

Coleson Cluster Board of Directors - Special Meeting
March 23, 2015
1686 Wainwright Drive

Meeting started at 7:09 pm

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

Treasurer: Marion Greene

CCA residents attending: Sam Harahan (1660); Leslie Calhoun and Joe Stetina (1624); Kenny Gardner, Alex Garten, and Nick Fugaro (1662); and Freya De Cola (1626)

Vern opened the meeting with an explanation that the purpose of this special meeting was for the Board to discuss any community input on the proposed FY 2016 budget and to adopt a FY 2016 budget. However, since there were guests in attendance who wished to bring important matters to the Board, the Board would hear these matters first, and then work on the budget.

Leslie Cahoun (1624) addressed the Board regarding a tree matter.

A tree less than ten feet away from Leslie's house, but on cluster property, was deemed to be a safety hazard by the Board after consulting with tree experts. As a result, in January, the tree was topped as part of tree work contracted by the Board. At the Board's request, the contractor left behind a tall spar and a pile of cut logs. Leslie stated that the spar was an eyesore and visible from her deck; the unsightly view could affect the resale value of her home; and since the tree was already dying from the top down, it could prove to be a hazard in the future and fall on the house.

- *General discussion* - Vern, Kerri, and Lee collectively explained that the decision was made by the Board to leave a number of trees as spars in order to retain natural habitat, to maintain a barrier from the traffic and noise on Wainwright and North Shore Drives, and to reduce the cost of tree work. Kerri noted that it's too soon to determine the extent of wildlife usage of the spar, and when the adjacent trees leaf out, the spar may not be as visible. In addition, Rhododendron Maxima have been planted nearby, and hopefully more in the future, which would fill in the understory and provide additional barrier. When a tree is slated to be trimmed in close proximity to a property line, Laura recommended that the cluster needed to be more judicious in the placement of the spars - that wooded areas away from homes is a more appropriate location for them. The Board confirmed that Leslie was not contacted prior to this tree work being performed. Sam mentioned that there were a number of individuals anxious to haul away logs left behind by the contractor in January at no cost to the Cluster.
- Vern moved that the Board approve, in principal, removal of the spar on cluster property immediately behind 1624. No action would be taken, however, until the Board obtained a sufficient number of proposals in order to make an informed spending decision. Lee seconded. The motion passed unanimously.
- *Follow-up discussion:* Vern suggested the Board vote on this matter at the April 6 Board meeting, but only if sufficient bids had been received by then. Otherwise, the matter would be discussed at the May Board meeting. Leslie offered to obtain a bid from a friend who might take down the spar at a discounted rate. Lee would get a proposal from J&L Landscaping. Alex offered to get a proposal from a contractor used by his father's contracting business. Laura reminded the Board that a contractor must be licensed and bonded before the Board could contract with them. Kerri requested that the contractor hired by the cluster to do this work be reminded to "be gentle" to the nearby Rhododendron Maxima.

Kerri introduced Kenny Gardner, Alex Garten, and Nick Fugaro (1662), who came to the meeting to request an exception to the two-parking-passes- per-household policy. 1662 had not received any parking passes since they recently moved in, so their request was for the standard two parking passes plus one extra.

- *General discussion* – Alex commented that the snow removal contractor did a good job in the Cluster this winter. Kerri, who oversees the parking permit policy in the Cluster, opened the parking permit discussion by explaining that there were 54 open parking spots in the cluster (not including carports). If all 45 homes in the Cluster used 1 carport spot and 1 open spot that would only leave 9 open spots for guests. Kerri reiterated the importance of residents using their carport spot in order to free up open spots. Kerri was diligent as she approached new residents for parking pass distribution, but over the 9+ years that the parking passes had been in use, many residents bought and sold vehicles and neglected to update their parking sticker(s) with Kerri. The sense of the Board was that the parking sticker records were likely outdated. Lee suggested it was time for a new “bottom up” parking survey. Sam asked whether the Cluster still needed the parking pass policy. Marion suggested we put out a flyer to notify the residents of parking permit requirements. Kerri agreed to continue to maintain the Cluster’s parking sticker program even though she was stepping down from the Board at the end of March. Marion would coordinate with Kerri to notify her when new residents moved into the Cluster.
- Kerri moved that the Board approve 1 extra parking permit for 1662. Barbara seconded. The motion passed unanimously.
- *Follow-up discussion* – Kerri would issue 3 permits to 1662 immediately. Alex shared that he would be in a police academy training program soon and should he be issued a police car, could he park it in the Cluster. The consensus of the Board was a definitive yes.

