

## **Glenbrooke Woods HOA – Annual Meeting Minutes (2026)**

**Date: 03/25/2026**

**Location: Fox Mill Elementary School / Virtual**

**Recorded: Yes**

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### **1. Call to Order**

The meeting was called to order by President Karen Ulans. A quorum was established, and audio/virtual participation was confirmed.

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### **2. Board Introductions**

The following board members were introduced:

- **President: Karen Ulans**
  - **Treasurer: Jackie Beverstock**
  - **Secretary: Gautam Satya**
  - **Common Area Manager: Gary Morando**
  - **Board Member: Jesse Blanc**
  - **Webmaster: Brooks Beverstock**
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### **3. Financial Report**

- **The HOA is currently operating at a deficit.**
  - **Annual income is approximately \$51,000–\$55,000, while expenses range from \$59,000–\$63,000.**
  - **Trash services account for approximately 90% of total expenses.**
  - **Dues collection rate is approximately 83–84%, with outstanding balances remaining.**
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### **4. Resolutions & Voting Record**

### **Resolution GW-HOA-2026-01: Special Assessment Approval**

- **Motion: Approve a one-time special assessment of \$240 per household**
  - **Purpose: Cover projected ~\$20,000 budget shortfall and maintain essential services**
  - **Discussion Summary:**
    - **Financial deficit driven primarily by rising trash costs**
    - **CPI-based dues increase limitation insufficient**
    - **Assessment includes buffer for anticipated cost increases**
  - **Voting Method: One vote per household (in-person)**
  - **Result:       Approved**
  - **Effective Date: Payment expected by June 1, 2026**
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### **Resolution GW-HOA-2026-02: Neighborhood Entrance Sign Repair**

- **Motion: Allocate approximately \$1,800 in raised funds toward repair of existing signs**
  - **Discussion Summary:**
    - **Repair selected as cost-effective solution given current financial conditions**
    - **Replacement deferred for future consideration**
  - **Voting Method: Show of hands / household vote**
  - **Result:       Approved – Harold Leff - Leading the effort**
    - **Vote Count: 34 in favor, 5 opposed**
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### **5. Bylaws Review**

- **Current bylaws limit annual dues increases to CPI and are no longer sufficient to meet rising costs.**

- **A comprehensive review is required.**
  - **An Ad Hoc Bylaws Committee will be formed to evaluate and propose amendments for community vote.**
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## **6. Operations Update**

- **A new HOA website has been launched and will be used for future communications.**
  - **Common area management activities continue, including vendor evaluations and coordination with local authorities.**
  - **Communication channels include email and community platforms.**
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## **7. Board Elections**

- **All board positions are open.**
  - **Ballots will be distributed via mail.**
  - **Nominations may be submitted to the Secretary.**
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## **8. Future Agenda Items (Fall 2026 Meeting)**

- **Bylaws amendments and updates**
  - **Sign repair progress**
  - **Traffic safety concerns (VDOT coordination)**
  - **Community improvement initiatives**
  - **Formation of additional committees (Architectural Review, Social Committee)**
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## **9. Key Actions**

- **Issue special assessment notices**
- **Form bylaws review committee**
- **Initiate sign repair work**

- **Distribute board election ballots**
  - **Schedule Fall 2026 meeting**
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#### **10. Adjournment**

**The meeting was adjourned following completion of all agenda items.**

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#### **11. Certification**

**These minutes are respectfully submitted by:**

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**Gautam Satya**  
**Secretary, Glenbrooke Woods HOA**

**Date: 04/08/2026**\_\_\_\_\_