



LINKS POND CLUSTER ASSOCIATION
POST OFFICE BOX 2104
RESTON, VIRGINIA 20195
www.linkspond.com

**Links Pond Cluster Association
Board Meeting
October 25, 2021, 7:00**

In Attendance: Lyn McPherson, Mark Schoepfle, Vince Mayer, Mike Mellin, Jane Derrick

Agenda:

- Financials
 - Income and financials in a good place. Made our first quarter installment for the reserve fund for Q1.
 - Revisiting the policy change to consider dues late after the 15th of the first of each quarter; it does lend to more efficient bookkeeping, less administrative work, and in line with standard business practices. Notification of the reasons for policy revision as well as the revised policy will be sent to the Links Pond residents after further review.

- Special Projects
 - Parking Decal Database and parking issues update
 - Mark to marry up the spreadsheet details with the paper applications on file. Will provide decals to residents who still need them and request they be put on their vehicles to ensure parking problems do not arise. Looking to simplify the parking application moving forward. Will review, create as a fillable pdf and add to the Links Pond website.
 - Assignment of buildings for parking administration
 - Lyn will have buildings 1 and 2
 - Vince will have building 3
 - Mike will have buildings 4 and 5
 - Jane will have buildings 6 and 7
 - Mark will have buildings 8 and 9
 - Repainting ‘Reserve’ spaces throughout Links Pond. Mike to look to get three quotes to have this project knocked out prior to winter.
 - Parking lot issue – Chris from ProPave reached back out to Mike; Mike will follow-up on next steps to fix the paving issue.
 - LPCA Regulations regarding towing
 - Need to update the parking polices as the original parking regs allowed removal of vehicles or other property 5 days after notification of violation by return receipt registered mail. 2016 revision of parking regs do not include this.
 - Note: Fairfax regulations are due to be updated in October 31, 2021, for current regulations see: <https://www.fairfaxcounty.gov/cableconsumer/csd/regulation-licensing/trespass-towing>



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- Links Pond is serviced by Henry's towing sign to call 703-481-6670. Need to add those details into the parking policy as well.
- Review of Engineering Study Companies candidates:
 - Mason & Mason
 - Reserve Study Group*
 - PM+ Reserves*
- Of the three groups bidding, Mason & Mason who has handled the Links Pond study in the past and has a lower cost, will be notified to complete the study for Links Pond no later than June 15, 2022.
- Review of recap of Golf Course Meeting 9/29 – will review one additional time and then send pdf out to Links Pond residents.
- Fairfax required policy/procedure regarding notice of electronic meetings; Jane to review policy for adding to the update review of bylaws to be completed. Will ensure we are following policy to update Bylaws via amendment and once approved internally will run by RA. We will then formalize the policies and post on the Links Pond website.
- Landscape
 - Review of Mowing/tree work contracts for 2022
 - Have requested three quotes for landscaping and snow removal.
 - Quotes are coming in and a decision will be made to award the business in the November monthly board meeting.
 - Cluster clean up November 6 notice – email and at mailbox; Vince to put the notices at the mailboxes and Jane to get coffee and donuts.
- Other
 - Response from RA regarding updated standards – need to specify and approve colors for composite decks
 - Suggest providing the below colors to the Links Pond RA submission.
 - Trex: <https://www.trex.com/inspiration/colors/> Greys (Pebble Grey, Foggy Wharf and Island Mist), Browns (Beach Dune, Select Saddle, Enhance Saddle, and Havana Gold)
 - 11702 Putting Green Court pre-sale inspection; awaiting word from the homeowner to proceed.
 - Trailer near building 7 – has been removed