

## **McLean Hamlet Community Association**

### **DRAFT Minutes of the Board of Directors Meeting**

**June 1, 2015**

**Board Members Present:** Alan Holmer, Michelle Blanton, Jeff Shivnen, Jane Severn, Rick Law, Tara Vold, Behram Shroff

**Board Members Absent:** Wayne Tate, Tara Vold, Denys King

**Chairpersons and Others Present:** Matt Tallent, Robyn Lighthammer, Carol and Rinaldo Campana, Brett Blanton

The meeting was called to order in the home of Michelle at 7:35 pm.

#### **Administrative Business:**

1. The meeting opened at 7:35 pm in the home of Michelle.
2. Motion to approve the agenda, April Annual Membership meeting minutes, and May minutes was seconded and approved unanimously.
3. Report of the ACC: A neighbor recently contacted Alan regarding their displeasure with a recent renovation. The outcome of the conversation ended with a new member of the ACC.
4. Website: Jane briefed the board on the status of the website, email and membership list combination. Jane solicited photos for the new website, which is almost ready to go online. By September she plans to update specific areas such as landscaping, yard sale, and the picnic. Jane asked Michelle to send her the updated minutes from April and May.
5. Yard Sale: Michelle informed the board that MHCA collected registrations from about 30 homes. The decision was made to stop paying to advertise in the Washington Post, and use the money towards something more beneficial to the participants. Suggestions from residents included adding balloons to the signs, but another board member explained balloons were dangerous for birds. Another concern was the conflict with McLean Day each year. A suggestion was made to consider moving the yard sale to June next year.

6. Nominating Committee: Tara briefed the board. She nominated the following individuals for one-year terms as officers: Alan for President, Tara for Vice President, Michelle for Secretary, and Jeff Shivnen for Treasurer. Motion approved unanimously.
7. Report of MCA, Lewinsville Coalition: Behram briefed the board on his earlier email reporting the minutes of the meeting:

#### **Planning and Zoning**

Citiline Inc. is dedicating the first two athletic fields in Tysons Corner, a full-size field and a smaller field, at 8081 Jones Branch Road (across from Freddie Mac). Citiline is the developer of "Scott's Run North," which is the parcel of land adjacent to the McLean Metro station that is currently a 700-car parking lot. The parking lot is temporary, and Citiline is proposing to construct 5 high-rise buildings on that property comprising some 1.5 million square feet of floor space.

There are many concerns about the proposed noise ordinance. The ordinance allows for increased noise levels almost across the board, which the McLean Citizens Association (of which MHCA is a member) finds unacceptable and approved a resolution to that effect. Supervisor Foust has taken a position opposing many of the provisions in the proposed ordinance which would be harmful to residential areas: intermittent noise and allowing the higher noise levels in "mixed-use" developments within a single family area—unlikely in the Hamlet but possible near downtown McLean and Tysons.

#### **Transportation**

- *Northern Virginia Transportation Commission Route 7 Study*: The NVTC has started a Route 7 Corridor Transit Study covering the distance along the 13-mile stretch between Tysons corner and Alexandria.
- *Aircraft Noise*: There is an investigation to reduce the noise of aircraft landing from the north into National Airport. Discussions have been held with the MWAA Noise Office and plans are being formulated for further discussions with MWAA and others.
- *Other items of current interest are*: Sidewalk Ordinances; Route 7 Bridge over the DTR; Discussions between VA and MD about the American Legion Bridge; Route I-66 tolls and widening inside the Beltway.

#### **Tysons Liaison**

FCPS plans for handling new students from Tysons were discussed. While there will be at least one new school built in Tysons, many surrounding schools will be

expanded to handle growth. Several FCPS-owned buildings not used as schools will likely be returned to that use as well. The County will also be addressing school boundary issues again, including moving neighborhoods to schools with capacity.

Discussion ensued concerning the growth rate, proffers for recreation areas. Brett explained the challenges regarding a proactive stance from our community.

