

# Cluster & Condo Advisory Committee

## Work Plan May 2007- March 2008

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### CLUSTER & CONDO ADVISORY COMMITTEE

**Description.** The Cluster & Condo Advisory Committee assists the Board of Directors by: 1) serving as information resource to Reston Cluster and Condominium Associations; and 2) fostering communications between the Association and residential property owners on such issues including but not limited to property management, maintenance, and revitalization.

#### Responsibilities.

- i. Facilitate the collection and exchange of information among Reston Cluster and Condominium Associations regarding issues of mutual concern.
- ii. Develop methods to promote the benefits of residential property maintenance and renewal.
- iii. Establish an annual agenda for and host educational workshops and events, including an EXPO showcasing area community management, maintenance, landscape, paving, roofing, banking, legal, and waste removal/recycling companies and contractors.
- iv. Conduct an annual Cluster and Condominium survey to update officer and contact information as well as collect data on Cluster and Condominium governance, assessment, legal, and property maintenance issues.
- v. Assist in developing and updating a Cluster and Condominium Directory.
- vi. Assist in coordinating pertinent communication and outreach materials for distribution to Reston Cluster and Condominium Associations including, direct mail postcards, quarterly paper and electronic newsletters, and legislative/issue alert bulletins.

#### New Initiatives for 2007

| Strategic Goal & Objective  | Action Step to Achieve Objective  | Anticipated Completion Date | Status      |
|---|---|-----------------------------|-------------|
| <b>Strategic Goal 5:</b> Covenants, Design, and Maintenance – to ensure maintenance, preservation, and revitalization of all properties and infrastructure. | 1. Update contractors list to ensure accuracy, e.g. company name, contact person, telephone number, web site, and other relevant information. Information is also needed for the next EXPO. | August 2007                 | In progress |

| Strategic Goal & Objective  | Action Step to Achieve Objective  | Anticipated Completion Date | Status             |
|---|---|-----------------------------|--------------------|
| <p><b>Strategic Objective:</b><br/>Continually increase Member awareness of standards and guideline requirements to improve compliance with Reston covenants.</p>   | <p>2. Develop the next Cluster/Condo Survey to focus on contractors used by Reston board members.</p>   | <p>July 2007</p>            | <p>Developing</p>  |
|   | <p>3. Explore the possibility of a new program for enticing clusters and condominiums to update their governing documents. Using the Herndon grant program as a model, research the possibility of similar matching grant program, i.e. the Reston Association would grant eligible clusters/condos a \$1,000 matching incentive to update their association's governing documents.</p> | <p>March 2008</p>           | <p>Researching</p> |
| <p><b>Strategic Goal 5:</b> Covenants, Design, and Maintenance – to ensure maintenance, preservation, and revitalization of all properties and infrastructure.</p> <p><b>Strategic Objective:</b> Deliver consistent and objective application of the design and use/maintenance processes.</p> | <p>4. Offer a workshop at the 2007 EXPO for Updating Cluster and Condominium standards. The Covenants Department could be in attendance for the workshop to talk to association representatives. If not possible during the EXPO, then as a regular workshop during the 2007/2008 calendar.</p>   | <p>September 2007</p>       | <p>Developing</p>  |
| <p><b>Strategic Goal 1:</b> Communications – To effectively communicate with our membership and the great community.</p> <p><b>Strategic Objective:</b> Continuously inform our Members of the role and purpose of the association through various communications methods.</p>                  | <p>5. Develop an annual event just for condominium board members.</p>   | <p>March 2008</p>           | <p>Researching</p> |

## On-going Committee Activities

In addition to the proposed New Initiatives, the following are On-going/Cyclical Activities of the Transportation Advisory Committee:

1. Schedule 6-8 workshops a year, ideas for 2007-2008 are: "Disclosure Documents," "Updating Cluster Standards," "Holding Effective Board Meetings," "The Wow Factor, How Do Real Estate Agents View Your Association," "Insurance Coverage," "Legal Update 2008," "ABCs Workshop."
2. Follow Virginia legislative action, especially when the Virginia General Assembly is in session.
3. Restructure Cluster/Condo newsletter.
4. Discuss and review the candidates for the annual "Cluster/Condo Award."
5. Plan and implement the Winter Social, January 2008, a social event for cluster and condominium board members.
6. Continue assisting clusters and condominiums with requests to gather information on cluster/condo standards (color palettes, roofing manufacturers/colors, etc.).
7. Discuss other proactive events/workshops for example: 1) A Cluster/Condo committee member accompanying a Covenants Department Property Inspector to a cluster or condo annual board meeting, when requested and 2) coordinating with the Environmental Advisory Committee (EAC) to offer a special workshop such as environmentally sound practices in clusters and condos.
8. Revamp and distribute a new cluster/condo survey, as per item #2 in the Action Steps above.
9. Maintain an accurate cluster and condo board members' directory.