

Coleson Cluster Board of Directors Regular Meeting
February 4, 2016
1682 Wainwright Drive

Board members attending: Vern Wyly, Laura Dalton, Lee De Cola, and Barbara Larsen
Casey Deccio joined via cell phone at 7:44 p.m.
Treasurer: Marion Greene
Minutes: Barbara Larsen

Guest: Kerri Bundy, Landscape Committee Chair

Call to order by Vern at 739 p.m.

Approval of Minutes of January 7, 2016 (Tabled until the March meeting)

Landscape Chair, Kerri Bundy, to Address the Board

Fairfax County Neighborhood Enhancement Project Partnership did not fund the matching grant program in FY 2016, and it was unknown whether the program would be funded in FY 2017.

Priority Funding Request for FY 2017 budget

Kerri provided a handout outlining the priority funding request on behalf of the Landscape Committee for the proposed removal and replacement of “tick infested” Japanese Barberry throughout the cluster. The primary benefit of this project was to reduce the incidence of ticks in the cluster.

Breakdown of funding request:

- Removal of Japanese Barberry: Manual \$1,500, or Torching: \$1,000
- Full Replacement with plants throughout cluster and wooded areas \$3,000
- Partial Replacement with plants only in visible areas of cluster \$1500

Replacement of Japanese Barberry with appropriate plants could be spread out over time – planting some in spring 2016 and the rest in fall 2016.

Vern requested that Kerri and Lee work together to populate the cluster map with the location of Japanese Barberry plants. Lee would email Kerri a PDF of the cluster map.

Future Funding Needs

- Maintenance of cluster land: slope near 1688, slope above new pollinator garden, care and augmentation of adopt-a-spots;
- Purchase large rocks to landscape area near 1622 - by the Wainwright sidewalk intersection;
- Plant border grass by 1638. Soil testing kit would be required \$15 or \$16 in order to determine which plants would be appropriate;
- Education

Pruning Class

Kerri reminded the Board that the upcoming Pruning Class was scheduled on March 12. Kerri explained that the cost of \$270 would be shared by the cluster (paying for cluster participants) and the master gardener participants (each paying their own share). The concept was that this class trained our residents to perform needed pruning in the cluster, saving the cluster money down the road.

Tree workshop

Kerri suggested the Board consider sending Lee to an upcoming tree workshop in Roanoke.

CCA Financial Status Report

Marion presented the monthly financial report. As of February 4, the checking account balance was \$23,071.51; Reserves balance was \$53,739.22; and total expenses for December were \$2,374.85.

Marion sent IRS-1099 forms for 2015 to three vendors.

Executive Session

The Board went into executive session at 8:05 p.m. to discuss a dues arrearage matter. Outcome of executive session: The Board was fully apprised of dues arrearage status. Executive session ended at 8:06 p.m.

FY 2016 Budget Review

Marion reviewed variances in FY 2016 Budget vs Actual for income and expenses. The most notable being:

Other Income:	Collected \$1,781 over budget of \$450, which represented reimbursement for legal fees with arrears payment. These funds were used for reserve spending.
Snow Removal:	Spent \$920 over budget of \$2,500 as a result of the big snow in January. Options for funding additional snow removal costs through FY 2016 were considered.
Carports:	Spent \$9,993 over budget of \$5,000 for electrical and roof repairs, painting and siding repair.

There may be a carryover from FY 2016 of \$2,427; however, expenses for tree work and snow removal would likely occur before year end, reducing that carryover. The Board discussed strategies to manage any unspent funds at year-end of any given fiscal year. Suggestions included carryover into the next fiscal year as was done in the past, or transfer into Reserves. Consensus was to continue the carryover discussion at a future meeting.

FY 2017 BUDGET DISCUSSION

The Board reviewed the budget worksheet prepared by Marion which included actual income and expenses from FY 2010 – FY 2016, a 7-year average for each line item, and projections for FY 2017. Highlights of the line-by-line draft budget discussions included:

- *Dues* – Proposed budget discussions based upon FY 2017 dues set at \$450/quarter
- *Legal* – Proposed increase to fund anticipated legal expense
- *Insurance* – Proposed increase to fund anticipated insurance premiums
- *Grounds Tree Maintenance* - Proposed increase to fund continued tree work and replacement of trees
- *Grounds Improvement Project* - Proposed increase to fund additional landscaping request
- *Signage* - Proposed increase to fund Neighborhood Watch signs and additional SLOW signs
- *Snow Removal* – Proposed budget amount aligned with the seven-year average vs actual FY 2016
- *Oktoberfest/Youth Activities* – Proposed budget to hold at FY 2016 actual
- *Reserve Allocation* – Proposed 3.5% increase

Follow-on discussions

Laura reminded the Board of its January decision to add a *Miscellaneous* expense category to address small expenses that did not fit elsewhere. A limit for this category was discussed at the January meeting.

