

Coleson Cluster Board of Directors Regular Meeting
January 7, 2016
1682 Wainwright Drive

Board members attending: Vern Wyly, Laura Dalton, Casey Deccio, Lee De Cola, Barbara Larsen
Treasurer: Marion Greene (by phone for budget discussion only)
Minutes: Barbara Larsen

Guest: Kerri Bundy

Call to order by Vern at 7:37 p.m.

December 3, 2015 Meeting Minutes

Vern moved to approve the December 3, 2015 minutes with minor changes. Laura seconded. The minutes were approved unanimously. Barb would e-mail the final version to Beth Anne James for posting to the CCA website.

CCA Financial Status Report

Vern presented the monthly financial report in Marion's absence.
As of January 7, the checking account balance was \$21,638.00; Reserves balance was \$53,699.80; and total expenses for December were \$3,051.78.

Landscaping Update

Leaf blowing - Kerri updated the Board on leaf-blowing instructions provided to Shenandoah, which included that leaves be mowed, not blown, in the areas behind 1640-1646, in the meadow, and in the green space behind 1600-1608. Kerri indicated she did not know who gave instructions to Shenandoah to not blow leaves behind 1622-1632. Kerri provided a color-coded map to Shenandoah indicating areas to be mowed, blown, or neither.

Kerri discussed the leaf-blowing damage caused by Shenandoah to newly planted areas. Options to protect those areas were discussed, with a consensus to place caution tape around those areas during November, the leaf blowing month, in order to keep the landscapers out.

Spring Clean-up Planting - Laura recommended that Liriope be planted in specified areas along the back walkway during the Spring 2016 cleanup, in order to provide a visual boundary for pedestrians as well as guidance to Shenandoah for their future leaf mowing/blowing efforts.

New Plantings - Kerri obtained 14 free plants from ReLeaf and planted 7 witch hazel plants behind 1682 + 4 kumquat plants behind 1660 - 1670 to replace bush honeysuckle; and 3 holly bushes by carport #11 as a potential deterrent to future graffiti. Further discussion confirmed these plantings did not create "an unfunded mandate" or subject the cluster to future maintenance costs.

Barberry – Kerri recommended that the cluster take advantage of the Fairfax County matching grant program in order to buy plants to replace the barberry plants throughout the cluster. She estimated it would take approximately \$5,000 to replace all barberry plants, or \$2500 to replace the barberry plants within the interior boundaries of the cluster. It was discussed that removal of the plants would be the challenge given their prickly construct. Kerri was asked to provide more information, such as a map of where the barberry plants were located throughout the cluster and the scope of the project, for Board review and approval prior to further action.

Pedestrian "Shortcuts" through the woods along North Shore – Kerri distributed a typewritten summary of issues reportedly caused by people taking shortcuts up the hill and through the woods from North Shore Drive, into and through the cluster on trodden dirt foot paths, versus using the designated paths or sidewalks. The summary offered several alternatives/solutions for the Board to review, consider, and discuss at a later date.

Budget Planning

The Board reviewed the preliminary proposed budget worksheet, and considered historical data as reference points. Consensus of the Board was to add a *Miscellaneous* category to address small expenses that did not fit elsewhere. The Board discussed the importance of establishing a cap to that account, but the specific amount was not captured in the recorded minutes. Marion participated by phone to address specific questions about the FY 2017 budget. The Board members would further review the facts and figures in order to discuss the FY 2017 budget development in greater detail at the February 4, 2016, Board meeting.

Crime Incidents

1. A car belonging to the resident of 1624 was recently broken into through a partially open window, and property was stolen. The resident contacted police and a report was filed. The resident also notified Vern.
2. Resident of 1642 recently noticed a person "trying [to open] car doors" parked in the cluster at approximately 3 a.m. The resident contacted police and reported the suspicious activity.

The Board discussed plans to send a reminder to residents encouraging all to secure their property.

Neighborhood Watch Update

Casey confirmed the cluster neighborhood watch program was in motion. However, active patrols were deferred until training could be provided by the police. Casey would send out a one-page information sheet to residents and also send information to Marion to include in the next newsletter. Officer Defoe would be invited to speak at CCA's April 11 Annual Meeting.

