

**McLean Hamlet Community Association
DRAFT Minutes of the Board of Directors Meeting
June 5, 2017**

Board Members Present: Jeff Shivnen, Michelle Blanton, Jane Severn, Alan Holmer, Robyn Lighthammer, Behram Shroff, Jack Nightingale, Tara Vold.

Board Members Absent: Matt Tallent

Chairpersons and Other Present: Barbara Allen, Wade Smith, Stu Stuhlmuller, Clayton Winters

Administrative Business:

1. The meeting was opened in the home of Michelle at 7:42 pm.
2. The Agenda and May Board Meeting minutes (with minor edits) and Annual Meeting minutes were approved. Michelle will send a FINAL copy to Jane to post online.
3. **Treasurer's Report:** Jack briefed the board on the current Treasurer's report. The following report reflects the MHCA budget status for the monthly period ending May 31, 2017. The net decrease in funds for this month was \$1,685, reflecting income of \$240 (from membership dues) and expenses of \$1,925.

We added 4 memberships/renewals in May (including one pre-pay for 2017-18). Total paid household memberships at the end of the month: 339 (This number includes some prepaid 2017-2018 memberships and excludes some 2016-2017 memberships that were prepaid before July 2016.)

The major expense items in May were \$1404 for the MHCA website and \$474 for landscaping.

Year-to-Date expenses exceeded income by \$2,430, and our net funds available totaled \$45,567. With one month remaining in the fiscal year, expenses for the year are likely to be no more than \$200 over our \$24,000 budget, barring any surprises. However, unless there is a surge of membership renewals, we are likely to miss our income target by \$2,000-\$2,500. Through 11 months of 2016-17, membership revenues are 89% of current year budget and 95% of last year's actual results for the full year.

Income for May: \$240.00

- Memberships and renewals (1 check, 3 PayPal) \$240.00

Expenses for May: \$1,924.57

- Wild Apricot: MHCA website platform (annual charge) \$1404.00
- Landscaping: Expense reimbursements (plants and supplies) \$473.69
- Refreshments for the MHCA annual meeting \$35.76
- PayPal transaction fees and monthly maintenance fee \$11.12

The Treasurer's report was seconded and passed unanimously.

4. **President's Report:**

- a. Noise complaints: There is a construction project involving a potential jackhammer, there have not been any complaints to date, but the board is concerned about any upcoming construction.
- b. Privacy Fence: Jeff handled a concern.
- c. Light out reported by neighbor: addressed by Dominion almost immediately.
- 5. Membership Committee: Jane had nothing new to report. We are up to 339 homes, down approximately 30 homes from last year. The board discussed the option of block captains having access to the membership list, to help recruit more neighbors to pay their membership dues. Jeff and Jane will coordinate with Roxanne to send an email announcing the beginning of the fiscal year in July, reminding neighbors of upcoming dues. Ideas were also discussed on the best way to communicate with the approximately 50 homes who do not have a registered email on file. Regarding emails and the website, concerns were raised on privacy, using Gmail, different forums for communication, and more.
- 6. Nominating Committee: Tara postponed her discussion until Transition issues.
- 7. Welcoming New Residents: Robyn reported that the Girl Scouts are doing nice work at putting together a package written to families from the perspective of “kids” activities, and welcoming new residents to the neighborhood. She is also working on making this a long-term program.
 - a. Michelle raised the issue of having a subset of the Sunshine Committee also addressing some of the “sad” issues such as deaths, sicknesses, etc. and having a program to help them. Meals, cards, and other goodwill messages were suggested.
 - b. Tara suggested having a program to help communicate these needs and address them through a HamNet or at the annual picnic.
- 8. Report of the ACC: Alan reported a new tear-down/rebuild on MacBeth, built by Evergreen Homes. The builder has been notified and responded nearly immediately with a suggested elevation. The ACC was pleased with the initial proposal and is optimistic. Another addition on Dunsinane is also in the works
 - a. There is a dumpster in the neighborhood that appears to be related to a reconstruction project. The police have been called, but Behram has been trying to get someone to address it.
- 9. Report of the Transportation Committee: Wade discussed the paving project for Hamlet. He would like to coordinate with VDOT and our neighbors to help it run as smoothly as possible.
- 10. Lewinsville Coalition/ MCA:
 - a. Behram explained that 30 intersections in the Tysons area are being “studied.” They also mentioned the “shoulder” project along the Legion Bridge.
 - b. There is more interest in the politicians to encourage Maryland to help finance this project. This traffic issue has a huge impact on our neighborhood so it is in our best interest to keep “in the know.”
 - c. A county Inspector came to inspect a “POD” at a home outside of the Hamlet and it must be moved in 30 days. The homeowner is taking the issue to court and it will be resolved in 2 to 6 months.
 - d. Capital One is backtracking on several different proffers they had previously agreed to. At the April MHCA annual membership meeting, Supervisor John Foust noted that the Board of Supervisors has pushed back successfully at every Tysons developer attempt to renege on proffers. He anticipates developers will continue to attempt to renege on proffers. Proffers ameliorate the impact of development to communities such as the Hamlet and Mclean in terms of additional traffic, overcrowded schools, lack of athletic fields, etc. MCA has limited tools to stop this practice in the form of resolutions sent to the Board of Supervisors, who have final authority to grant the developer’s

wishes or decline. There is always a public hearing before they vote and citizens can voice their concerns.

- e. There is a meeting on June 20th to review the proposed plans for the “Main Street” development in downtown McLean. Time is to be determined.
11. Budget: Proposed cost increase of \$1600 to cover additional landscaping expenses was unanimously approved: (\$1300 to cover weeding and \$300 to cover spring cleanup.) Budget is \$6500 now and proposed increase will rise to \$8100 per year.
- a. Annual Budget report, phoned in by Jack: The increased budget items were addressed via conference call. Picnic, Entranceways, and Membership were primary concerns. The board is concerned about the increased cost for landscaping, and we will continue to address this issue in depth:
 - i. Long term plan for landscaping project management, including the discussion of native vs. non-native species.
 - ii. Percentage of our annual budget targeting ⅓ to landscaping. Is this going to be a yearly increase in spending, or a one-time expense?
 - iii. Value of capital expense proposed for this year to replace and augment landscaping.
 - iv. Motion to move to increase the budget by \$3900 to cover new plants for Falstaff Traffic Island was approved with vote of 6 ayes, one nay and one abstention.
 - v. Motion to approve the overall budget was seconded and approved unanimously.

12. Other Business:

- a. New board member/committee positions to be filled by Michelle's departure from the board:
 - i. Secretary position needs to be filled. Various options were suggested but nothing was resolved.
 - ii. Tara Vold will handle Heavy Pick-up / Community Clean-up.
 - iii. Denys King (via email) will handle Yard Sale. Michelle will coordinate with her regarding transfer of electronic documents, etc.
 - iv. During the interim, Jeff will take possession of the flags and signs. Michelle gave Tara the contact information to create new entranceway signs to replace the ones that were stolen.
 - v. Anya will be returning to Russia so will not be available to organize Luminaria. Stu will relieve her of Luminaria duties for this fall.
 - vi. Membership: Clay and Stu will work membership after Jane's departure from the Board. Stu will concentrate on membership outreach through the block captains. Clay will work membership through the website. and digital means. Jeff and Jack will continue to assist this effort.

Meeting was adjourned at 9:50 pm

Next Meeting is Monday, 10 July 2017 at a location to be determined at 7:30pm. This will be the first meeting of the new board.

Michelle Blanton
Secretary
McLean Hamlet Community Association