

HUNTERS GREEN CLUSTER ASSOCIATION  
P.O. Box 2712  
Reston, Virginia 20195

April 5, 2000

Subject: Minutes of Board of Directors Meeting (Bill Holmes' House)

1. The meeting was called to order at 7:30 p.m. by Arthur Hill, president. Members present were: Arthur Hill, Bill Holmes, John Piper, Katharine Hunter and Simon Rakoff. Cluster members Christine Sauer and Bob Deans also attended the meeting. Christine was present to advise the board on matters pertaining to playground upgrades and erosion control projects. Bob attended at Arthur Hill's invitation, as the initial participant in the director mentoring program.

2. Bill Holmes (treasurer) presented the treasurer's report. He provided board members copies of HGCA's financial report for the year ended December 31, 1999. The report showed that the cluster's financial health was excellent, with sufficient operating funds and nearly \$52,000 in reserves. Projected additions to reserves in year 2000 and beyond were on track to provide sufficient funds for the cluster's major out-year project: street resurfacing. Bill reported that all cluster members were now paying their dues, and that the overall status of dues collections was the best it had been in years.

a. Dues. Bill pointed out that, technically, our cluster dues are \$673.75 per year and, technically, are payable as of the first of the year. Members who elect to pay annual dues "up front" pay this amount. However, members who elect to pay quarterly installments are assessed a service fee of \$26.25 and pay a total of \$175.00 per quarter, or \$700.00 annually.

b. Transworld Systems. In the event that dues collection problems occur in the future, this collection agency offered to perform initial collection actions for \$10, and follow-on actions on a contingency basis. By unanimous vote, the board agreed to use the agency if needed.

c. Cluster Disclosure Packet. Bill Holmes completed a volunteer project to entirely redevelop and upgrade the packet. Using a state-of-the-art scanner and the latest software, he made it into a highly professional document. The board thanked Bill for his excellent accomplishment.

3. Strategic Plan Status.

a. Playground A, Park Benches & Basketball Court. Arthur Hill obtained an estimate from Benjamin Lincoln to perform needed repairs to playground equipment and install wood chips, to power wash and restrain the benches and do needed work on the basketball court for \$6,000. The board discussed the pros and cons of wood chips at \$14 per yard versus specially treated wood chips at \$35 per yard, and whether or not cluster volunteers could do the work. Decision was made to have Arthur obtain a revised estimate from Benjamin

Lincoln to perform all work except wood chip renewal and power washing of benches (which was felt to be environmentally unsound). Katharine Hunter agreed to solicit volunteers to replenish the wood chips at Playground A. **Action: Arthur Hill and Katharine Hunter.**

b. Planters by Playground B. Katharine Hunter reported that cluster members had done some planting, as they do every year. After discussion, the board asked Christine Sauer to investigate and recommend appropriate perennials for the planters. Katharine and Christine will also provide suggestions regarding what HGCA needs to do in its natural areas to participate in the Backyard Habitat Program. **Action: Katharine Hunter and Christine Sauer.**

c. Hunters Green Park Bench. The board gave John Piper authorization to proceed. John will contact the designer of the bench, now referred to as the Stewart Macdonald Memorial Park Bench, to obtain information and recommendations on construction of the bench. **Action: John Piper.**

d. Playgrounds C, D & E Upgrades. The board asked Christine Sauer to contact the vendor to obtain an updated estimate for new equipment. Additionally, Bill Holmes reported that cluster members had asked about having a rocking horse installed at Playground B. Christine will also ask the vendor if the installation is feasible considering the stringent space requirements of playground safety laws. **Action: Christine Sauer.**

#### 4. Erosion Control Projects.

a. Arthur Hill and Christine Sauer were cautiously optimistic about the status of the three 1999 projects, near 11732 IRR, 11607 HGC and 11799 IRR, respectively. It was felt that plantings were beginning to take root, but that the cold weather had delayed the growing season and it would be another 30 days before we could determine their success or failure. **Action: Arthur Hill and Christine Sauer.**

b. Cluster member Al Yamada had notified the board of an erosion problem in common area behind Playground C (the "bus stop" area). Arthur Hill and Simon Rakoff will investigate and report back to the board on this matter. **Action: Arthur Hill and Simon Rakoff.**

