

**McLean Hamlet Community Association**  
**FINAL Minutes of the Board of Directors Meeting**  
**December 7, 2015**

**Board Members Present:** Michelle Blanton, Jeff Shivnen, Robyn Lighthammer, Denys King, Tara Vold, Jane Severn, Behram Shroff, Rick Law

**Board Members Absent:** Matt Talent

**Chairpersons and Others Present:** Wade Smith, Brett Blanton, Warren Gray

The meeting was called to order in the home of Michelle at 7:33 pm.

**Administrative Business:**

1. The meeting opened at 7:35 pm in the home of Michelle.
2. The motion to approve the November Minutes and November agenda were seconded and passed unanimously.
3. Treasurer's Report: Jeff briefed the board on the current Treasurer's Report (attached at the end of this document.) Motion to approve passed unanimously.
4. Membership Committee: Jane explained the current status of membership and our goal to have 400 members.
5. Report of the ACC: Warren briefed the board on his conversations with neighbors:
  - a. Regarding a neighbor about a rear deck addition: The initial drawings have been submitted, but no final plans. Warren reminded her that the plans must be submitted and approved before construction begins.
  - b. Regarding an addition that has been approved, Alan and Warren will follow up with the resident with an official letter announcing MHCA approval.
  - c. Alan and Warren will follow up outside of the meeting regarding a shrub problem and a renovation that has stopped moving forward.
  - d. The rebuild on Macbeth is going up quickly.
6. Transportation Committee: Wade briefed the board on the meeting regarding truck traffic on Lewinsville Road. The Fairfax County Board voted unanimously to move forward on the ban on truck traffic. Alan asked if there

was anything MHCA board could do to facilitate the process. Wade explained the final approval practice may take about 9 months.

7. MCA, Lewinsville Coalition: Behram sent an email with some news

8. Report on Safety Committee: A few reports of alleged misbehavior within the neighborhood:

- a. Teens smoking pot in a neighbor's yard.
- b. Rings stolen from a neighbor's car.
- c. A group of visitors (not residents) set a fire inside the gazebo at Falstaff Park; a board member called the fire department. The police drove by but the visitors had put out the fire and vacated the premises.
- d. The board discussed the increased activity by teens at Falstaff Park well after dark.
- e. Rick has a meeting on the 22<sup>nd</sup>, and will send that report in HamNet form for Jane to send out regarding the above concerns.
- f. Follow-up on the dangerous bus stop on Lewinsville Road: A request will be made to the school system to see if they could move the actual stop up further to prevent a dangerous back up of traffic.

9. Hamlet Directory: The board discussed the option to renew our Directory. Jeff recommends spending the \$1200. The motion to renew was approved and passed unanimously. Suggestions were made to improve the process:

- a. Suggest delaying printing and distribution until November to ensure the latest neighbors are able to be identified and included in the most recent printing.
- b. Follow up with the printer to ensure the neighborhood map is re-included in the next printing. It was included in the proof but somehow omitted in the final printing.

10. Other Business: Alan will have a meeting with Barbara Comstock. What are some issues we would like to have looked at?

- a. DHS exit ramp that was promised when the building was constructed
- b. Helicopter noise

11. The next board meeting is Monday, January 4th at 7:30pm at Michelle's house. Meeting was adjourned at 8:14 pm. Warren and Jane will be out of town.

## McLean Hamlet Community Association Treasurer's Report Oct - November 2015

The following report shows the state of the MHCA budget for the bi-monthly period ending November 30, 2015. The net increase over these two months was \$2853.60. The biggest expenses this period were entrance landscaping and a remaining picnic charge (pony rides). We had 105 membership renewal during this period. There have been 278 membership payments for 2015 -16.

### Income for October - November: \$5730.00

- Membership renewals \$5730.00      \$5730.00

### Expenses for October – November: \$2876.40

- Entrance landscaping \$2200.00
- Active Campaign Hamnet expenses (2 months)      \$34.00
- PayPal Monthly maintenance fee (2 months)      \$10.00
- PayPal transaction fees      \$20.40
- Picnic \$600.00
- Bank Fee (returned check)      \$12.00

### Income for October - November 2015

	<b>This</b>		<b>Annual</b>	<b>Last Year's</b>	<b>Last Year's</b>
	<b>month</b>	<b>Year to</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	<b>Oct - Nov</b>	<b>Date</b>	<b>July 2015 -</b>	<b>7/1/2014</b>	<b>7/1/2014</b>
	<b>Actual</b>	<b>Actual</b>	<b>Jun-16</b>	<b>6/30/2015</b>	<b>6/30/2015</b>
<b>Income</b>					
Interest (CDs)					
Membership (105 renewals - 10 PayPal, 95 by check )	\$5,730.00	\$ 14,870.00	\$ 24,000.00	\$ 16,287.00	\$17,600.00
Directory Ad Sales		\$ 800.00	\$ 650.00		\$ 650.00
Yard Sale			\$ 350.00		\$ 350.00
Misc					
Reimbursements				\$ 119.50	
<b>Mgmt Reserve</b>		\$ -		\$ -	\$ 3,900.00
<b>Total Income</b>	<b>\$ 5,730.00</b>	<b>\$ 15,670.00</b>	<b>\$ 25,000.00</b>	<b>\$ 16,406.50</b>	<b>\$22,500.00</b>

