

**Coleson Cluster Board of Directors Meeting
March 2, 2015
1682 Wainwright Drive**

Meeting started at 7:10 pm

Board attendees: Vern Wyly, Lee De Cola, Kerri Bundy, Laura Dalton, Barbara Larsen

Treasurer: Marion Greene

Vern opened meeting with a request to approve the Coleson Cluster Board Meeting minutes of February 2, 2015.

- Kerri moved to approve the minutes. Vern seconded. The minutes were approved.

Marion provided the Financial March 2, 2015 financial report. There may be a yearend carryover of as much as \$4,500, but other expenses including unforeseen snow removal and tree trimming may still occur before the end of the fiscal year, reducing that carryover.

- Lee requested that language on future financial reports be revised for clarity to refer to the arrearages owed by households (dues) as “current balance due” instead of “current balance.” Marion agreed to make that change.
- Marion requested approval of \$137 to reorder printed checks. Vern moved to approve the expense, Barbara seconded. The motion was approved unanimously.
- Marion further requested approval to make the final reserve transfer for the year in the amount of \$4,959.00 from CCA’s checking account to CCA’s reserve savings account. The request was approved unanimously.

Marion opened the FY 2016 proposed budget discussion by distributing the proposed budget sheet developed at prior Board meetings.

- *Budget format: General discussion* - Lee asked whether a standard format for cluster budget exists. Laura responded that CCA’s format is very similar to that of corporate budgets; Kerri noted our format accurately reflects the assets in the CCA reserve study; Marion offered that this format was designed to be easy to read for Board members and that at a budget seminar she attended, it was discussed that a budget uses placeholders to continually track relevant categories. As a result, we see two new categories in the FY 2016 budget: Grounds - Front Entrance Annuals and Spring Cleanup Refreshments. Marion mentioned that a pie chart was an effective way to show expenses. Vern requested a pie chart for the April 6 Annual Meeting. Lee agreed to reach out to other clusters at the Washington Metropolitan Chapter Community Associations Institute (WMCAI) annual conference on March 7, 2015, to find out what format other clusters use.
- *Financial, Tax Preparation: General discussion* - Lee asked whether CCA would continue to spend the annual tax preparation fee even though CCA incurs no tax liability. Marion affirmed the importance of an independent and annual review of CCA’s finances and reporting structure, even though we owe no taxes.
- *Administration: General discussion* - the FY 2016 insurance line item went up by 5% from FY 2015 actual. Laura and Vern have requested multiple bids for a replacement insurance policy as the current policy expires May 19, 2015.
- *Essential Services: General discussion* - Budget increased slightly in total lighting category. Snow removal, by nature, is a difficult expenditure to project, and remained the same as in FY 2015.
- *Ongoing Maintenance: General discussion* - Carport painting and repairs will be priority in FY 2016 and Vern confirmed that sufficient funding was built into the corresponding line item for that expense. *Monthly landscape budget* decreased from FY 2015 budget as did the grounds improvement special projects. New line item was added for Front Entrance Annuals. Kerri encouraged the Board to allocate any carryover funds from FY 2015 to landscaping. CCA would need to set aside approximately \$2,500 for a community grant match, should the Neighborhood Enhancement Partnership grant application be submitted by the cluster and approved by the County. (Note: The proposal would be due in October)

- *Social Events: General discussion* - Equipment rental and children's activities for the Oktoberfest were increased. New line item was added for Spring Cleanup Refreshments.
- *Reserves and Reserve Study: General discussion* - The Board plans to do a cluster walk through when weather permits to look at each of the cluster assets addressed in the 2015 Reserve Study in order to determine what capital repairs would be made in FY 2016. It is anticipated that the existing asphalt roadway and parking would need to be replaced within the next year or so.
- *Proposed FY 2016 Budget remains level with FY 2015 Budget for Total Income and Total Expense.*
- *There would be no increase in quarterly dues for FY 2016*
- *There would be an increase of 3.5% in the transfer of collected dues into reserves.*
- *Vern moved that the proposed budget be adopted as presented. Barbara seconded. The motion was approved unanimously.*

Vern agreed to prepare cover letter and deliver along with proposed budget to the CCA residents by Friday, March 6. Residents would have two weeks to review and comment. The FY 2016 Proposed Budget would be scheduled for a vote at the Special Budget Meeting on March 23 at 7 pm at 1682 Wainwright Drive.

Annual Meeting: April 6, 2015, at Lake Anne Elementary School

- 6:30 p.m. social time and 7:00 p.m. meeting begins. Supervisor Hudgins will be guest speaker.
- Barb and Laura to coordinate set up
- Lee to bring sign-in sheet
- Marion would bring pie chart as a handout or large chart
- Two Board positions are up for election. Lee plans to run for reelection. Kerri is stepping down. Candidate must be in good standing (dues current).
- Kerri would make sign to alert residents of Annual Meeting

Wood Pick-up: Since there had been no interest by cluster residents in the logs left by tree trimmers, Vern would contact others to haul it away at no cost.

