



LINKS POND CLUSTER ASSOCIATION
POST OFFICE BOX 2104
RESTON, VIRGINIA 20195

**Links Pond Cluster Association
Minutes of July 25, 2016 Board Meeting**

In attendance:

Board Members: Frank Cordek, HeidiAnne Werner, Mark Schoepfle, Michael Mellin, Donna Pieper

The board members approved the June 20, 2016 minutes with no changes and approved the July 5, 2016 minutes with one change.

Financials

The board members agreed that payment for internet purchases will be made by check and not by electronic payment.

Landscape

A Request for Proposal for the removal of the tulip poplar behind Building 4 was sent to five companies with an August 31, 2016 deadline for response.

The board members reviewed the proposal from Blade Runners for upcoming work throughout the cluster. The board members approved and signed the proposal for a number of items, including the removal of one tree along South Lakes, pruning of several trees, and the core test for the tulip poplar behind 11722 Putting Green Court.

If the core test for the tulip poplar behind 11722 Putting Green Court indicates the tree is healthy, extensive pruning of the tree will be scheduled for August. Blade Runners will be advised that a board member would like to be present for future core testing.

A decision regarding the removal of the stumps behind Building 8 will be made at a later date, and Miss Utility will be contacted if it is decided to have the stumps removed.

Mark will follow up with Blade Runners regarding the weed eradication.

A small tree fell behind 2165 Greenkeepers Court, and Mark will work on the cutting and removal of the tree.

Miscellaneous

Board members will meet on Friday, July 29, at 10:00 a.m. for a follow-up disclosure inspection of 2187 Greenkeepers Court.

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Board members will meet on Sunday, July 31, at 3:00 p.m. to look at the entrance to the cluster and decide on steps to be taken to update and improve the appearance of the entrance.

The board members discussed and agreed that in order to comply with the board's policy regarding signature authority, all bills, invoices, and requests for reimbursement must be reviewed by HeidiAnne before any payments are made.

Mike will work on identifying the residents who are responsible for the multiple cars associated with one residence which are being parked in the Putting Green parking area, so the issue can be resolved.

Mike will contact Henry's towing and request additional signs to be placed throughout the cluster.

Mike will go to the homes of all cluster residents who have not responded to the request to confirm or update the vehicle information for cars parked in the cluster.

Donna will work with Dan Caro to update the cluster's website.

The board members discussed the reminder letter which would be sent to homeowners when payment of their quarterly dues has not been received by the deadline.

Frank will send the contact information for Mr. Nolte to HeidiAnne, so she can work with him regarding the filing of the cluster's tax return.

The board discussed and decided on the following board positions:

President – Donna

Treasurer – HeidiAnne

Vice President/Landscape – Mark

Vice President/Special Projects – Mike

Secretary – Frank

The next meeting will take place at Frank's house on August 15.

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