

Coleson Cluster Association Board Meeting

October 6, 2016 held at 1626 Wainwright Drive. Minutes: Chad Hill

Meeting called to order by Vern Wyly at 7:35PM.

In attendance were CCA President Vern Wyly, Vice President Laura Dalton and board members Casey Deccio, Lee De Cola, and Chad Hill. Marion Greene (Treasurer), Sam Harahan (1660) and Landscape Chair Kerri Bundy (1652) were also in attendance.

1. First order of business was edits and clarifications to March 10 meeting minutes:

- Corrections were approved.
- Laura motions, Vern seconds - meeting minutes pass with approved edits.
- Action Chad to distribute August meeting minutes to board for review and to follow up about June and July postings to the website.
- Action Lee to update September meeting minutes.
- August and September meeting minutes tabled for following meeting (November).

2. Second order of business - Floor opened to Tree Committee in lieu of Financial update for presentation.

- Sam presents the following findings
 - Cherry trees are being suggested for the cluster entrance (near 1680 and near 1608 where trees were recently removed).
 - Two vendors provided quotes (Meadow Farms and Merrifield)
 - Tree committee suggests that we purchase two cherry trees 12-14 feet tall with a lifetime guarantee from Meadow Farms (vendor-planted and varieties vary in availability) for approximately \$1000.
- Chad motions to approve. Lee seconds and motion passes unanimously.
- Action Sam to purchase trees and follow up with vendor to schedule plantings.
- Lee present Thrive proposal for tree trimming and removal
 - Lee walked throughout the cluster with Thrive's arborist late this summer
 - They identified twelve (12) 'Priority 1' trees for removal.
 - Priority 1 trees represent a likelihood to damage to structures, cluster property or are a potential safety hazard
 - The quote for these trees was \$4230
 - In addition, seven (7) trees were identified as needing trimmed and a total cost of \$3105
 - Thrive offers a 'winter discount' that would bring the total from \$7335 to \$6600
 - Keri Bundy suggests that the white pine tree touching the roof of 1656 be included in the Priority 1 tree list. Chad Motions, Laura seconds this proposal. Motion passes.
 - Lee motions that up to \$7000 be approved for these 12+1 trees and trimming to be completed this winter. Casey seconds. Motion passes.

3. Marion Greene provided Cluster Financial Updates:

- \$5491 was transferred from Checking to Savings for 2nd quarter reserves as was approved last Board meeting.
- Invoices for 3rd quarter were delivered on 10/4/16
- **Oktoberfest came in 30% under budget!!**

4. Fourth order of business - Lee updates board on Thrive's poison ivy treatments.

- Thrive's work is overall considered good however the board feels that communication and responsiveness needs to be improved.
- The board expects to shop around for some other landscaping proposals.
- Peter Deal may be engaged to suggest options.

5. Snow removal contract discussion:

- In depth discussion about existing service, methods vendor uses for snow removal, etc.
- Ultimately board chooses to stay with existing vendor provided they can provide a Certificate of Insurance when the contract is renewed.
- Vern motions, Chad seconds. Motion passes to renew snow removal contract with Bill Farrar.

6. Update on road patch at cluster entrance:

- Vernon contacted Mark Waddell and notified him that he had two weeks to complete repair on road patch at cluster entrance and that if it was not completed the cluster would sign our own contract and pay for the repairs - requesting reimbursement from RELAC for those costs.
- Discussion about how to pay for these repairs - ultimately decided that it would be paid for from Reserve funds.
- Vern motions to approve an existing \$1850 proposal from Collegiate paving to **also include the patch work if RELAC remained unresponsive / inactionable.** Lee seconds. Motion passes.
 - In order to successfully obtain reimbursement for the patch work we will ask Collegiate to bill that line item separate from the other paving/sealing work they will complete.

7. Seal Coat Cluster blacktop and re-stripe parking lot spaces.

- This was included at-length in the patch repair discussion from above.
- Casey motions to approve seal coating in the amount of \$4335 from Reserve funds. Lee seconds. Motion passes
- Action Vern to make certain that the vendor (Collegiate Paving) can separate out the road patch from the remainder of the work.

8. Cement step repair near 1672, 1678, and 1616:

- Service Magic site was suggested to find vendors.
- Addition of steps near 1656.
- Action Chad to get quotes for our repair needs.

9. Two carport roof leaks:

- Carports two (2) and eight (8) have developed leaks.
- Vern proposes that contact Colbert Roofing for a quote. They are a contractor that we've worked with in the past and that is familiar with our carports. Action Vern.

10. Carports 9-12 electrical/lighting issue:

- Kolb Electric responded and repaired.
- This was pre-approved up to \$500 by Vernon (electrical safety issues)

11 Other business:

- Marion Greene to measure plat to see whether or not the Cherry tree in her backyard is on Cluster property. It may need to be added to the removal list Lee provided.

Meeting adjourned at 09:35PM.