

Coleson Cluster Board of Directors Meeting
May 4, 2015 Regular Board meeting
1682 Wainwright Drive

Attendees: Vern Wyly, Lee De Cola, Casey Deccio, Laura Dalton, Barbara Larsen
Treasurer: Marion Greene (arrived at 7:36 p.m.)
Resident: Kerri Bundy (arrived at 7:36 p.m.)

Call to order by Vern at 7:07 pm.

Executive Session

The Board immediately went into executive session to discuss matters of possible legal consequence. Outcome of executive session:

- The Board would prepare and distribute a flyer to cluster residents offering actions which cluster residents could take in order to minimize incidences of Raccoons in the cluster. Posters would also be posted in the carports.
- The Board would purchase and install a “Slow – Children at Play” sign to post at or near the front entrance to address potential safety issue. Expenditure authorized up to \$100

Closed session ended at 7:36 p.m.

Landscape Committee

Kerri Bundy presented the 2015 spring Landscape Committee funding request totaling \$1,255.01 for:

- Plantings for three new adopt-a-spots: behind 1642/1644, in front of 1658/1660, and in front of 1668;
- Materials for timber box to protect ferns perpendicular to carport near 1608;
- *125' hose for cluster use (to be stored behind 1644);*
- *Tick spray for cluster cleanups;*
- *“Stepable” Ajuga for planting around the stop sign near 1610*

Discussion included comments of appreciation from the Board for the landscaping committee’s efforts and expertise to beautify our cluster. The Board discussed the requested plants and materials. It was confirmed that the FY 2016 budget contained \$1,887 for grounds improvement projects.

Barbara moved that the Board approve the landscape committee request as presented, up to \$1300. Casey seconded the motion. The motion passed unanimously.

Kerri also presented a request for up to \$75 to purchase annuals for the front entrance of the cluster to be planted at the May 16 spring Cluster Clean-up Day. It was confirmed that the FY 2016 budget contained \$150 for front entrance annuals.

Vern moved that the Board approve up to \$75 for annuals to be planted at the front entrance. The motion passed unanimously.

Cluster Insurance

The current cluster insurance policy, underwritten by Community Association Underwriters of America, Inc. (CAU), was due to expire May 19, 2015. The Board reviewed and discussed the three insurance quotes obtained by Laura. Laura led a discussion of the components of the quotes received from CAU, Farmers, and Nationwide. Lee requested that this information be provided in a spreadsheet next year to facilitate next year’s discussion. Based on quotes obtained, Laura recommended the Board renew the 2015-2016 HOA insurance policy with CAU

for \$2,773. Marion reported the Board paid \$2698 for cluster insurance in FY 2015. It was confirmed that the FY 2016 budget contained \$2,835 for cluster insurance.

Vern moved that the Board renew the 2015-2016 HOA insurance policy with CAU at the quoted price of \$2,773. Lee seconded the motion. The motion passed unanimously.

Neighborhood Enhancement Partnership Program (NEPP) Grant

Kerri shared that the NEPP grant application deadline was June 17. The Fairfax County-sponsored grant provides up to \$5,000 for the proposed project. The grantee must provide a match to the awarded funds, which is measured in volunteer labor hours and/or direct funding. Sam Harahan offered to assist with draft preparation. Kerri would request assistance from additional residents in the cluster. Ideas for the grant application were discussed, to include installing play equipment for the children, landscaping the runoff area in front of 1622, and providing rain barrels for the carport areas. The completed application would have to be approved by the Board and signed by the Board President, prior to being submitted to the County on June 17.

Approval of Meeting Minutes

Board reviewed and unanimously approved the minutes of the March 2, March 23, and April 6 Regular Meetings. The April 6 Annual Meeting minutes were approved unanimously with two minor changes. .

Financial Report

Marion presented the current financial report. As of May 2, 2015, the checking account balance was \$29,700.63; Reserves balance was \$129,461.38; and total expenses for May were \$3,265.64.

Dues payments were in arrears by two households. The Board discussed policies in place to address arrearages and next steps.

A check was received by the Cluster treasurer from a third party representing payment in full for dues in arrears, late fees, and legal fees, on behalf of a Coleson Cluster household. Marion would review the amount paid for accuracy, and the Board would further discuss resolution at the June meeting.

Reserve funds were briefly discussed:

- The Board increased the amount transferred into reserves by 3.5% (over FY 2015) in the FY 2016 budget;
- Reserve funds pay for capital expenses in the cluster;
- Reserve Study was a tool to target the level of reserves needed in order to maintain and replace our cluster capital assets.

Tax information was provided to the accountant for tax filing.

Carport Electrical System

The lights had been out in Carports 1 and 2 for several weeks. Kolb Electric was hired to identify and repair the problem in Carport 2. Vern obtained a quote by Kolb Electric to repair the lights in Carport 1: \$1,500 to replace the conduit. The Board agreed that its first priority was to repair the carport lights, and then have the electrical system inspected on each of the remaining Cluster carports. Lee agreed to spearhead the electrical inspections. The sense of the Board was to pay

for the electrical repairs for Carports 1 and 2 out of operating funds, under the *Ongoing Maintenance – Carport Maintenance* line item. Any further repairs on carport wiring would be funded from reserves since carports are a capital asset.