8. June 3 Meeting with Janie Strauss: Michelle will solicit and submit questions in advance to Janie for the meeting.
9. Treasurer's Report: Jeff briefed the board on his monthly report: Income for May totaled \$270, with expenses totaling \$3213.80 (report attached at the end of this document.) Jeff explained the new projected income/expense based on the increased dues to include luminaria expenses and website maintenance. Jane requested some line items regarding membership mailings (\$500 for 2 mailings), A-Z mailings for the directory, and a few other items. A motion was made to increase membership dues to \$60 to include a \$10 increase in dues so that MHCA will maintain a balanced budget and a \$10 contribution towards automatic luminaria distribution in December. The motion passed unanimously.
10. Report of Safety Committee: Rick announced a monthly citizen advisory committee meeting and solicited input.
11. Mowing McLean Hamlet Park, Directory, Classifieds: Brett briefed the board on the status of Hamlet & Falstaff Park mowing. Alan asked Brett to engage Jane Edmondson to see how she can help. Alan also asked Brett to move forward with the county to protect the parks.
12. Landscaping Report: Maggie submitted her report and asked for an increase from \$3400 annually to \$6200. The motion to increase her budget was seconded and passed unanimously.
13. Other Business: Carol raised concerns about the paving of Hamlet roads. Alan asked her to reach out to Wade Smith for clarification and attention to this topic. Behram mentioned that the Lewinsville coalition is going to be addressing the presence of trucks on Lewinsville Road.
14. Next Meeting: The next board meeting is Monday July 6th at 7:30pm at Alan's house. Meeting was adjourned at 9:02 pm.

## McLean Hamlet Community Association Treasurer's Report May 2015

The following report shows the state of the MHCA budget for the monthly period ending May 31, 2015. The net decrease for the month was \$2,943.80. The biggest expenses this month were due to entrance landscaping and legal fees.

### Income for May totaled \$270.00

- Membership renewals (\$270 for 2015 -16, first automatic PayPal renewal) \$270.00
- 2014 -15 dues: \$16,047 compared to \$16,095 at this time last year.
  - Last month's report showed \$16,647 in dues collected – typo since fixed

### Expenses for May totaled \$ \$3,213.80 :

- Active Campaign Hamnet expenses \$17.00
- PayPal Monthly maintenance fee \$5.00
- PayPal transaction fees \$2.92
- Web Site maintenance \$45.00
- Entrance Landscaping (\$2025 – Mulch Madness, \$555.16 – M. Law expenses) \$2580.16
- Legal Fees \$220.00
- Membership mailing and material \$79.38
- Yard Sale expenses \$43.99
- Network Solutions (Will be reimbursed next month – overpay) \$139.50
- Misc: \$80.85
  - Annual MHCA meeting – hospitality (\$40.85)
  - Reimbursement – overpay membership dues (\$40.00)

### Income for May 2015 With Proposed Budget

	Proposed Budget	This month	Year to Date	Last Year's Budget	2013-14 Actual	2013-14 Budget
	July 2015 - Jun-16	31-May-15 Actual	Actual	7/1/2014 6/30/2015	7/1/2013 6/30/2014	7/1/2013 6/30/2014
<b>Income</b>						
Interest (CDs)					\$ -	
Membership (\$270 -- * for 2015-16) 2015-16 income: 400 of 507 memberships	\$ 20,000.00	\$270.00	\$ 16,047.00	\$ 17,600.00	\$ 16,295	\$ 15,475
Directory Ad Sales	\$ 650.00			\$ 650.00	\$ 650.00	\$ 0
Yard Sale	\$ 350.00			\$ 350.00	\$ 340.00	\$ 350
Misc					\$ 2,000.00	\$ 0
Reimbursements			\$ 119.50		\$ 43.00	\$ 0
<b>Mgmt Reserve</b>	\$ 3,641.90		\$ -	\$ 3,900.00		\$ 7,085
<b>Total Income</b>	<b>\$ 24,641.90</b>	<b>\$ 270.00</b>	<b>\$ 16,166.50</b>	<b>\$ 22,500.00</b>	<b>\$ 19,328.00</b>	<b>\$ 22,910</b>

