

Coleson Cluster Board of Directors Regular Meeting
September 10, 2015
1626 Wainwright Drive

Board members attending: Vern Wyly, Laura Dalton, Casey Deccio, Lee De Cola, Barbara Larsen
Treasurer: Marion Greene
Minutes: Barbara Larsen

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

Approval of Meeting Minutes

The Board reviewed and unanimously approved the minutes from the August 6 regular meeting.

CCA Financial Update

Marion presented the monthly financial report. As of September 10, the checking account balance was \$19,800.18; Reserves balance was \$87,677.79; and total expenses for August were \$11,577.20, which included \$8,400.00 payment to Pro Edge Painting for the balance due on the carport painting project.

It was noted that the Spring Cleanup line item expenditures exceeded the budgeted amount by \$46 due to the cost of children's activities. Marion suggested that the Board may want to increase the spring cleanup line item in FY 2017. Carport maintenance expenditures exceeded the budgeted amount by \$9,826 due to recent electrical and roof repairs, painting, and siding repairs made to the carports. All other accounts are on track based on the FY 2016 budget.

Marion requested permission to:

1. Transfer the remaining second quarter reserves, \$1,600.81, from CCA's checking account to CCA's savings account at the end of September. Marion noted that \$3,531.91 of cluster funds earmarked for reserves was spent on capital expenditures as part of payment for the pavement project.
2. Issue a check for \$148.44 which represented reimbursement of overpayment to a former resident for whom dues arrearages, late fees, and legal fees were collected and submitted to the cluster by a third party.

Casey moved that the Board approve the transfer of \$1,600.81 from checking to savings at the end of September, and the issuance of a reimbursement check for \$148.44 to the former resident. Vern seconded the motion. The motion passed unanimously.

Paving Project Review

Sam Harahan gave Marion the final invoice for the paving project. Vern suggested the Board may want to hold back payment until the damages caused by the paving crew have been resolved. Vern said there were two curbs with significant chips needing repair, and that he previously arranged, with consent from Dominion Paving, for Colbert Roofing to repair the damaged carport #2 roof for \$390, which would be deducted from the final paving invoice. Vern would speak with Sam, and Marion would scan and email the invoice to the Board for review.

Carports 9, 10, 11, and 12 Electrical System Issue and Entrance Sign Light Repair Proposals

Lee presented two quotes for repair of the cluster front entrance sign lights which involved trenching, running wire and conduit, and replacing fixtures : Kolb Electric \$1,450 and Nugent \$1,850. Vern deferred any action on this project until later in the meeting.

Vern discussed the emergency repair of lights in carports 9, 10, 11, and 12. This was considered an emergency repair as lighting to those carports was critical to the safety of our residents and served as a crime deterrent. Initially, resident Adam Peterson offered to make the repairs, but when he determined the repairs were more extensive than initially anticipated, he contacted licensed electrical contractor, Palese Electric, personally known to Adam as reliable. Unaware of the Board's process to obtain bids prior to awarding work, and due to the emergency nature of this repair, Adam authorized Palese Electric to complete the work in carports 10 and 12 and submit the invoice for \$336. Palese Electric established that the light outage in carports 9 and 11 was caused by a severed cable. The Board determined that the cable was likely severed by Dominion Paving when they replaced the cement sidewalk section with a cement ramp which was laid overtop the cable. Palese Electric's bid to replace the cable and restore lights to carports 9 and 11 was \$675. Marion reminded the Board that \$81,000 was approved for Dominion's repaving and concrete work, which came in under budget by approximately \$1100. **Casey moved that the Board approve payment of the \$336 invoice for emergency electrical repair to restore lights in carport 10 and 12, and further approve the \$675 for emergency electrical repair to restore lights in carports 9 and 11. These expenses would be paid out of the left over funds (reserves) from the paving and cement work. Lee seconded the motion. The motion passed unanimously.**

Lee suggested the Board might ask Palese Electric to provide a bid to repair the front entrance light. Casey said he was inclined to wait it out given the entrance light repairs are pricey, and the repair is of lower priority at this time. He would reconsider if the amount to repair the front entrance light is low. Marion mentioned that the cluster used solar lights which provided sufficient lumen output on the steps near 1660 at a cost of approximately \$50. The Board discussed, at length, the cost effective alternative of using solar lights to illuminate the front entrance sign. **Vern moved to approve up to \$55 from operating funds to purchase a solar light, which he volunteered to install, to illuminate the front entrance sign. Laura seconded the motion. The motion passed unanimously.** Casey would research and recommend the most appropriate and cost effective solar light system within the approved amount. The existing light fixture had been pulled out of the ground and would be stored in the cluster store room

