HGC
Shirley Carr	11798 IRR
Sharon Egan	11633 HGC
Liz Gaver	11780 IRR
Helen Hauer	11744 IRR
Katharine Hunter	11793 IRR
Nat McCague	11719 IRR
Nancy Mosier-Murphy	11786 IRR
Dorothy Nichols	11742 IRR
John Piper	11603 HGC
Rita Rothwarf	11722 IRR
David Sande	11755 IRR
Don Twombly	11772 IRR

**Hunters Green Cluster Association
Year 2012 Budget
December 31, 2011**

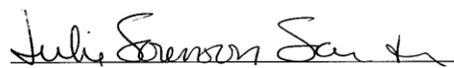
	2011 Budget	2011 Actual	2012 Budget
<u>Income:</u>			
Dues	\$ 123,310	\$ 131,086	\$ 153,400
Installment plan service fees	4,890	\$ 1,083	5,230
Late Fees	525	\$ 2,364	750
Interest - homeowners	495	\$ 316	700
Interest - investments	3,400	\$ 2,587	2,000
Disclosure packages	280	\$ 468	400
Total Income	\$ 132,900	\$ 137,904	\$ 162,480
<u>Expenses:</u>			
Administration	\$ 900	\$ 2,165	\$ 2,705
Grounds			
General maintenance	15,000	67	15,000
Lawncare contract	42,000	30,860	42,000
Non-turf areas	12,000	1,146	12,000
Reserve Plan projects	20,300	-	28,000
Tree care	12,000	14,687	12,000

Insurance	1,000	907	1,000
Legal	1,000	6,632	2,500
Misc	200	4,226	500
Snow removal	13,000	10,000	15,000
Street lights	4,500	4,468	3,500
Trash removal	25,200	24,936	26,400
Total Expenses	<u>\$ 147,100</u>	<u>\$ 100,094</u>	<u>\$ 160,605</u>
Net Income before Contribution			
to Reserves	\$ (14,200)	\$ 37,809	\$ 1,875
Contribution(to) from Reserves	\$ 14,200	\$ (23,487)	\$ (19,222)
Net Income (Loss)	<u>\$ -</u>	<u>\$ 14,322</u>	<u>\$ (17,347)</u>

EQUITY

Cash and investments net of receivables and payables	<u>160571</u>	<u>220035</u>	<u>\$ 183,466</u>
Operating Funds	39571	41565	13,774
Reserve Funds	<u>146398</u>	<u>178470</u>	<u>169,692</u>
	<u>185969</u>	<u>220035</u>	<u>183,466</u>

Quarterly Dues	\$ 285.00	\$ 325.00
Annual Dues if paid prior to February 28	\$ 1,097.25	\$ 1,200.00



Approved by Julie Sorenson Sande, President

March 3, 2012
Date Approved