Paving Committee Update:

- Vern presented a summary. The committee met twice, once being a trip to WSSI in Gainesville VA to look at permeable pavers. The committee determined the cost to use permeable pavers in the cluster would be prohibitive (\$300k), so they would look at alternatives, including permeable concrete to be used in the areas of the storm drain to facilitate drainage. Sam Harahan would present more information on the committee's project to the Board at a future date. A special meeting for the residents would be scheduled at a future date.
- Kerri requested that the Board discuss the use of rain barrels for carport drainage at a future meeting.
- *Curb Repair:* Vern introduced a motion requesting up to \$1,000 from reserves to employ Concrete Jack to see how their processes would work on up to five areas of our depressed curbs and gutters. Vern's suggestion being their services could very likely restore the existing curbs and gutters where needed and would be much less expensive than replacing these same sections. There was urgency in this request because if the test process worked, then Sam Harahan would build that cheaper rate into his paving project proposal and could present it at the April 6 Annual Meeting. Kerri suggested that Sam build the proposal using the more expensive process, with a note that a cheaper alternative would be tested, and if successful, could reduce the paving project costs. The Board had further questions, including: which curbs would be tested and how long would it take to determine if the test procedure was successful. Lee moved the discussion be tabled until the May meeting in order to allow more time for information gathering. While a vote had not yet been taken, the discussion of the Board revealed a preference toward tabling the discussion until the May meeting. The motion was withdrawn and no action was taken.

Hunter Mill Community Summit: Lee briefed the Board on the Hunter Mill Community Summit which he attended on Saturday, February 28, at the Frying Pan Park Visitor Center. He provided an extra set of handouts to Marion since it related to budgets. Marion would read and pass the materials on to other Board members.

WMCAI Annual Conference: Lee registered to attend the WMCAI Annual Conference at the Washington Convention Center on Saturday, March 7. The Board requested that he bring back information on relevant topics including concrete and paving, insurance, and roofing. Vern asked that Lee invite Sam Harahan, chair of the Paving Committee, to attend as well.

- Kerri moved that the Board approve Lee's \$50 registration fee for the WMCAI annual conference. Laura seconded. The motion passed unanimously.
- Vern moved that the Board approve Sam's \$50 registration fee for the WMCAI annual conference if he can attend. Barbara seconded. The motion passed unanimously.
- Marion confirmed funds are available in the education budget.

Cluster Insurance: Laura requested a bid from two insurance companies that write HOA insurance policies - HRI in Herndon and also Farmers Insurance. Vern requested a bid from CAI. Bids not likely to come in until early April; Current insurance policy expires May 19, 2015.

Carport roofs: General discussion - The 2015 Reserve Study revealed that at least four carport roofs have been recommended for full replacement at an average cost of \$7,000 each. Vern suggested there might be repair options that could extend the life of at least two of the roofs, thereby deferring full replacement cost in FY 2016. He would review estimates submitted to CCA by roofing companies and after analyzing the data and weighing the options, Vern would schedule further discussion with the Board. Kerri suggested the Board consider relocating the drains; Vern recommended using rain barrels at the carports instead of relocating the drains to avoid washing out the mulch in nearby beds; Laura advised this discussion be brought up at the annual meeting to advise the cluster residents of a possible \$14,000 reserve expenditures in FY 2016 for two carport roof replacements.

Other Business:

- *Traffic Calming Task Force* - Barbara was a member of the ad hoc Traffic Calming Task Force, a group of representatives from Wainwright Clusters, which submitted a request through Supervisor Hudgins for inclusion in the Residential Traffic Administration Program (RTAP) for traffic calming at two very heavily utilized crosswalks for the RA Green Trail on Wainwright Drive. Supervisor Hudgins supported the request, and as a result, an engineering review was conducted by Fairfax County Department of Transportation on December 17, 2014. The posted speed limit on Wainwright Drive is 25 miles per hour (mph). Average northbound speed was 24 mph; Average southbound speed was 25 mph; Traffic volume was 896. It was determined that Wainwright Drive did not qualify for inclusion in RTAP.
- *Marion researched new solar lighting options to replace the broken light by the steps near 1660 Wainwright Drive.* She recommended the 70 lumen spotlight that costs \$42.97 + tax, and confirmed there are funds remaining in the budget for this purchase. Kerri moved to approve the purchase up to \$52 to include tax. Laura seconded. The motion passed unanimously.
- *Kerri requested \$137 to purchase a reusable double-sided sign to be used to publicize important cluster events such as the annual meeting, spring and fall clean ups, Oktoberfest, etc.* The sign would be stored in the cluster closet in between uses. Barbara moved to approve the purchase. Laura seconded. The motion passed unanimously.

The meeting adjourned at 9:46 p.m.