Trees

1. 1656 tree trimming: Lee said the approved work on the trees at 1656 hadn't been completed yet. He sent a message to Thrive to authorize the work, and they would advise him when completed. Lee would follow up.
2. Poison Ivy: Thrive said they didn't have cluster approval to spray for poison ivy. Lee authorized Thrive to execute the treatments. Marion pointed out that \$350 was specifically budgeted for poison ivy spray in the FY 2016 budget under *Grounds: Poison Ivy Control* line item.
3. Draft protocol for yearly tree work: Lee provided his draft protocol proposed for dealing with concerns about all cluster- and resident-owned trees, for the Board's review. Lee proposed that Thrive be asked to review their 2014 bid for tree work and update it for 2015. Lee said Thrive's work is good, and the cluster has a good working relationship with Thrive. Based on his own experience, Vern stated that Thrive may cost more, but

they were the most professional and thorough. Thrive followed requested bid format, and exceeded expectations. Vern concurred with Lee's using Thrive to update the survey. Vern reminded the Board that there is approximately \$8.800 to spend on tree work. Lee will follow up with Thrive to update the survey.

Neighborhood Crime Issues: Multiple Thefts, Flag Burning, Graffiti

The Board discussed components of a Neighborhood Watch crime prevention program, including training provided by a police liaison, active or passive watch systems, and posted signs advising that the Neighborhood Watch program was in place. It was reported that by implementing a Neighborhood Watch crime prevention program, residents become more vigilant and the police department gets called more often (a good thing). Several families in the cluster indicated their interest in supporting such a program. Casey will organize an initial meeting of interested families and invite a representative of the police department as a guest speaker. Vern advised that a non-Board member should be responsible for oversight of a Neighborhood Watch crime prevention program, and asked to provide ongoing informational reports to the Board.

Raccoon Update

Lee has not seen any indication that Raccoons are still present in the cluster. Marion will check with the trash company – she was under the impression that the trash company would provide trash cans with wheels and hinged lid at no cost to their customers.

Cluster Handbook Update

Vern stated that new residents don't understand the culture of our cluster and an updated cluster directory would be helpful to provide that information. Marion offered that the internet has removed the need for much of the content contained in cluster directories, such as the 56-page resident directory printed in 2000, which Vern previously provided for reference. Casey shared that dynamic software exists now which provides a more efficient way to update the content of a phone directory. Casey shared that he could set up a content repository as an online place to consolidate the information for the Board as a cluster forum.

Parking

Marion provided an updated excel spreadsheet to Kerri. Barb inquired into reduced printing costs for parking stickers with an outside contact and would update Kerri as soon as the information was provided.

Landscaping

Marion presented a landscaping update and money request on Kerri Bundy's behalf. Kerri didn't spend all the money previously approved and has new requests for the residual funding. Merrifield Garden Center dug out the dead rhododendrons, and would issue a check for half the cost of plants plus half of the labor. Kerri asked for funds to:

1. Replace the dead rhododendrons with alternate species of tree or shrub such as Inkberry Holly or Oak Leaf Hydrangea;
2. Add another adopt-a-spot by 1682 (\$250);
3. Plant Joe Pye Weed for the island (\$50);
4. Plantings at the front entrance sign for the Fall Cleanup Day (\$75)

Marion also shared, on Kerri's behalf, that when Verizon reinstalled their FIOS cable across the ditch between 1654 and 1656, it left a significant trip hazard. Kerri requested approval to get the cost of rocks to fill in the ditch and reduce the trip hazard as well as to slow the migration of soil.

The Board concurred with Kerri getting the quote for rocks, but tabled action on her request for additional funds until the October Board meeting so that Board's questions could be addressed by Kerri.

Executive Session

The Board went into executive session for a Parking Revocation Hearing at 10:23 p.m. Outcome of the executive session: Board accepted a resident's proposed debt reduction payment plan. Executive session ended at 10:31 p.m.

Other Business

Vern requested approval for reimbursement of up to \$65 for chemical and scrubbing supplies purchased to remove the graffiti painted on the carport wall in front of 1632, and also for \$50 for power washing expense to remove the graffiti when scrubbing and chemicals didn't work.

Casey moved that the Board approve reimbursement of the \$50 power washing fee, and up to \$65 for chemicals and scrubbing supplies. The motion passed unanimously. Marion noted that the expense would come from the *Grounds - Special Cleanups* line item.

Snow Removal Contract

Vern received the snow removal contract from the same vendor the cluster used for many years. It required a \$500 retainer fee paid up front. This vendor is reliable, and does a good job. Laura shared that he comes to the cluster early to clear snow. **Casey moved that the Board approve the snow contract as written, Vern seconded the motion. The motion passed unanimously.**

Vern moved to adjourn the meeting at 10:36 p.m.