### Expenses for October - November 2015

	This Month	Year to Date	Annual Budget	Year to Date	Annual Budget
	Oct - Nov	Actual	July 2015 -	Actual	7/1/2014
	Actual		Jun-16		6/30/2015
<b>Expense</b>					
<i>Community Affairs</i>					
Levensville Coalition			\$ 250.00		\$ 250.00
Falstaff, Hamlet Parks Maintenance			\$ 300.00		\$ 450.00
Federation Dues & Fees (SCC Fee)		\$ 35.00	\$ 40.00	\$ 40.00	\$ 40.00
Gazebo ADA Trail Installation			\$ -		\$ -
Special Events (new)					
Hamlet Park Enhancements					\$ 2,000.00
<b>Subtotal Community Affairs</b>		\$ 35.00	\$ 590.00		\$ 2,740.00
Ent Landscaping Maintenance	\$ 2,200.00	\$ 2,450.00	\$ 6,300.00	\$ 4,606.32	\$ 4,300.00
Ent Plantings (Transurban \$2500 grant)			\$ 426.90	\$ 526.96	
Entrance Wall Car - flag mount supplies			\$ 100.00	\$ 140.33	\$ 650.00
Insurance		\$ 2,018.00	\$ 1,150.00	\$ 1,079.00	\$ 1,150.00
Licenses & Fees			\$ -		\$ -
Luminaria		\$ -	\$ 5,370.00	\$ -	
Bank Fee	\$ 12.00	\$ 13.55		\$ 12.00	
Mail Box Fee/ Checks (6 month rental)		\$ 58.00	\$ 200.00	\$ 192.00	\$ 200.00
Picnic	\$ 600.00	\$ 4,275.00	\$ 4,200.00	\$ 4,060.00	\$ 4,100.00
Postage (membership mailing, material)			\$ 100.00	\$ 79.38	\$ 100.00
Printing			\$ 300.00		\$ 650.00
MHCA New Ltr-Fall (print & mail)					
MHCA New Ltr-Spring (print & mail)					
MHCA New Ltr-June (print & mail)					
MHCA Directory (print 620 copies)		\$ 1,240.00	\$ 1,700.00	\$ 100.00	\$ 1,000.00
MHCA AtoZ Directory Access		\$ 766.00	\$ 300.00		\$ 800.00
Signage & Supplies			\$ 250.00		\$ 350.00
Yard Sale		\$ 181.15	\$ 100.00	\$ 43.99	\$ 250.00
Web Site Expenses (Wild Apricot)		\$ 2,080.00	\$ 1,100.00	\$ 135.00	\$ 300.00
Network Solutions - Domain Hosting		\$ 37.59	\$ 140	\$ 141.90	\$ 140
Network Solutions - Domain Forwarding			\$ -		\$ -
Ham Net Expenses	\$ 34.00	\$ 35.00	\$ 205.00	\$ 204.00	\$ 205.00
PayPal Monthly Fee	\$ 10.00	\$ 25.00	\$ 60.00	\$ 60.00	\$ 60.00
PayPal Transaction Fees	\$ 20.40	\$ 242.59	\$ 200.00	\$ 128.48	300
Legal Fees - Covenant			\$ 1,500.00	\$ 2,318.30	\$ 2,500.00
Little League sponsorship			\$ 450.00	\$ 450.00	\$ 400.00
Miscellaneous (returned check and fee)			\$ 558.10	\$ 222.85	\$ 2,305.00
<b>Total Expense</b>	<b>\$ 2,876.40</b>	<b>\$ 13,582.68</b>	<b>\$ 25,300.00</b>	<b>\$ 14,740.51</b>	<b>\$ 22,500.00</b>
<b>Net Income</b>	<b>\$ 2,853.60</b>				
Beginning Funds 10/01/2015	\$ 48,672.48				
Cash 11/30/15: Checks (2015-16 dues) checks	\$ 480.00				
Bank of America Checking Acct	\$ 48,532.48				
PayPal Account:	\$ 3,477.68				
<b>Net Funds</b>	<b>\$ 52,490.16</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 October 1, 2015 through November 30, 2015 has been prepared by Jeff Shiven in my capacity as MHCA treasurer.

**Jeff Shiven**

**Treasurer McLean Hamlet Community Association**