Expenses for May 2015 and Proposed 2015 -16 Budget

			This		Annual	Last Year's	Last Year's
			Month		Budget	Actual	Budget
			31-May-15		7/1/2014	7/1/2013	7/1/2013
			Actual		6/30/2015	6/30/2014	6/30/2014
<b>Expense</b>							
	<i>Community Affairs</i>						
	Lewinsville Coalition	\$ 250.00			\$ 250.00	\$ -	\$250
	Falstaff, Hamlet Parks Maintenance	\$ 300.00			\$ 450.00	\$ 235.00	\$450
	Federation Dues & Fees	\$ 40.00			\$ 40.00	\$ 80.00	\$25
	Gazebo ADA Trail Installation	\$ -			\$ -	\$ 1,177.13	\$0
	Special Events (new)					\$ -	\$0
	Hamlet Park Enhancements				\$ 2,000.00	\$ -	\$5,000
	<b>Subtotal Community Affairs</b>	<b>\$ 590.00</b>			<b>\$ 2,740.00</b>	<b>\$ 1,492.13</b>	<b>\$5,725</b>
	Ent Landscaping Maintenance	\$ 6,000.00	\$ 2,580.16	\$ 4,626.32	\$ 4,300.00	\$3,397.85	\$3,398
	Ent Plantings (Transurban \$2500 grant)	\$ 426.90		\$ 526.96		\$ 1,546.14	\$2,500
	Entrance Wall Care - flag mount supplies	\$ 100.00		\$ 140.33	\$ 650.00	\$ 624.00	\$624
	Insurance	\$ 1,150.00		\$ 1,079.00	\$ 1,150.00	\$ 1,106.00	\$1,303
	Licenses & Fees	\$ -			\$ -	\$ -	\$50
	Luminaria	\$ 5,070.00		\$ -			
	Bank Fee (Member's check bounced)			\$ 12.00		\$ 43.20	\$115
	Mail Box Fee/ Checks (6 month rental)	\$ 200.00		\$ 192.00	\$ 200.00	\$ 189.00	\$255
	Picnic	\$ 4,200.00		\$ 4,060.00	\$ 4,100.00	\$ 2,057.69	\$2,500
	Postage (membership mailing, material)	\$ 100.00	\$ 79.38	\$ 79.38	\$ 100.00	\$ 92.66	
	Printing (Mnuteman Press McLean)				\$ 650.00	\$633.30	\$189
	MHCA Directory (print)	\$ 1,000.00		\$ 100.00	\$ 1,000.00	\$ 966.00	\$1,000
	MHCA AtoZ Directory Access	\$ 800.00			\$ 800.00	\$ 766.00	
	MHCA New Ltr-Fall (print & mail)					\$ -	\$664
	MHCA New Ltr-Spring (print & mail)					\$ -	\$165
	MHCA New Ltr-June (print & mail)					\$ -	\$299
	Signage & Supplies	\$ 250.00			\$ 350.00	\$350.50	\$579
	Yard Sale	\$ 100.00	\$ 43.99	\$ 43.99	\$ 250.00	\$ 176.55	\$600
	Web Site Expenses (Wild Apricot)	\$ 1,100.00	\$ 45.00	\$ 120.00	\$ 300.00	\$291	\$200
	Network Solutions - Domain hosting	\$140	\$ 139.50	\$ 139.50	\$140	\$139.50	
	Network Solutions - Domain Forwarding	\$ -			\$ -	\$29.88	
	Ham Net Expenses	\$ 205.00	\$ 17.00	\$ 187.00	\$ 205.00	\$68	\$450
	PayPal Monthly Fee	\$ 60.00	\$ 5.00	\$ 55.00	\$ 60.00	\$10	
	PayPal Transaction Fees	\$ 200.00	\$ 2.92	\$ 122.64	300	\$5.84	
	Legal Fees - Covenant	\$ 2,000.00	\$ 220.00	\$ 2,318.30	\$ 2,500.00	\$ 1,512.00	\$300
	Little League sponsorship	\$ 450.00		\$450.00	\$ 400.00	\$ 400.00	
	Miscellaneous (Annual mtg -hospitality, dues overpay)	\$ 500.00	\$ 80.85	\$ 200.85	\$ 2,305.00	\$59	\$2,000
	<b>Total Expense</b>	<b>\$ 24,641.90</b>	<b>\$ 3,213.80</b>	<b>\$ 14,453.27</b>	<b>\$ 22,500.00</b>	<b>\$ 15,956.24</b>	<b>\$22,916</b>
	<b>Net Income</b>		<b>\$ (2,943.80)</b>				
	Beginning Funds 05/01/2015		\$51,848.87				
	Ending Cash 05/31/2015: Un-deposited checks		\$ 190.00				
	Bank of America Checking Acct		\$47,642.41				
	PayPal Account		\$ 1,072.66				
	<b>Net Funds on Hand (05/31/2015)</b>		<b>\$48,905.07</b>				
The above schedule of revenue and expense information (with current and historical budgeted information), and change in cash for McLean Hamlet Community Association (MHCA), for the period May 1, 2015 through May 31, 2015 has been prepared by Jeff Shiven in my capacity as MHCA treasurer.							

Jeff Shiven

Treasurer McLean Hamlet Community Association