

Coleson Cluster Association Board Meeting

February 7, 2017, *held at 1688 Wainwright Drive. Minutes: Chad Hill*

Meeting called to order at 7:40PM.

In attendance were CCA Vice President Laura Dalton and board members Casey Deccio, Lee De Cola, Marion Greene (Treasurer), and Chad Hill.

1. First order of business - review and approve outstanding meeting minutes.
 - a. January 17 minutes updated, Lee moves to approve minutes with updates for clarity. Laura Seconds, January 17, 2017 meeting minutes pass.
 - b. Chad action to have them posted to the cluster website.

2. Financial update provided by Marion.
 - Reserves now stand at \$79255.41
 - Marion hopes to investigate another CD purchase.
 - Expenses are routine for this time period.
 - Income is on track as far as payments for quarter/Year
 - Administration is under budget primarily because we've not had any legal expenditures for this budget year.
 - Casey motions that we move the \$3194 from carryover to Reserves - Laura seconds - none opposed. Motion passes.

3. Future meeting dates (annual and board)
 - 7 March Board Meeting at 7:30pm budget proposal - primary agenda item.
 - 28 March Board Meeting at 7:30pm for final approval of budget for distribution.
 - Annual meeting 6 April 6:00pm for Board Members/setup, 7:00pm social and meeting begins at 730pm.

4. Discussion of reserve study.
 - This study is a planning tool to determine whether or not our reserves are in the ball park so that we can record our historical, existing and potential expenditures.
 - This is a tool that we use to help avoid special assessments.
 - Year over year planning rather than year TO year planning and according to Virginia law we are required to do a reserve planning study every 5 years.
 - Casey action to share updated reserve study during 28 March board meeting and/or 6 April annual meeting.

5. Walk around and Tree work (Lee has floor).

- Work on approximately 18 trees. They removed seven and pruned approximately eight trees.
 - Crew was told to remove logs and spars.
 - Lee proposes that we review the work that was done and determine 1. what was accurate/approved, 2. have a meeting with Thrive to verbally voice our concerns, and 3. potentially engage another vendor.
 - Meeting with (other) vendors - Proposed 18 Feb at 0800-0900
 - Despite the displeasure we expect to pay the Thrive bill for services rendered.
6. Budget Review
- 3.5% increase in Reserve fund matched typical inflation rate.
 - If there are questions or concerns Marion requests an email to address them.
7. Landscape Contract discussion
- Adam Petersen gave us numerous suggestions.
 - How do we take his suggestions and turn them into a Shenandoah Performance Improvement Plan (PIP)?
 - Lee suggested that Adam look over the contract before we (re)sign
 - Vern mentioned a one-on-one meeting with Cindy.
 - Action Laura to nudge Vern to engage Cindy
 - Valuable resource to have a resident (Adam) as a Subject Matter Expert.
8. Other business
- \$500 +\$50 supplies cost for Barberry removal
 - Hazardous/dead tree on private resident's property. Board concludes that it represents a safety hazard. Action Laura to notify the resident in writing that the tree needs to be addressed.
 - In depth discussion of whether or not paying a resident for services represents a conflict of interest and whether or to vendor is licensed/certificate of insurance.
 - Lee motions that we pay \$500 + \$50 for supplies upon receipt of an invoice for removal of Barberry on cluster property only. Chad Seconds. None opposed.
 - Spring cleanup tentatively scheduled for 13 May.
 - Holly branch removal near North Shore cluster entrance to be a prominent item on the Spring cleanup to-do list.
 - Action Chad to email Beth Ann with March meeting dates for the board meetings. 7 March and 28 March.

Meeting adjourns at 9:02PM