Graffiti Cleanup

Casey confirmed the graffiti was successfully cleaned off the electrical wall box. He would purchase the wax polymer coating to paint the far wall of carport #11, as well as purchase graffiti wipes, to facilitate cleaning of any future graffiti in the cluster. Funding was approved by the Board for both products December 3, 2015. Cold weather may delay the application of the wax polymer coating.

Lighting as Crime Deterrent

The consensus of the Board was that additional lighting near carport #11 was the best deterrent to future incidences of graffiti in that area, and as a result, would solicit bids from electricians to install motion activated lights along the wall of carport #11. Casey would speak with a resident expert for recommendation of specific lighting equipment and positioning of lights for maximum efficiency. Casey would also speak with Will Fraize to request assistance getting Dominion to brighten the lights between carports #11 and #12; Vern would speak with Adam to discuss this matter, and to request that he solicit bids on behalf of the cluster.

Children at Play in Coleson Cluster

The Board discussed an email from a concerned resident about children playing in the cluster streets. The Board affirmed its responsibility to look out for the safety of cluster residents. The Board responded to similar safety concerns in the past by putting signage out in the street to slow the thru-traffic, and by providing additional signage for parents to set out when children are at play outside. In addition, the stop sign near 1610 was raised to improve visibility in order that cars would slow down and come to a complete stop before moving through the intersection. The consensus of the Board was that it was beyond the scope of the Board to issue a mandate forbidding children to play in the street, an action which would usurp parental authority. Instead, the Board would send out periodic reminders to residents, asking parents and children to use caution as children play in the cluster, and asking drivers to be cautious as they drive through the cluster. Laura would draft a brief message for publication in the newsletter.

Trees

1. Lee distributed a photo of a large branch which fell, and then became entangled and suspended, among branches in a tree located behind 1620, posing a safety risk to people and property. **Lee moved to add tree #45 to Thrive's work plan for 2016, to remove the suspended branch, and prune and clean the crown at a cost of \$540 (less the 10% discount). Vern seconded the motion. The motion passed unanimously.**
2. Lee shared that he contacted other clusters in Reston to find out how they managed their trees. An individual at Waterview Cluster shared some of Waterview's processes. Lee would gather that information, revise his tree protocol document, and then discuss with the Board at a later date.
3. Lee mentioned RA offered a workshop on Thursday, March 10, on landscaping and composting, a meeting which conflicted with the Board's March 10 regular Board meeting.

Leaf Blowing Damage Update (2 places)

Vern updated the Board that Shenandoah had been placed in contact with the cluster contractor which provided the repairs and white pine planking on carport #10. The recent damages were anticipated to be repaired soon. Shenandoah already completed repairs to the damaged popup drain and cover behind 1684.

Cluster Handbook Update (Tabled Until February Meeting)

Solar Light Performance (for steps near 1660)

The Board discussed the effectiveness of solar lights placed on steps near 1660. The solar lights did not provide sufficient output on shady days, and the output of watch lights negatively affected the performance of the solar lights. Because the old lights were still working and provided sufficient lighting to the first two steps, no further action was needed. The Board would, however, consider other locations within the cluster where the solar lights might be more effective.

Update on Road Patches

Sam Harahan worked with RELAC to facilitate an upgrade to the asphalt patch for which RELAC was responsible. The upgrade would be delayed until weather permitted the work.

Vern informed the Board that Fairfax Water's two large asphalt patches in front of 1680 were temporary. Permanent patches would be made once the materials settled and weather supported asphalt work.

Laura noted most homeowner insurance policies do not cover the cost to repair pipes from one's house to the road. Laura was able to add coverage for that through Fairfax Water for a reasonable monthly fee.

Other Business

Lee noted it was time for the Board to revisit the annual renewal of the HOA insurance policy. The current insurer is CAU. The consensus was that the Board was satisfied with the level of service provided by CAU and a renewal would be sought. Vern would send Laura a copy of the current policy. Laura would contact CAU to discuss terms of a renewal policy. This would be further discussed at the February Board meeting.

Vern moved to adjourn the meeting at 9:30 p.m.