



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

**Links Pond Cluster Association
Minutes of August 15, 2016 Board Meeting**

In attendance:

Board Members: Donna Pieper, HeidiAnne Werner, Mark Schoepfle, Michael Mellin, Frank Cordek.
The meeting was called to order at 7:00 p.m.

The board members approved the July 25, 2016 minutes with no changes.

Financials:

HeidiAnne presented the final FY16 Budget Balance Sheet. An additional \$9,786.50 will be transferred into the Reserve Account from Fiscal Year 2016 Balance.

Frank provided HeidiAnne with the Mason & Mason Capital Reserve Study Invoice for \$1,800.

Landscape:

Mark has requested a full Resistograph Report from Blade Runners on the tulip poplar behind 11722 Putting Green Court. Summary report indicated the tree is in good health; therefore, it will undergo only extensive pruning at this time.

An RFP, sent to five companies for removal of a tulip poplar behind Building #4, yielded no bids by the due date. Mark will proceed with the removal according to a contract previously approved by the Board.

Blade Runners will begin trimming cluster trees during the week of August 15th, in identified cluster areas.

A DRB application to remove two trees behind building #7 was submitted to Reston Association.

Special Projects:

The parking stickers are in the distribution process. Mike is updating the clusters parking records.

Miscellaneous

Donna has completed/submitted the annual DPOR report.

Frank provided Donna & HeidiAnne with the Virginia Department of Taxation (Mr. Nolte) contact information and indicated which documents he has requested regarding filing the cluster's income tax.

Received and briefly discussed the Mason & Mason *Draft* Capital Reserve Assessment Report. In 2017 Donna will prepare an RFP for cluster asphalt and concrete repairs for costing comparisons. This will help the board set a baseline for determining future reserve requirements.

The Board will send out a Cluster Announcement indicating the most recent changes in board positions.

The next meeting is scheduled for 9/19 @ 7:00Pm at Mark's home.

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