



Hunters Green Cluster Association
Minutes of the Board of Directors Meeting

September 12, 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, Fred Rothwarf, John Klonaris, Jeff Byrd and Donna McCague. Special guests were Doug Levy, Attorney with Rees Broome and James Mason III, Reserves Analyst with Mason and Mason. Several Cluster members attended – see list below.

Items discussed are as follows:

1. Secretary's Report: Minutes were read by Donna McCague and approved from the July 10, 2010 Board Meeting.

2. Treasurer's Report Presented by Donna McCague and approved:
Note: In the interest of time the Board and attendees agreed to an abbreviated report. P&L for January-August 2012, status on bank accounts and reserves included the minutes only. Items discussed were Capital Expenditures and IRS Update

a. P&L for January – August 2012

Revenue: \$128,191.94 (includes member dues and bank interest)

Expenses: \$111,971.56

Net Income: \$16,220.38

b. Capital Expenditures

Status on erosion, tree replacement & removal and landscaping project in progress:

Total of \$78K to come from reserves since it can be considered a capital expenditures project (reflected in the reserves study Jim Mason will cover); to date \$31,433.52 paid towards erosion project.

c. Bank Accounts as of August 31, 2012

Checking: \$76,918.62

Savings: \$116,576.01

Brokerage Account: \$31,147.80 (2 Certificates of Deposit)

- Due Date May 21, 2013

- Due Date May 21, 2014

- Plans for CD investments are to buy short term CDs because of current market low interest rates. For example, purchase CDs on a rolling basis every 6 months and when interest rates improve purchase them on a longer term basis.

Total Accounts: \$224,642.43

Reserves as of August 31, 2012: \$147,723.81

d. IRS Update

Due to late filing of income tax returns for 2007 and 2008, HGCA was assessed

penalties totaling \$13,266.55 in 2010. After several letters and calls with IRS over the past several months, IRS refunded \$13,983.22 which includes interest of \$716.67. Checks were received last week and deposited Monday, September 10, 2012.

3. Reserves Study Presentation by James Mason III, Mason and Mason Reserves Analyst - July 2012 Hunters Green Cluster Reserve Study Analysis and Findings
History of HGC Reserves Studies: The State of VA mandates a reserve study be done every 5 years, HGC had its first and only study done in 2003. Mason and Mason did the reserve study at that time and recommended \$25K for the contribution to annual reserves. The Board decided to set aside \$20K for reserves.

Jim Mason began his presentation outlining what reserves are intended for, description of the study, financial approaches to building reserves and specific findings at HGC.

Currently, HGC is funded at 59% of reserves needed to improve the infrastructure of the Cluster. The goal is to be fully funded by the end of the 20 year period which is 2031. In order to achieve this goal HGCA needs to increase its annual contribution to reserves using a "stepped approach" beginning in 2013 through 2016 rather than one-time assessments. Currently our reserve allocation is \$20K per year. This encourages saving for an expenditure. The recommendation for annual contributions for the next 4 year period is to increase the reserves from \$20K beginning in 2013 from \$20K to \$37K; \$38K in 2014, \$39K in 2015 and \$39,500 in 2016, and plan on annual increases of 3% to reflect inflation thereafter. The net effect on the Cluster would be \$12.01 per month starting in 2013 and minimum increase in subsequent years. This does not include any increase that may be needed for operating expenses.

Infrastructure items beginning 2012 through 2016 include: tree service & erosion control special project in 2012, concrete sidewalks/concrete curbs/gutters in 2013, no expenditures in 2014 and 2015, and comprehension asphalt restoration project in 2016. The asphalt currently is at the end of its useful life and seal coating is not recommended.

A brief Q&A session followed. Additional discussion maybe necessary due to the time shortage to address additional questions.

4. Board Review, Discussion and Vote
 - a. Complaint submission and resolution policy
 - b. Policy governing examination and copying of the Associations Records
 - c. Parking Policy

Copies of all the resolutions were available at the meeting for attendees. Julie Sande addressed the "Complaint" and "Records" policy resolutions that are newly mandated by the State of VA. The Common Interest Community Board (CICB) of VA has an "ombudsman" office which states that every HOA association in VA must have a complaint policy in place with procedures for residents/homeowners should they wished to pursue a complaint in their Cluster. All associations must certify that the policy is in place. Complainants can take their complaint to the State's CICB in Richmond. The resolution contains the process and the form that must be used to file. It will be made available to all Cluster residents and owners.

The Records resolution states that the association can charge for copies of records and must have a cost schedule available to residents/owners. The resolution included the form to request records. It states that members must be in good standing with their dues in order

to submit a request. The Complaint and Records resolutions were voted on by the Board and passed unanimously.

The parking resolution was then discussed. Much of the resolution from 2001 and input from the Parking Committee is included in the document. Key elements of the resolution include:

- There are 3 types of parking permits: resident, visitor and day pass.
- Vehicles need to be registered as a prerequisite step in order to receive a permit.
- Visitors parking 4 or more nights require a permit; the first 3 days is a grace period.
- A maximum of 3 vehicles can be registered to an address; those who currently have a 4th car will be “grandfathered” until they dispose of one of their 4 cars.
- Enforcement: any vehicle not displaying a valid permit or day pass will receive a written notice of violation; fines and/or towing are consequences of not having a permit.
- If a vehicle is parked in a fire lane there will be no violation issued before towing.
- An owner in violation is liable for all costs and fees related to enforcement. The Board shall not order towing without due process; however, nothing in the resolution precludes towing of a vehicle that cannot be identified as belonging to a visitor or resident.