Sam Harahan (1660) provided an update from the Ad hoc Paving Committee (the “Committee”). Sam’s overview revealed that Coleson Cluster had approximately 32,000 sq. ft. of asphalt pavement in deteriorating condition. The “sub base”, however, was in good condition. The walking paths were in worse shape than the driveway. The Committee met with 10 contractors. Based on bids received to date, the cost of paving the parking area, including curbs, gutters, and walking paths, could be as much as \$80k-\$120k. One significant factor that affected cost was whether or not the contractor dug down and laid an asphalt layer of 2” or 4”.

- *General discussion* – Sam advised the Board that, as decisions are made to repave the Cluster, they must be made with the understanding that the new surface needed to last a generation. Vern requested the Committee to provide information to the Board in writing that addressed the benefits of a 2” vs. 4” layer of asphalt. The Board would consider consulting a project engineer for advice on the 2” vs. 4” question. The Committee suggested that this work be done within the next year or two, and that the Board should begin to look at all options for funding this work. Alex offered to contact a business associate/paver to provide a bid. Sam would share an update with the residents at the April 6 Annual Board meeting.

Freya De Cola requested Board approval to set up a display at the Cluster’s April 6 Annual meeting in support of the Reston Association’s renewed effort to expand the number of areas in Reston designated by the National Wildlife Federation as a Certified Wildlife Habitat.

- *General Discussion* – Freya is working with Claudia Thompson Deahl, Environmental Resource Manager, to encourage businesses, homes, and schools in Reston to provide a natural habitat for birds, butterflies, salamanders, toads, chipmunks, and other creatures.

Laura supported Freya's request. Laura was not sure, however, that the Board should endorse this program as it would be up to individual homeowners to participate. Vern asked if the Cluster would incur any expenses related to the wildlife habitat program, to which Freya responded no. Freya added that the use of pesticides and chemicals in the Cluster could potentially affect wildlife habitats. Laura noted, and the Board concurred, that the Cluster needed to continue the annual poison ivy treatments.

- The consensus of the Board was to permit Freya to set up a table-top display for the wildlife habitat program and to address the residents at the Annual meeting for 10-12 minutes.
- Follow-up discussion - It was suggested that in the event a significant number of cluster residents decided to adapt their yard into a wildlife habitat, Freya would advise the Board and the landscape committee would work with the residents, as needed. Freya would highlight the wildlife habitat program in the cluster newsletter.

Marion opened the budget discussion by distributing the FY 2015 actual budget and the FY 2016 proposed budget sheets.

- *General discussion* – Marion highlighted that the snow removal went over budget in FY 2015 by \$1,746 and insurance went over budget by \$696. The *Grounds, Total* budget, however, was sufficiently below budget that it more than covered the overruns in snow removal and insurance. Vern asked if any Board members received feedback from residents on the proposed FY 2016 budget circulated to the residents, and none had. Marion noted that the FY 2016 Proposed Budget sheet reflected one change from the budget document that was distributed to the residents: Under *Social Events*, the *Fall Cleanup Refreshments* category was renamed *Spring Cleanup Refreshments*. *The proposed FY 2016 Budget remains level with FY 2015 Budget for Total Income and Total Expense.*
- LAURA moved that the FY 2016 Proposed Budget be approved as presented. Lee seconded. The motion passed unanimously.
- *Follow-up discussion* - Marion would make a budget presentation at the April 6 Annual Meeting, presenting highlights of the budget vs. actual for FY 2015 and the Approved Budget for FY 2016. She would include a pie chart visual. Kerri would put the new sign out to advertise the annual meeting. Vern requested Board members to send a list of accomplishments for speaking points at his Annual Meeting presentation

Other Business:

Lee shared feedback from the CAI conference and handed out materials for the Board to read and pass along. Lee shared one takeaway – that as leaders in the community, we needed to “protect, preserve, and enhance” the community. Lee highly recommended that someone from the Board attend this conference each year.

Vern and Kerri planned to attend the Emerald Ash Borer presentation by the Reston Association on Wednesday, March 25, 2015, at 7:00 p.m.

The meeting adjourned at 8:40 p.m.