Vern noted that this was the third year of a three-year contract for trash disposal services with Republic Services, Inc., and cautioned that the Board needed to provide the vendor 60 days' notice of any changes. Marion would confirm and advise the Board when that contract expires.

Vern asked Casey to review the projected funding of Reserves for FY 2017 and advise the Board at the March meeting how the proposed FY 2017 funding compared to the latest reserve study.

Marion would update the draft proposed FY 2017 budget based on Board deliberations, and distribute it prior to the March 10 meeting.

Casey asked the Board if it wanted to consider additional traffic calming efforts in the cluster, such as rumble strips. Vern affirmed he would like to see the Board start the investigation process into additional traffic calming options and suggested the Board form a committee to look into the subject. Casey volunteered to drive through other communities to investigate options. Lee would do research on traffic calming in the next three months. Due to timing, any funding for this endeavor would need to be built into a future budget. Casey suggested a safety category be added to the budget.

In addition to other formatting recommendations, Lee suggested putting a side note on the FY 2016 Capital Improvements budget line to explain the approximately \$93,000 expense for future reference.

Vern reminded the Board that it would finalize the proposed FY 2017 budget at the March 10 regular Board meeting, and then vote on the final budget at a special budget meeting late March, after the community was provided time to review the proposed budget and offer feedback.

Vern suggested that CCA may be able to obtain a reduction in the amount of the required fidelity bond under the Virginia Property Owners' Association Act since the cluster carried a reduced reserve fund balance due to the large capital improvements expenditure in FY 2016. Laura would contact the insurance company to inquire into that possibility and to find out if the current insurance policy contained employee dishonesty coverage.

Neighborhood Watch - Update

Casey reminded the Board that patrols were deferred until training could be provided by the police. He would send a one-page information sheet to residents and also send information to Marion to include in a subsequent newsletter. Casey would purchase the wax polymer coating to paint the far wall of carport #11, and purchase graffiti wipes, to facilitate cleaning any future graffiti in the cluster. Funding was approved by the Board at the December 2015 meeting. Cold weather would delay the application of the wax polymer coating.

Vern suggested that Casey line up Neighborhood Watch volunteers in advance, and cautioned that warmer weather tended to bring vandals out again.

Trees

Lee requested \$1,000 in the FY 2017 budget for replacement of three trees recently taken down. Lee would discuss with Thrive whether saplings or twigs should be planted and where they should be planted. Lee emphasized that it was important for two to three people be appointed to take responsibility to water the trees once planted.

Some of Thrive's tree work was delayed due to a parked car along Northshore, which interfered with scheduled tree removal. Vern requested Lee to obtain an invoice from Thrive for tree work performed, but not yet billed, so it could be paid in FY 2016.

Stump grinding would be done the week of February 8-12. Lee would draft a message to offer free logs to cluster residents, and would send that message to Barbara for distribution by email. After that, Lee would contact individuals outside the cluster to offer any remaining logs.

Petty Cash

Lee asked why CCA did not maintain a petty cash fund. As treasurer, Marion explained that the cluster had not used a petty cash fund in the past. The reimbursement process was that Marion collected receipts from an individual and issued a reimbursement check with Board approval, combining multiple receipts from the same individual whenever possible. The consensus of the Board was that it did not need a petty cash fund.

Snow Removal Contractor Performance

The Board agreed that the snow removal contractor did good work in January, especially given the magnitude of snow that fell, but the Board had questions about the recent billing, and would obtain clarification before authorizing payment.

The Board discussed that, in the past, the cluster had been plowed twice during a single snow event. It was noted that the contractor rotated order of his snow removal jobs which explained why CCA was not always cleared first.

Cluster Handbook Update (Tabled Until March Meeting)

Solar Lights (for steps near 1660)

Vern spoke with Sam Harahan who wanted to purchase the solar lights for the steps near his 1660. The expense would be \$50 or less. Sam liked the solar lights that were put into the ground. It was suggested that Sam contact Casey for advice.

Update on Road Patch at Cluster Entrance & Near 1680

Mark Waddell from RELAC emailed and said the contractor would put a top coat over the patch at the front entrance, but the application was delayed due to weather.

Fairfax Water marked the pavement near 1680 for replacement of the two large temporary patches. The permanent patches would be made once weather permitted the asphalt work.

Other Business

Marion reported a resident's concern about the possibility of a rabid fox in the area, given the recent news report of a rabid fox in Maryland. Marion advised the resident to call Animal Control to report any suspicious activity, and to notify a Board member as well. Vern explained that Animal Control only took action if the reported animal displayed suspicious activity.

Vern moved to adjourn the meeting at 9:50 p.m.