The Board opened the topic up for discussion to hear attendee comments. There was much discussion and different viewpoints on the efficacy of the parking resolution. Some wanted to delay passing of the resolution following a members’ comment period; some did not think the document was easy to understand and redundant in some areas. One member stated she thought the Board could not pass the resolution without a Cluster vote because it was a change in use of common property. Doug Levy, HGCA Attorney, stated the use of the common property was not being changed only a limit on vehicles. A question was raised regarding “grandfathering” of our Cluster. Mr. Levy stated that matters of public safety are not grandfathered. The resolution passed by a vote of 3-2; Board members who voted in favor included Julie Sande, John Klonaris and Donna McCague. Jeff Byrd and Fred Rothwarf voted against it requesting a members’ comment period before passage. Donna McCague asked if the resolution could be passed with a caveat the Board would have a 30 day comments period which was deemed as appropriate by the HOA attorney and agreed upon. The effective date of the resolution is September 30, 2012. The timeframe for the comments period was not stated but information will be forthcoming asap from the Board. (Special Note: The following was not discussed at the Board meeting but maybe helpful for residents/owners who have not seen this documentation to review the flow of communications to the Cluster re parking:

- Newsletters can be found at <http://www.huntersgreen.org/resource-center> dated February 2011, May 2011, October 2011, December 2011, March 1, 2012 and March 27, 2012.
- Board Meeting minutes dated March 8, 2012, May 3, 2012 and July 10, 2012.)

5. Update on the requirement to establish Fire Lanes/Fire Marshal issues

Julie Sande provided a status on negotiations with the Fire Marshal. The Board hired Greg Budnik, Civil Engineer, to do a site visit and recommend possible exceptions to striping curbs as a result of several Cluster members who requested the Board to hire an expert in this field. Mr. Budnik has worked with over 400 HOAs, is knowledgeable with the fire code laws and suggested possible modifications that maybe allowable by the Fire Marshal. He inspected the Cluster property on more than one occasion, worked with the Fire Marshal and was able to come up with a possibility of 8 spots. FAQs on the Fire Marshal were

provided at the meeting along with the proposed exceptions (drawings). After discussion among the Board and attendees the Board voted to adhere to the FM's striping requirements per their July 5, 2012 site inspection and Notice of Violation. The Board will not pursue the 8 possible modifications to the FM specified striping plan. Julie Sande, Jeff Byrd, John Klonaris and Donna McCague voted in favor and Fred Rothwarf voted against.

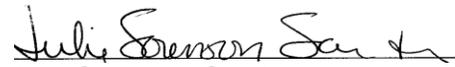
Several comments were made by attendees expressing concern over the reduced parking. Some indicated the Board should go back to the FM and negotiate further. Others stated we should comply with the FM striping plan because the 8 proposed areas are not aesthetically pleasing and would negatively impact property values. Jeff Byrd stated the Board can look into modifying common ground but we must obey the fire code. (Note: for those who were not at the July 10th Board Meeting the Fire Marshal inspection was done July 5th and the conclusion on the report established our current range for fire lanes is between 19-26 feet. The current law is that that fire lanes must be 28 feet. The report established all non-designated parking areas [areas that do not have the white mark on the curb] must be striped and signs installed. This includes the islands in the alcoves of the Cluster).

Q&A was in progress when the meeting was called at 10:00PM. The room had to be vacated per Reston Community Center and therefore the "Members Comments" period and "Executive Session" could not be held.

Attending Homeowners	Addresses
Virginia Banks	11797 IRR
Harvey & Janice Berger	11734 IRR
Henry Bliley	11605 HGC
Joe Caravella	11621 HGC
Ana Marie Di Napoli	11781 IRR
Matt & Sharon Egan	11633 HGC
Janet Fallon	11792 IRR
Fran Freedman & Bob Schnapp	11773 IRR
Elizabeth Gaver	11780 IRR
Lyda Gould	11740 IRR
Jim Hannon	11790 IRR
Helen Hauer	11744 IRR
Donald Hermann	11778 IRR
Katharine Hunter	11793 IRR
Cameron Ishaq	11709 IRR
Isham Jabi	11708 IRR
Dawn Jones	11728 IRR
Marian Jones	11724 IRR
Maree Klonaris	11768 IRR
Tim & Christina Lavelle	11730 IRR
Stephanie & Ben Liptak	11751 IRR
Sue McCabe	11747 IRR
Nat McCague	11719 IRR
Todd Meikle	11748 IRR
Nancy Mosier-Murphy	11786 IRR

Jean Murphy	11750 IRR
Dorothy Nichols	11742 IRR
Gina Patel	11729 IRR
Diane Pederson	11726 IRR
John Piper	11603 HGC
Rita Rothwarf	11722 IRR
David Sande	11755 IRR
Joan Stolbach	11757 IRR
Michelle & John Swallow	11725 IRR
Art Wimble	11617 HGC

Approved by:


Julie Sorenson Sande

November 5, 2012

Date