



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

**Links Pond Cluster Association
Annual Meeting Minutes**

July 13, 2016

The Annual Meeting was held at the Reston Community Center starting at 8:00 p.m. Owners of 14 properties were present, which constituted a quorum.

APPROVAL OF SEMI-ANNUAL MEETING MINUTES: The minutes of the March 3, 2016 Semi-Annual Meeting minutes were distributed and approved by all homeowners present.

FINANCIAL REVIEW: Donna provided a copy of the cluster's FY2016 budget with an accounting for all the expenditures over the last fiscal year. Donna reviewed all budget line items with the homeowners and reported the cluster ended the year under budget and additional funds will be placed in the cluster's reserve account. The cluster currently has approximately \$65,000 in the reserve account.

Frank reported that a 5-year capital reserve analysis is being prepared based on an onsite survey of the cluster's asphalt and concrete areas, and the board anticipates receiving a draft analysis in August.

LANDSCAPE REPORT: Mark provided an update on the landscaping projects and reviewed the plans for the next year for the wooded areas, the front entrance, tree pruning and removals, and plantings behind building 5.

SPECIAL PROJECTS: Mike reported that the documents for updating the information for vehicles parked in the cluster were sent to all cluster homeowners and residents, and he has received responses from approximately 95% of the recipients. Mike also reported that he will be requesting additional signs from Henry's Towing that will be placed throughout the cluster.

BOARD ELECTIONS: There were two board positions to be filled, and nominations were made for HeidiAnne Werner and Donna Pieper to fill the positions. A request by Frank yielded no additional volunteers or nominations. The nominations of HeidiAnne and Donna were approved by a majority vote.

MISCELLANEOUS:

A homeowner inquired about the board's procedure for handling electronic payments. Donna explained 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, the cluster's treasurer, before any payments are made.

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Frank reported that the storm drains throughout the cluster were inspected by Fairfax County Public Works and Environmental Services. All the storm drains are structurally sound, but two of the curb outlets need to be repaired. The repairs should be completed by the end of the year.

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