

Coleson Cluster Annual Meeting
April 6, 2015
Lake Anne Elementary School

*Board attendees: Vern Wyly, Lee De Cola, Kerri Bundy, Laura Dalton, Barbara Larsen
Treasurer: Marion Greene*

25 Cluster households were in attendance representing a quorum.

Call to Order and Welcome

Vern called the meeting to order at 7:11 p.m., welcomed the community, introduced new residents, and acknowledged births in the Cluster since the April 7, 2014 Annual Meeting.

Vern pointed out an update on the Lake Anne redevelopment had been provided by Supervisor Hudgins' office in the format of a handout. Vern asked residents to email questions about the handout to any CCA Board member.

Speaker #1

Sam Harahan (1660) and Konstantin Stamatov (1684) presented a brief report from the Ad Hoc Paving Committee.

- The last major repaving work in our cluster was done in 1994 (edge milling and top coat overlay). The driveway curbs and gutters date back from when the Cluster was built nearly 50 years ago.
- Since 1994, the Cluster spent an average of \$2,000 per year for patching, maintenance, and related costs, which successfully extended the useful life of the surface.
- The Committee determined that the Cluster driveways and pathways, and a portion of the existing curbs and gutters need to be replaced in 2015 or 2016.
- Estimates obtained from five contractors for required paving work ranged from approximately \$68,000 to \$150,000, depending on variables such as depth of asphalt base and materials used.
- Funding for this expenditure would come from Cluster Reserves, however other sources of funding, including, but not limited to local, State, and Federal grants would be explored
- The Committee recommended that the Board hire a civil engineer for direction and advice in this process.
- The decisions related to the repaving project would be made by the CCA Board with input from the Ad Hoc Paving Committee, Cluster residents, and a civil engineer should the Board decide to hire one.

Speaker #2

Casey Deccio (1634) presented a report on the Cluster's 2014 Reserve Study

- Coleson Cluster's 2014 Reserve Study was prepared by a 6-member Reserve Study Committee chaired by Casey Deccio.
- The 53-page report which included assessments, committee members' write-ups, and vendor estimates was presented to the Board in December, 2014. A spreadsheet to formulate graphs and the reserve study model was also provided.

- The study looked at each of the Cluster's capital assets and, with assistance from outside vendors, determined the current condition of each asset. The committee identified the total life expectancy and remaining life of each asset, and then projected the replacement cost over time as well as the level of reserves needed to support funding for eventual repair and/or replacement. Funding for the repair and/or replacement of Cluster capital assets would come from the Cluster's Reserve Funds, not from the Cluster's Operating Funds.
- The Committee presented their 53-page report to the Board as a living document and a resource for ongoing planning. The report estimated that the Cluster was currently 125% funded for reserve expenses.
- The Committee recommended that the Board refer to the 2014 Reserve Study each year as part of long-range planning for the Cluster, and adjust contributions to Reserves as appropriate, and in accordance with annual operating expenses and condition of the capital assets.
- The report would be posted on the Cluster website once the Board completed a cluster walk-through to review the committee's assessment of each asset.
- It was noted that the Reserve Study is prepared every five years as required by the State. The next study would be prepared in 2019

Speaker #3

Freya De Cola (1626) presented a brief introduction of the National Wildlife Federation's Certified Wildlife Habitat Program

- Freya noted that Claudia Thompson Deahl, Reston Association's Environmental Resource Manager, recently initiated a new focus to a 15-year-old program to expand the number of areas in Reston designated by the National Wildlife Federation as a Certified Wildlife Habitat. Freya and Claudia have reached out to encourage businesses, homes, and schools in Reston to provide a natural habitat for birds, butterflies, salamanders, toads, chipmunks, and other creatures.
- Freya outlined the four components of the program (food, water, cover, and places to raise young) and referred residents to the display table set up with Certified Wildlife Habitat program materials and applications. Residents were asked to contact Freya (1626) if interested in applying for this designation as an individual homeowner.
- Freya would work with the Landscape Committee and the Board to investigate the level of interest in Coleson Cluster applying for a Certified Wildlife Habitat designation.

Overview of 2014/2015 Accomplishments presented by the Board members

- Two new park benches installed in the meadow
- Tree Committee formed, Chaired by Lee De Cola (1626)
 1. Oversaw approximately \$10,000 worth of tree work
 2. Planted 14 trees
 3. Created a Trees of Coleson Cluster fact sheet
- Established a database for watch lights, including their pole numbers and luminance measurements
- Negotiated new 3-year landscape contract with Shenandoah Landscapes. Emphasis on turf improvement.
- We are in the process of reviewing and soliciting proposals for cluster insurance coverage.

