

Coleson Cluster Board of Directors meeting
July 7, 2015
1682 Wainwright Drive

Board members attending: Vern Wyly, Laura Dalton, Casey Deccio, Lee De Cola, Barbara Larsen
Treasurer: Marion Greene, via Facetime for budget questions only
Others Present: Sam Harahan, Will Fraize, Konstantin Stamatov, Li He, Kari Uman
Minutes: Barbara Larsen

Call to order by Vern at 7: 38 p.m.

CCA Financial Update

Vern presented the monthly financial report. Marion responded to questions via Facetime.

Checking account: \$26,298.75

Reserves: \$122,790.82

Total expenses for June were \$14,955.89, which included the following payments to United Roofing:

- \$11920 to replace roof on carports #9 and #10
- \$320 to repair roof drain on carport #7

Discussed that asphalt work, curb repair and striping, and walkway resurfacing expenditure would be funded from reserves. Marion recommended the reserve funds be gathered from:

- Carryover from FY 2015 (approx. \$1,500)
- Balance of the savings account less minimum balance requirement of \$500 (approx. \$12,000)
- CD maturing in August (approx. \$40,000)
- CD with future maturity date (approx. \$27,500). It was noted that an early withdrawal fee would apply.

Discussed that carport repairs and painting expenditure would be funded from operating funds. Specifically, from the lump sum dues arrearage payment received in April with the balance to come from the grounds maintenance category in the operating budget.

Carport Painting

Laura presented bids from Pro Edge Painting, University Painters, and Dinh Painting, and discussed the scope of work: to clean (pressure wash), paint, caulk, and repair or replace damaged and rotted boards, as needed, on all 12 carports. Vern stated that it's been more than ten years since the carports were last painted. The Board was in agreement that the carports were in need of cleaning and repair due to the peeling paint and rotted boards.

Laura recommended Pro Edge Painting at a cost of approximately \$12,347. She cautioned that the Board should allow an overage of approximately \$200 in case additional boards required replacement. Pro Edge's quote included replacement of rotted boards with cedar to match current construction. Laura would ask Pro Edge to provide an additional quote to replace rotted boards with pine or PVC boards to reduce the cost.

Vern asked that this discussion be tabled so that action could be moved to a point later in the meeting.

Asphalt Repaving and Cement work Projects

Sam Harahan reviewed the ad hoc committee's process: The committee was commissioned by the Board to examine next steps for repaving the cluster's approximate 32,000 square feet of roadway, two pathways and repairing/replacing damaged curb and gutter sections. The committee also considered ways to conserve water runoff and looked at different ways to capture water so that it goes into the ground surface – as well as looked at the cost options. Konstantin shared that the committee used a measure of "Desirable vs. Necessary" as they decided which portions of the sidewalk and gutter would be recommended for replacement.

The committee contacted about ten vendors and received a mix response of price estimates and formal bids. The committee sent a Request for Proposal to the two lowest bidders, Dominion Paving and NVM Paving. Reference checks were performed and consumer protection agencies were contacted.

With proper maintenance, the new pavement should last 15-20 years. One vendor suggested not using salt on the concrete in the winter, and to avoid power washing the surfaces.

The Board reviewed and discussed the four components of the RFP (Roadway Paving, Curb and Gutter Work, Pathways Paving and Culvert Work, General Contract Requirements). Beyond standard paving, curb and gutter work, the RFP included replacement and leveling of five slanted squares of sidewalk near 1650 + three squares in front of 1608. Two bid options were built into the RFP: the addition of three handicapped ramps, one near 1632, 1640, and 1654, and also the backfill of edges of both paved pathways.

Casey asked if the committee had looked into whether the cluster pathways leading to the RA paved pathways would be retrofitted for ADA compliance. Vern said ADA requires a 42" width and the cluster pathways are 48" wide. Konstantin stated that since the project is repaving existing pathways, it is assumed to be in compliance. Vern affirmed that replacing with "like kind" does not require approval.

Vern and Sam both recommended that the Board set aside \$5,000 beyond the price of the accepted bid for unanticipated base repair, should a problem arise during the paving project. Sam recommended that a Board member remain onsite during the project to oversee and notify the Board should any issues arise.