5. Landscaping and Grounds. Arthur Hill reported that Blade Runners was returning in late April to complete unfinished work, including reseeding in common grassy areas and replanting forsythia at the entrance to Indian Ridge Road. A discussion ensued regarding the merits of forsythia versus other plantings, and the board agreed to have Katharine Hunter and Christine Sauer develop recommendations and report back to the board at the next meeting. They will also look at the entrance to Hunters Green Court, with a goal of achieving a coordinated "look" at both of the cluster's main entrances. **Action: Katharine Hunter and Christine Sauer.**

6. Tree Work. Katharine Hunter will coordinate with the contractor to determine the need for and cost of removing dead trees in the common area behind 11713

IRR, overhanging branches at 11748 IRR, and "problem" trees near 11601 HGC and 11615 HGC. **Action: Katharine Hunter.**

7. Trash and Snow Removal Contract Status/Problems.

a. AAA Rainbow (Trash contractor). John Piper had previously informed the contractor of problems with missed collections and had requested credit on subsequent bills. This was denied by AAA Rainbow, citing a "snow day" clause in the contract. Additionally, the contractor had invoked another contract clause regarding fuel scarcity and implemented a 3% increase. John Piper was tasked with continuing discussion with AAA Rainbow in an attempt to resolve the ongoing problems. **Action: John Piper.**

b. Bill Farrar (Snow contractor). Bill Holmes reported that he had observed curb damage which was apparently caused by the contractor. John Piper was tasked to contact Bill Farrar regarding the curb damage and to determine his liability, if any. **Action: John Piper.**

8. Miscellaneous Items.

a. Vandalized Park Bench. Arthur Hill reported that a group of youths had destroyed a park bench. Although it was thought that one of the youths was a cluster resident, due to the length of time since the occurrence and the uncertainty of the youths' identities, the board decided to take no further action.

b. Commercial Lighting Modifications. Bill Holmes reported another problem with inappropriate commercial lighting in a parking lot. Jim Allred, our former HGCA president who worked on a similar problem in 1999, has agreed to work the issue. **Action: Bill Holmes and Jim Allred.**

c. Handicap Curb Cuts. Arthur Hill reported that a cluster member had requested that handicap curb cuts be installed throughout the cluster. After discussion, the board decided to obtain a cost estimate and schedule installation of the curb cuts the next time we repave our streets. **Action: Arthur Hill and Bill Holmes.**

d. Web Site for Cluster. Bill Holmes and Simon Rakoff discussed various options for establishing a web site. After discussion, the board agreed to have Bill and Simon develop the site, rather than having a vendor do it, and authorized them to proceed and to spend up to \$500 on the project. **Action: Bill Holmes and Simon Rakoff.**

e. Assigned/Allocated Parking. Bill Holmes attended the Parking Issues Workshop on March 29, 2000 and provided board members with an excellent write-up on the workshop. He found that HGCA must reserve "a reasonable number" of its parking spaces for common use (i.e., "visitor" spaces) or risk losing tax exempt status. As for the other spaces, while HGCA cannot deed title, it can legally assign or allocate them to cluster members. The general consensus was that it might be feasible to assign one parking space per house, if cluster members approved. The board tasked Bill Holmes and Simon Rakoff with developing a survey for cluster members regarding the need for and/or desirability of assigned/allocated parking. The survey's goals are to determine whether or not parking is a problem and to gauge members' general feelings

about parking. Narrative comments will be encouraged. **Action: Bill Holmes and Simon Rakoff.**

f. Door-to-Door Solicitors. Although no specific resolution of the problem of uninvited door-to-door solicitors was found, Arthur Hill pointed out that cluster members can call the police if solicitors persist.

g. Legislation. Arthur Hill and Bill Holmes reported that the various bills introduced in the Virginia Legislature to improve the lot of homeowner's associations failed to pass. One of the bills, introduced by Delegate Black, would have provided a state tax deduction for homeowner association dues. Maybe next year?

h. Directors Mentoring Program. Arthur Hill asked board members to seek out candidates and arrange to have them attend board meetings. Arthur had kicked off the program by inviting Bob Deans to the meeting (it was hoped that the lengthy meeting would not discourage Bob from continuing).

The meeting was adjourned at 10:55 p.m.

Approved:

Arthur Hill  
President

John Piper  
Secretary