

Coleson Cluster Board of Directors Regular Meeting  
August 6, 2015  
1682 Wainwright Drive

Board members attending: Vern Wyly, Laura Dalton, Casey Deccio, Lee De Cola, Barbara Larsen  
Treasurer: Marion Greene  
Others Present: Kerri Bundy, Diane Thompson  
Minutes: Barbara Larsen

Call to order by Vern at 7:36 p.m.

**Landscaping Committee and Parking Update**

Landscaping Committee Update:

Kerri reviewed the purchases made with the funding approved at the May 4 Board meeting.

Kerri and Cindi Ferentinos, Account Manager from Shenandoah Landscape Services walked through the cluster to identify landscaping needs:

- At least one area was identified for trenching by Shenandoah;
- An area of plantings near 1622 was dying back. It was suspected that animals were urinating in that area, given the noticeable odor of urine. One possible solution discussed was to apply rabbit and/or dog repellent;
- Four rhododendrons out of the ten planted in the cluster last November were lost due to disease. Kerri explained that she discussed the matter with Merrifield Garden Center and shared photos of the affected plants. Kerri would provide receipts in order to file for Merrifield Garden Center's warranty. Alternative plants resistant to the disease were discussed, such as oak leaf hydrangea. Jim McGlone, Urban Forest Conservationist - Virginia Department of Forestry, recommended rhododendrons for use in the cluster last fall, however Merrifield Garden Center cautioned that the cluster could lose half of the rhododendrons due to this particular disease. Kerri would present an update on the rhododendrons at the September Board meeting.

Adopt-a-Spot:

As of August 6, five "Adopt-a-Spots" had been established in the cluster. Kerri requested approval to provide a rain gauge for each of the host families. The rain gauges cost of \$5 each. The cluster already had three which Kerri obtained free of charge, so only two more were needed. There was a consensus of the Board to approve the \$10 expenditure for two rain gauges, which would come out of the previously approved funding for landscaping expenditures (see May 2015 Board meeting minutes).

March 2016 Pruning Class:

Kerri discussed that Peter Deahl owned a pruning school in Sterling and could provide a walk-through in the cluster to teach pruning skills to those interested. The class would take three to four hours at \$80/hour, and would consist of approximately ten participants: six Master Gardener candidates from Merrifield Garden Center, and four residents from Coleson Cluster. The Master Gardener candidates would pay for their share of the training, and it was proposed that the cluster consider paying for the cluster participants. This training would benefit the cluster since pruning was not included in Shenandoah's landscape contract, and the cluster had to pay to have the burning bush at the front of the cluster pruned. No action requested at this time.

Parking:

Kerri reported that all of the parking stickers had been used up, and a new batch would cost approximately \$84 per 100 stickers. Kerri advised the Board it needs to:

- order more parking stickers
- enforce the “Two Sticker Rule”
- order and post a towing sign
- enforce required notification when residents had a change in vehicles

The Board discussed parking bylaws and related parking concerns. The parking stickers were to be displayed on each vehicle; each household was to be issued two parking stickers, one additional could be approved by the Board. Excess vehicles must not be parked in the cluster. Too many families were not using their assigned carport spot, and taking up surface lot spots instead. It was noted that cluster bylaws required residents to make arrangements with the Board should a resident wish to reassign his or her assigned carport spot.

Diane Thompson shared her concerns regarding the shortage of parking spots in the cluster, and reminded the Board that the parking rules should be enforced. She identified a number of households that parked three cars in the cluster. She requested clarification of what constitutes a commercial vehicle and passed around photos of a vehicle which she believed to be in violation of cluster parking rules.

Marion suggested that the cluster prepare a note to be placed on vehicles parked in the cluster without a parking sticker.

Vern suggested that the cluster administer a survey to determine a new baseline of vehicles owned by residents and parked in the cluster. Once a new baseline had been established, the Board could discuss plans for enforcement of parking regulations.

Marion offered to work with Kerri to inventory the cars parked in the cluster and to prepare a survey.

Lee noted that the cluster had 45 carport spaces and 55 surface lot parking spots. Kerri agreed. Lee reported inconsistency in the width of parking spots. Vern confirmed that Dominion Paving would restripe the parking spots as is, with no realignment.

Vern stated that the Board would further discuss parking at the September Board meeting.

Parking options during repaving:

Kerri offered to contact Lake Anne ES and the United Christian Parish to ask if Coleson Cluster residents could park in their parking lots during the cluster’s repaving project. Vern affirmed parking would be available on Wainwright Drive and North Shore Drive, but that if any resident needed assistance, they should contact Vern or Marion.

**Approval of Meeting Minutes**

The Board reviewed and approved the minutes from the June 4 and July 7 Regular Meetings with minor revisions. Laura and Barbara would send the revised minutes to Vern to be posted on the CCA website.