Sam explained the concrete work could begin mid-August (allowing a week to set up), followed by milling and paving. Vehicles would need to stay off the pavement for two full days to allow for proper setting.

Sam reported that cluster resident and committee member, Adam Peterson, offered to take up a French drain to avoid damage during the paving project and put it back.

Laura acknowledged that the committee did its due diligence and thanked them for the hard work and research. Dominion references were solid, and Laura suggested that the Board move forward with making a decision based on the data provided. Vern endorsed Dominion Paving's Bid as did committee members Sam, Will, and Konstantin.

Consensus of the Board was that Dominion was the preferred bidder, having submitted a bid in the amount of \$81,162. Additionally, Dominion offered to split the difference between their bid and the lowest bid, should Dominion be awarded the contract, representing an additional savings of \$1,381.

Using \$81,000 as a placeholder, Vern asked what impact this expenditure, which would be funded from reserves, would have on the reserve study regarding future reserve expenditures. Casey noted that our reserves are projected to be well funded, not because of the paving bid, but because of the price of the carport roof replacement project last month that came in much lower than anticipated. Casey affirmed that the cluster is in the same or better position with reserves after the asphalt and cement expenditure. Vern referred to a note on Marion's financial report wherein she projected that reserves after this expenditure would be over \$53,000, and within another year, reserves were projected to be back over \$73,000.

Laura recommended that the carport power washing and painting be done before the asphalt repair. Vern agreed because power washing could damage new asphalt.

Sam informed the Board that Dominion requested payment of half the contract amount up front, upon signing the agreement, with the balance due upon completion. Laura followed that Pro Edge requested 1/3 up front, 1/3 midway, with the balance due upon completion.

Vern moved that the painting contract be awarded to Pro Edge at a maximum value of \$12,600, and funded from Cluster operating funds. Lee seconded and the motion was unanimously approved.

Laura moved that the repaving and cement work be awarded to Dominion Paving for no more than \$81,000. Casey seconded and the motion was unanimously approved.

Vern asked that the Board stay focused on allocating funds to meet savings goal by the end of FY16 so that we remain on track with funding reserves. He would ask Marion to track that when she prepares her monthly financial update.

Vern asked Sam to get the final Dominion Paving contract and certificate of insurance.

Vern asked Laura for final Pro Edge contract for signature.

Emerald Ash Borer Discussion

Lee moved that the Board approve \$360 for Thrive to treat the Ash tree behind 1636 for Emerald Ash Borers. Vern confirmed that sufficient funds remained in the operating budget and seconded the motion which was unanimously approved.

Lee recommended that the Board defer action on the two remaining Ash trees in the Cluster.

Raccoons

Casey noted that he recently saw first-hand evidence of raccoons in the cluster: two trashcans knocked over and the bags inside torn open. The resident owner of the trash cans had followed cluster advice – the trash cans had lids and the trash inside was bagged. Konstantin said he recently saw raccoons actively reaching up and knocking over trash cans in carport 1 late at night. Laura said a raccoon approached her one evening. She wondered if people were feeding them. Vern asked for suggestions as to the Board's next course of action, and Casey suggested the Board wait and see. It would cost the Cluster approximately \$200 to trap one raccoon. Casey reminded the Board that while we live in a wilderness area, we don't want to invite critters where they shouldn't be. The Board should remain focused on what Board responsibility is vs. homeowners' responsibility. Homeowners need to get to the

root of the problem - e.g. where were the raccoons coming from. Vern affirmed that the Board advised cluster residents to seal off areas where raccoons might live (such as under decks) and to secure trash cans with lids. Sam Harahan already provided a trash can with lid + bungee cord for a neighbor who had can without lid. Laura would contact Republic Trash to ask if they would provide trash cans at cost to residents who need new cans with lids.

Front Entrance Sign Light

Lee would get proposal for August meeting. New line needs to be put in.

Other Business

Keri Uman asked the Board if it could reassign carports from residents who don't use their carport to others who needed one. Vern responded that the Board would not get involved at that level, and suggested residents make those arrangements amongst themselves. Konstantin shared that when he purchased his house, his documents showed that he owned the carport.

The next Board meeting: Thursday, August 6, at 7:30 p.m. (1682).

The meeting was adjourned at 9:37 p.m.