- Snow Contract renewed for one year with Bill Farrar.
- Even with a very snowy winter, no special assessments were necessary
- Landscaping Committee formed, Chaired by Kerri Bundy (1652)
 1. Created an Adopt-a-Spot program
 2. Three Adopt-a-Spot locations chosen and planted
 3. Ten yards of mulch and compost distributed
 4. New Plantings
 - 25 ferns
 - a flat of Ajuga
 - a flat of Liriope
 - 10 additional Hostas in front of 1600
 - 20 test plants for erosion control (PA sedge) along Wainwright
 - 3 Hellebore test plantings on island
 - 10 Rhododendrons planted
- Paving Committee formed, Chaired by Sam Harahan (1660)
- Reserve Study Committee formed, Chaired by Casey Deccio (1634)
 - Report Produced
- Continuing Board Education
 - Bees and Other Pollinators
 - Weed Walk and Turf
 - Rhododendrons and Azaleas
 - Amphibians in The Garden
 - The Woods in Your Backyard
 - Ash Tree Management and The Emerald Ash Borer
 - RA Snow Management & Removal Summit
 - RELAC Air Conditioning System – RA
 - Legal Update Seminar - RA
- New Stop Sign Installed
- Spring Clean-Up & Ice Cream Social
- Fall Clean-Up & Oktoberfest Celebration

General Activity Review – FY 2015

- Federal & State income Taxes for FY2014 – Filed. No taxes needed to be paid.
- Federal & State Income Taxes for FY2015– to be filed.
- CCA Registration with the State of Virginia, Corporation Commission.
- CCA Annual Report made to the Commonwealth of Virginia.
- Renewal of Reserve Account Certificates of Deposit.
- Annual Meeting held April 7, 2014.

Goals for 2015-2016 presented by Laura Dalton, Secretary

- Spring & Fall Clean-Ups and Oktoberfest
- In light of economy, maintain fiscal conservative approach to expenditures
- Plant more new trees
- Improve turf in common areas
- Fine-tune landscaping in areas where there is run-off
- Continue to manage ongoing maintenance of the Cluster and its contracts (landscaping, trees, trash, lighting, dues and carpools)

Finances – FY2015 Financial Review & FY 2016 Budget presented by Marion Greene, Treasurer

- FY 2015 and FY 2016 documents were furnished.
- Dues would remain at \$450 per quarter per household in FY 2016.
- Explained the process for transferring funds into the reserve account.
- \$5,000 was earmarked for painting carports in FY 2016 which would be paid for out of the operating fund.
- Carport roof repairs were anticipated in FY 2016 which would be paid out of the reserve funds.

Awards for Board Service presented by Laura Dalton, Secretary

Laura presented service awards to Kerri Bundy (Board term 2012 – 2015) and Lee De Cola (Board term 2014 – 2015) whose terms as Board members expired 4/6/15.

Nomination and Election of CCA Board Members

Terms and Expiration Dates (* indicates position to be filled at this meeting):
(One vote per household)

2013 – 2016, Laura Dalton
2014 – 2017, Vern Wyly & Barbara Larsen
2012 – 2015, *Kerri Bundy & *Lee De Cola

Two positions open for Director, 2015-2018.

- Tonya Mazarowski nominated Casey Deccio to Director, 2015-2018; Casey elected.
- Will Fraize nominated Lee De Cola to Director, 2015-2018; Lee elected.

OLD BUSINESS

Will Fraize (1672): Updated Cluster Directory

Requested anyone with changes to update the list provided at the check-in table. He would update the directory and distribute hard copies to the residents.

Discussion – Residents voiced concern about the idea of posting the directory on the Cluster's public website. Laura or Barbara would e-mail the revised directory to CCA residents. The question was raised about including children's names on the directory. Consensus among the residents was that parents could opt out as needed.

Eileen Harahan (1660): Updated Cluster Emergency Contact List.

Requested residents to drop changes off at 1660. No action required for residents if their information was correct.

NEW BUSINESS:

Kathy Lamkin (1656): Welcome Committee and Parking Stickers

Kathy identified the need for a Welcome Committee in the Cluster and volunteered to be the initial point of contact for new residents and to deliver a welcome letter with top five important bits of information for living in the Cluster. Vern offered that the Board would discuss the

welcome committee idea at a future Board meeting. He also mentioned that Board was looking into updating the *Coleson Cluster Resident Directory and Informational Handbook* (2000 Ed.).

Kathy also voiced a concern over the lack of cars displaying Cluster parking permits. She did an informal survey and reported that 2/3 of the cars parked in the Cluster did not display a Cluster parking permit. The residents were assured that Kerri Bundy was managing the parking permits and Marion affirmed that the Board was addressing the problem.

Konstantin Stamatov (1684): Opt out of post emergent broad leave herbicide application
Konstantin asked if residents could "opt out" of broad leaf herbicide spray such as was applied last spring, an idea that garnered much support by the residents in attendance. The Board tabled the discussion to a future Board meeting in order to fully investigate the matter prior to making a decision.

Marion Green (1610): Community Newsletter, Community Yard Sale, and Raccoons

- Marion reminded residents that Diane Thompson and Marion produce our community newsletter, and to contact either Marion or Diane to submit newsletter articles.
- A resident approached Marion about a community yard sale late April or early May. Residents were asked to contact Marion if they were interested in participating.
- Another resident reported seeing a large raccoon in the area of 1618, and that reportedly got in the trash between carports near 1656.

Discussion: Vern stated that the Board would research and discuss this matter. Concern was voiced over the potential risk if Raccoons came out during the daytime. It was discussed that the residents needed to put lids on all trashcans to eliminate a food source to local wildlife; Casey noted that residents needed to identify where the raccoon was living and block off or screen over any access point (e.g. under decks or houses) to eliminate unintended shelter. The discussion also referenced other wildlife that frequented the cluster, including fox, deer, and snakes. Vern asked residents to notify their neighbors if they observed trashcans without lids.

Vern Wyly (1686): Volunteers needed

Vern noted that a chairman was needed for the spring and fall Cluster Clean-ups. Contact Vern if interested.

The Annual Meeting was adjourned at 8:56 p.m.