Vern moved that the Board approve the \$1,500 Kolb Electric quote to replace the conduit between carports 2 and 1. Casey seconded the motion. The motion passed unanimously. Vern agreed to sign the contract and forward to Marion.

Carport Roofs

Vern presented a spreadsheet comparing proposals by three companies to repair and/or replace the carport roofs on Carports #6, #7, #9, and #10. Vern led a detailed discussion on the materials used and the warranties provided on each product. Vern suggested that the Board may want to hold off replacing carport roofs 6 and 7, as they appeared to have useful life remaining.

The Board's final recommendation was to repair the roof around the drain on carport #7, and replace the roofs on carports #9 and #10 with DuroLast, which has a 15-year, non-prorated, materials and labor warranty. The work would be performed by United Roofing. The Board did not take action on carport roof #6.

Laura moved that the Board award the contract to United Roofing for replacement of carport roofs on carports #9 and #10 for \$12,000, PLUS up to another \$350 for United Roofing to repair carport #7 roof. Barbara seconded the motion. The motion passed unanimously.

Tree Work Log Removal Update

Vern shared that there were still some logs remaining on the ground from the spar removal behind #1624. Lee agreed to get Woodchucks to remove.

Paving Committee Update

Vern shared that Sam Harahan was working toward finding a consulting/civil engineer willing to work with the cluster on the repaving project. Konstantin Stamatov was in the process of obtaining additional proposals. The Paving Committee expected to provide more information to the Board at the June meeting.

No Parking Sign

Vern still plans to put up a No Parking Sign along the short curb connecting carports #11 and #12. Now that good weather was here, he expected to install it in the very near future.

Reserve Study Report Asset Review Update

The Board agreed to schedule a walk through the cluster to look at each asset reported on the FY 2015 Reserve Study. Casey reminded the Board that the walkthrough was a public meeting and needed to be advertised to the residents; Timeline guidelines were discussed, and Vern affirmed that the Board would set a date and that proper notice would be provided to the residents. Barbara would email a notice out to the residents.

Cluster Handbook

The Board discussed the need to update the cluster handbook. Vern recommended that the Board form a committee to update the handbook, and asked for a volunteer to chair that committee. Barbara agreed to chair the Cluster Handbook Committee. Casey offered to work with the committee to determine how best to integrate technology into the handbook. Vern said

there was no imminent deadline for project completion, but reminded the Board that the topic was brought up at the April 6 Annual Meeting. A brief discussion followed regarding the distribution of hard copies of the revised handbook vs. posting on the CCA website. It was suggested that the committee publicize the needs of the committee in the cluster newsletter.

Other Business

Community Yard Sale Communication

The Board reviewed and approved language for an email flyer to be sent to residents announcing the May 17 community yard sale. Barbara would send that email to cluster residents.

Post Emergent Weed Control Spray

The Board's FY 2015 contract with Shenandoah included the application of post-emergent weed control spray in the spring. The Board discussed numerous pros and cons of having Shenandoah apply post emergent weed control spray in the cluster vs. not spraying at all this year. Serious consideration was given to the concerns voiced at the April 6 Annual Meeting, including chemical sensitivities to the spray and the offensive odor of last year's spray. Vern suggested restricting the spray to the areas in front of the cluster, avoiding areas around cluster houses.

Vern moved that the Board restrict the areas to be sprayed with post emergent weed control spray, applying the spray to the grassy areas in front of the cluster. Vern would send detailed instructions to Shenandoah identifying the specific areas to be sprayed. Lee seconded the motion. The motion passed unanimously.

Carport Painting

The Board agreed that the cluster carports were in need of painting, inside and out. Some needed to have damaged wood replaced prior to painting. Laura would obtain bids and present that information to the Board by the July 2015 meeting.

Future Board Meeting Dates Established

Thursday, June 4 @ 7:30 p.m.

Tuesday, July 7 @ 7:30 p.m.

Thursday, August 6 @ 7:30 p.m.

Resident's Project Request

Marion presented 1642's informal request to remove smaller stepping stones currently located in an area between the sidewalk and curb, amid sparse grass and muddy patches, and to replace them with larger stepping stones, at owner's expense, to facilitate a safer walking path to the parking area. Precedent for similar efforts in front of 1646 and 1648 were referenced.

Vern moved that the Board offer conditional approval for this project. If, at any point and for any reason, the Board determined the large stepping stones were unacceptable, the resident of 1642 would be asked to remove the stones at resident's expense. Should the resident prefer a formal review and approval, the Board extended the option for 1642 to submit a formal proposal to the Board, otherwise the approval would stand as conditional. The motion was approved unanimously.

Vern moved to adjourn the meeting at 10:42 p.m.