

Soapstone Cluster Association

Board of Directors Meeting Minutes – November 19, 2025

1. Call to Order

The meeting was called to order at **7:01 PM**.

2. Confirmation of Quorum

All **three Board members** were present. Quorum was confirmed.

3. Confirmation of Agenda

The agenda was reviewed and **approved as presented**.

4. Approval of October 2025 Minutes

The October meeting minutes were distributed via email.

The Board reviewed and **approved** the minutes as presented.

5. Treasurer's Report

- The Treasurer reported that the **capital reserve fund is currently low**, primarily due to the significant cost of the recent **asphalt repaving** project.
 - **Action Item:** Determine the required minimum monthly and annual reserve levels per governing documents and the reserve study.
 - Two Certificates of Deposit (CDs) are maturing:
 - One CD will be moved into the **money market account**.
 - The second CD will be rolled into a **new 12-month CD**.
 - Delinquent accounts increased from **5 to 11**, potentially related to the federal government shutdown.
 - For one long-standing delinquent account, the Board has initiated **bank account garnishment** in accordance with advice from legal counsel.
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6. Grounds Report

- The Board provided an update on the **Fairfax PRISM Mini-Grant**, which supports the removal of invasive vines and shrubs threatening the community's trees.
- BrightView will remove the **larger invasive plants** using grant funds.
- A community volunteer workday was held on **November 15** with strong participation. Volunteers removed numerous invasive vines and smaller shrubs as part of the required in-kind match.
- The Board thanked all participants for their efforts and contribution to the grant program.

7. Old Business

a. Maintenance & Cluster Standards Procedures

Draft Procedures Distribution & Resident Feedback

- The Board discussed the **draft Maintenance and Cluster Standards Procedures** previously shared in the November newsletter.
- Several residents indicated they did not notice the draft in the newsletter and recommended sending a **stand-alone email** or providing **printed copies** to ensure full visibility.

Attorney Consultation

- The Board will consult the Association's attorney to determine:
 - Whether a **resident vote** is legally required to adopt the updated procedures and the Resolution.
 - Whether the documents should undergo **legal review** before publication.

Publication Timeline

- The final documents will be distributed to residents in **January**, with a vote planned for the **February Annual Meeting**.

b. Fire Lane Parking Enforcement

- The Board noted that the **Fire Marshal has not responded** to outreach sent last month regarding fire lane enforcement requirements.

c. Towing Signage at Entrances

- A resident reported that only **one entrance** currently has the required towing signage.
- The Board will confirm whether the towing company is responsible for additional signage and ensure all entrances have proper signage.

d. Solar Path Lighting & Stair Maintenance

- Residents provided **positive feedback** on the newly installed **solar path lights** in common-area walkways.
- Planned **stair painting** was postponed due to cold weather and will be completed in **spring 2026**.
- One additional set of stairs need solar lights. The Board will install these lights as soon, weather permitting.

e. Cluster Workdays

- There will be **no additional cluster workdays until March**, when weather conditions improve.

f. Cluster Standards Updates (RA Submissions)

- The **house number updates** have been submitted to the Reston Association (RA).
 - Pending submissions include:
 - Fence and deck railing color/stain standards
 - Window replacement guidelines designed to reduce the need for DRB review for like-for-like replacements
 - No residents volunteered for the **Cluster Standards Committee**.
 - The Board President will proceed with the three proposed standards updates:
 1. Fence and deck railing stain/color standards
 2. Window replacement guidelines
 3. House number standards (already submitted to RA)
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8. New Business

a. FY27 Budget Planning

- The Board began initial planning for the **FY27 budget**.
- The current **landscaping contract** expires on **April 1**, and the Board will evaluate whether to rebid the contract, negotiate revised terms, or renew.

b. Bamboo Removal & Invasive Maintenance Budgeting

- The Board discussed the **significant bamboo growth** behind a row of homes, which will require professional removal.
 - This may be handled as:
 - An **unplanned expense** for the current fiscal year, or
 - A new recurring **budget line item** for invasive species maintenance, consistent with the long-term invasives management plan.
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9. Resident Questions & Community Concerns

a. Leaf Removal Schedule

- Due to rain, the scheduled leaf pickup for today was postponed to **Friday**.
- The Board confirmed two additional leaf pickups:
 - **First week of December**
 - **Second week of December**

- A resident asked whether leaves from front yards could be blown into common areas.
 - The Board advised **against** this practice, as it can block storm drains and create water issues.
 - Residents should dispose of leaves using **regular yard waste collection**.

b. Overgrown Shrub at Hearthstone Entrance

- A resident noted a shrub obstructing the sidewalk near the Hearthstone entrance.
- The Board will ensure it is **trimmed back** to maintain accessibility.

10. Next Meeting

The next Board of Directors meeting will be held on **Wednesday, December 17, 2025**.

11. Adjournment

The meeting was adjourned at **8:18 PM**.