Vern raised a concern, however, over an inaccurate statement made by a resident at the July 7 meeting, and which was reflected in the July 7 minutes. The resident stated that his Deed

reflected ownership of his assigned carport, but the Board reviewed the CCA Bylaws and affirmed that the carports are cluster property, and are not deeded to the individual home owners.

### ***CCA Financial Update***

Marion presented the monthly financial report.

Checking account: \$21,473.38

Reserves: \$87,638.49

Total expenses for June were \$46,455.29, which included the following payments:

- \$39,890.00 Dominion Paving and Sealing for 50% deposit on contracted repaving work
- \$4,200.00 Pro Edge Painting for 30% deposit on carport painting

Reserve funds invested in a CD in the amount of \$23,642 were liquidated in preparation for the final payment to Dominion Paving and Pro Edge Painting. The transaction incurred a \$234 early withdrawal bank penalty. The funds were deposited into the Cluster savings account and would be moved into checking when the checks were issued.

New signature cards were circulated for signature by the Board members to reflect the change in Board leadership for FY 2016.

### ***Carport Electrical Systems/Entrance Sign Light Repair Update***

The spot light on the Cluster entrance sign was reported to have been nonfunctional for approximately two months. Vern and Lee contacted electricians who confirmed there was a short in the wiring. The failed cables currently in place were run without a conduit and over time weathered, froze, and broke. The repair would involve digging down 8"-10" and running a metal conduit rated for underground use. Only one of the three contractors contacted submitted a bid.

The Board spent \$2,228 in FY 2016 to repair wiring in carports 1 and 2 which was funded from the ongoing maintenance – carports budget (operating funds). Vern suggested that since carports were part of cluster infrastructure, the electrical repairs on carports could be funded by reserves. Laura agreed. Casey noted that, either way, it's an out-of-pocket expense, and the Board should prioritize the repair and expense based on urgency, weighing safety vs. aesthetics. Casey recommended the Board hold off on incurring this expense until the end of the fiscal year in case operating funds could support the expense.

The Board discussed whether to award the bid as submitted, or solicit bids from additional contractors. Laura advised that the Board should get three bids for review before the contract was awarded.

Vern and Lee agreed to work together to obtain additional bids, and the matter would be discussed further at the September meeting.

### ***Trees***

#### ***Draft tree-work protocol presented:***

Lee shared his draft protocol for yearly tree work which was offered to the Board as a tool and timeline to assist the Board with its ongoing effort to identify and address concerns regarding cluster-owned and resident-owned trees. This document outlined steps, including Board communication with residents and vendors, elements of decision-making, timing of tree work by

season, and tree removal options. Reston Association guidelines for tree removal were also provided. The Board appreciated the dedicated work Lee put into drafting this document, and received it as a resource for future tree work in the cluster.

Request received to trim tree in front of 1656:

The residents of 1656 expressed concern regarding the branches of a cluster tree resting on or immediately above their house. Thrive provided a bid to prune, clean, and raise the crown for \$510. Only one bid was obtained for this work. Lee recommended the Board approve and fund the work, as bid by Thrive.

Marion confirmed the Board spent \$660 this year from the tree maintenance budget and a balance of \$9,340 remained for FY 2016.

Vern acknowledged that the tree in question had been the subject of recurring concerns raised by 1656 over past years. Given that the branches have grown, he said it was time [to get the work done]. Vern further stated that the Board approved work in the past with fewer than three bids provided for consideration, and that \$510 was a good price for the scope of work to be performed.

***Lee moved that the Board approve \$510 for Thrive to perform work on the tree in front of 1656 as outlined in the bid. Vern seconded and the motion passed 4-0-1 (Vern, Lee, Barbara and Casey voted Yea; Laura abstained). Laura explained that she abstained because she preferred for the Board to wait to trim the tree until the rest of the tree work was done in the cluster in order to save money.***

**Cluster Handbook Update**

Casey and Barbara agreed to work on content and format. No deadline was established for completion of the project, but incremental progress was requested.

**Other Business**

Future meeting dates established:

- Regular Board Meetings: September 10 and October 8 @ 7:30 p.m. Location tbd
- Fall Clean-up and Oktoberfest: September 26

Barbara would send email to the cluster requesting a volunteer planner for the Oktoberfest.

Crime in the Cluster

Due to recent thefts in the cluster (money stolen from cars, bike stolen from carport) the Board agreed to remind the cluster residents to lock their vehicles and secure other items in the carports.

Marion would place a notice in the next cluster newsletter.

Marion also agreed to look into a neighborhood watch program and into bike locks or other ways to secure bikes in the carports.

The meeting was adjourned at 9:26 p.m.