

Soapstone Cluster Association

Board of Directors Meeting Minutes

Date: Tuesday, June 23, 2026

Time: 6:30 p.m.

Location: Microsoft Teams

1. Call to Order

President Sebila Raubacher called the meeting to order at 6:33 p.m.

A quorum was established with all three Board members present.

Board Members Present

- Sebila Raubacher, President
- Jeff [Treasurer]
- Adam Smith, Secretary

Residents in attendance included Barbara Eppler, Debra, and Janna Marchione.

2. Approval of Prior Meeting Minutes

The Board reviewed the April 2026 Board Meeting Minutes.

Motion: Approve the April 2026 Board Meeting Minutes.

Vote: Approved unanimously.

3. Board President Updates

The President thanked all residents who attended the annual community picnic held in May. The Board noted the excellent turnout and appreciated the many residents who contributed food, helping reduce Association costs while making the event a success.

Board members expressed support for continuing the community picnic as an annual tradition.

4. Financial & Administrative

FY26 Audit

The Board reported that the FY26 independent financial audit has begun following the completion of tax season. The Association's auditor has started fieldwork and the Board expects to receive the completed audit report once the review is finalized.

The Board reiterated its commitment to conducting annual audits to provide more timely financial oversight than the previous practice of auditing every two years.

Financial Update

The Treasurer reported that Association finances remain healthy overall and that operating expenses are currently under budget in most categories, including landscaping.

The Board discussed:

- Current reserve and operating account balances
- Pending accounting treatment of annuity proceeds
- Deferred tax liabilities associated with investment income
- Current certificate of deposit investments
- Projected interest earnings for FY27
- Owner receivable balances and delinquent assessments

Residents asked several questions regarding reserve balances, investment income, deferred taxes, and delinquency trends. The Board discussed the financial statements and explained that reserve balances declined primarily because major reserve projects, including asphalt paving and concrete work, were completed during the fiscal year.

Investment Policy

The President presented the final Investment Policy after incorporating two rounds of homeowner comments.

The policy establishes guidelines for managing Association reserve investments while maintaining liquidity for scheduled reserve expenditures.

Motion: Adopt the Soapstone Cluster Investment Policy.

Vote: Approved unanimously.

The Investment Policy was adopted.

Delinquency Administrative Procedure

The President presented a draft Delinquency Administrative Procedure intended to provide the Board with a consistent framework for handling overdue assessments.

Discussion included:

- Management company responsibilities
- Courtesy reminders
- Formal delinquency notices
- Referral to legal counsel
- Timing of collection actions
- Improving consistency in enforcement

The Board expressed concern regarding the increasing amount of delinquent assessments and agreed that more structured collection procedures are necessary.

The Board will continue refining the draft procedure before formal adoption.

Legal Collections

The Board discussed concerns regarding the Association's current legal counsel and the lack of progress on several delinquent accounts despite repeated follow-up.

Board members expressed interest in obtaining proposals from other HOA law firms with stronger collections experience.

No formal action was taken.

Late Fee Discussion

The Board discussed the current \$15 late fee established in the bylaws and agreed that it no longer serves as an effective incentive for timely payment.

Potential future amendments discussed included:

- Increasing the late fee amount.
- Allowing the Board to establish the late fee by policy rather than specifying a fixed dollar amount in the bylaws.
- Considering a future bylaw amendment for homeowner approval.

No action was taken at this meeting.

5. Grounds & Maintenance

Bamboo Removal

The Board reviewed ongoing efforts to remove invasive bamboo behind the lower Hearthstone Court homes.

Commercial removal quotes remain prohibitively expensive.

The Board discussed a phased volunteer approach involving:

- Continued manual cutting
- Herbicide applications
- Hauling assistance
- Possible use of landscaping budget savings
- Exploring grant opportunities

The Board acknowledged that complete removal will likely require multiple years of sustained effort.

Landscape Improvements

The Board discussed several additional landscaping and maintenance items, including:

- Erosion near Janna Marchione's corner property.
- Volunteer installation of river rock and erosion-control plantings using an existing landscape design.
- Additional erosion concerns near the Hearthstone stairs.
- Coordination with Fairfax County for site visits and technical guidance regarding erosion control.
- Trimming vegetation obstructing sidewalks.
- Common-area maintenance to be completed by Blake Landscapes using hourly work crews.
- Ongoing annual inspections identifying private vegetation encroaching onto common areas.
- General landscape cleanup following recent storms.

Residents also raised concerns regarding overgrown trees and shrubs affecting sidewalks. The Board confirmed these issues are being addressed through maintenance work and annual inspections.

6. Community & Services

Glass Recycling

The Board discussed the possibility of establishing a community glass recycling service.

The Board reviewed estimated costs and considered anticipated resident participation.

Members agreed that additional resident interest should be evaluated before committing Association funds to the service.

No formal action was taken.

7. Governance & Policy

Window Design Standards

The President presented the draft Window Design Standards currently under development.

The standards are intended to provide homeowners with consistent guidance regarding replacement windows while preserving the architectural character of the community. The Board discussed several provisions and agreed that additional refinement is needed before submitting the draft for homeowner review and eventual Reston Association Design Review Board consideration. No action was taken.

8. Strategic Initiatives

EV Charging

The Board reviewed the results of the recent homeowner EV charging survey.

Discussion included:

- Overall resident interest
- Grant opportunities
- Fairfax County programs
- Technical and legal challenges associated with installing charging infrastructure
- Possible future engineering assessments

The Board agreed that the survey results provide valuable information for long-term planning. No immediate infrastructure decisions were made.

9. New Business

Additional discussion included:

- Ongoing coordination with the new community manager following staffing changes at Keymont.
- Future reserve planning, including retaining walls and other long-term capital projects.
- Continued efforts to improve community appearance through volunteer projects.
- Future Board priorities for collections, landscaping, and policy development.

No additional motions were introduced.

10. Adjournment

There being no further business, a motion was made to adjourn the meeting.

Motion: Adjourn the meeting.

Vote: Approved unanimously.

The meeting adjourned at approximately **8:03 p.m.**

Action Items

Action Item	Responsible Party
Finalize Delinquency Administrative Procedure and circulate draft for Board comments	President
Meet with Keymont regarding collection procedures and management responsibilities	President
Research alternative HOA legal counsel for collections	Adam Smith
Continue FY26 audit with independent auditor	Treasurer
Monitor annuity accounting and implement Investment Policy as funds become available	Treasurer & President

Continue volunteer bamboo removal effort and organize work group	Adam Smith
Coordinate hauling and herbicide strategy for bamboo removal	Board
Continue discussions with Fairfax County regarding erosion control	President
Complete sidewalk vegetation trimming and hourly landscape work with Blake Landscapes	Board
Continue development of Window Design Standards	Board
Continue evaluating community glass recycling based on resident interest and cost	Board
Monitor EV charging initiatives and potential grant opportunities	Board

Respectfully submitted,
Adam Smith
Secretary
Soapstone Cluster Association Board of Directors