

**Old Chatham Cluster Association
Lamplighter Way
Reston, Virginia 20194**

**Annual Meeting Minutes
January 8, 2020
7:00 – 8:15 PM**

Attendees: David Heinneman – Board President, Myles Flint - Vice President, Stacey Hoffman - Treasurer all referred to as Board of Directors (BOD);

Residents:

Tammy Heinneman
George Shaffer
Brian Miller
Rachel ??
Samantha Macher

Meeting Secretary: Myles Flint

OPEN FORUM:

Discussion of trash and recycling pickup schedule. As of now, Republic continues to pickup glass for recycling. BOD is waiting for further direction from Republic given Fairfax County's discontinuation of glass recycling.

REGULAR BUSINESS:

Meeting Minutes Approval: Minutes from 10/29/2019 meeting approved.

President's Report:

Updated on comings and goings on the board. BOD appointed Myles Flint to the BOD during the 10/29/2019 meeting to relate Lisa Locascio following her move from Lamplighter.

Management Company:

Initial year working with Clark Simon Miller (CSM) as Management company has worked reasonably well. CSM provides financial services – issues invoices and collects annual dues, pays monthly operating expenses, prepares and maintains financial records. BOD will be in touch with CSM about possible replacement of account manager and to ensure we are receiving accurate invoices. CSM will be used to file taxes this year.

Neighborhood Attorney:

BOD has discontinued annual retainer with neighborhood attorney. Will use attorney as needed for required filings.

Service Providers:

Will continue to contract with Happy Trails, Hemax and Republic for lawn, snow and refuse services.

Policies and Standards:

New parking policy implemented in February 2019.

New late fee policy implemented.

New Due Process Resolution implemented to enable BOD to assess late fees and penalties for violation of Cluster Policies and Standards

Member Responsibilities policy was updated.

Reserve Study:

Reserve study expense projections were reviewed in 2019. Next review / update will occur in 2021.

2020 Goals:

Have all residents complete Emergency Contact Forms.

Replace all mailboxes / posts with funds from operating budget.

\$100 increase in annual dues.

Treasurer's Report:

1. Current Budget to Actual Report and Proposed Budget for 2020:

Stacey Hoffman distributed copies of the 2019 Budget to Actual expenses (projected through 12/31/19). Expenses were slightly above the planned budget due to snow plowing and ice control. Planned budget for 2020 has been adjusted to address this.

2. Proposed Operating Budget for 2020:

The annual assessment will be increased \$100 to \$1065 with bi-annual invoices to be issued on March 1 and September 1 with payment due by the 15th of each respective month. With the exception of maintenance, the Budgeted expenses remain consistent at anticipated levels. The maintenance budget has two significant increases. The first is an increase in the anticipated budget for snow plowing and ice control. This was increased to more accurately reflect the 2019 actual expense. The second increase is a one time cost to replace all neighborhood mail boxes / posts. \$14,400 has been budgeted for this expense.

3. Reserve Account Balance and Projected Expenses:

The balance in our reserve account as of 12/31/2019 was \$48,191. The BOD projects being able to contribute \$4,600 in excess operating income to the Reserve Fund at year end 2020 while maintaining an approximate balance in our Operating account of \$3,100. The 10 Year account balance and projected expenses were reviewed by all present. The BOD will maintain the Operating fund at such a level as to allow for coverage of annual expenses; it is not intended to hold a balance of surplus funds.

Open Board of Director positions:

Nominee – Myles Flint - Term expires 12/31/2020

Motion was made by Stacey Hoffman to elect Myles Flint to fill the remained of Lisa Locascio’s term on the Board of Directors, motion was seconded by Tammy Heinneman and voted on by all residents present and received proxies with unanimous approval.

Nominee - Stacey Hoffman - Term expires 12/31/2020

Motion was made by Tammy Heinneman to elect Stacey Hoffman to a 1 year term to the Board of Directors, motion was seconded by Brian Miller and voted on by all residents present and received proxies with unanimous approval.

CLOSING:

Samantha Macher volunteered to chair the social committee.

Adjournment: The annual meeting was adjourned at 8:15 PM.

2020 Board of Directors:

President – David Heinneman Term Ends: 12/31/2021

Vice President/Secretary – Myles Flint Term Ends: 12/31/2020

Vice President/Treasurer – Stacey Hoffman Term Ends: 12/31/2020