

Coleson Cluster Board of Directors Regular Meeting
November 5, 2015
1686 Wainwright Drive

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

Guests: Kerri Bundy and Diane Thompson

Call to order by Vern at 7:38 pm

Installation of stepping stones in grassy area in front of 1640, 1642, and 1644

Diane Thompson shared photos of the strip of grass in front of 1640, 1642, and 1644. Two stepping stones were currently in place to provide a crossing area for residents to go from sidewalk to parking area. Adam Petersen offered to install six additional stepping stones, in three groups of two, to provide three additional crossing areas and save the grass from being trampled. Marion noted that \$266 remained in the special cleanup budget line item. **Lee moved that the Board approve up to \$130 for paving stones to be installed in the grassy area in front of 1640, 1642, and 1644. Casey seconded the motion. The motion passed unanimously.**

Landscaping

1. Compacted soil: Kerri noted increased soil compaction along the walking areas from Northshore leading into the cluster and down the walking paths. Kerri suggested the cluster drag limbs onto those paths to dissuade pedestrian traffic. A concern was raised that blocking the paths might upset residents because the paths are used by high school students and bus riders. Vern asked Kerri to further identify the problem and present it at a future Board meeting for official review and possible action.
2. Barberry plants: Kerri recommended the Board consider removing existing Barberry plants from cluster landscape because Barberry are an invasive plant found to harbor ticks.
3. Master Gardner pruning class: Kerri reminded the Board of a prior discussion regarding hosting a Master Gardner pruning class in March 2016. The cost would be approximately \$320, which would be shared by Merrifield Garden Center's Master Gardiner students and CCA. Kerri would prepare a formal proposal and present it at a future Board meeting for official review and possible action.

September 10, 2015 Meeting Minutes

Barbara would make edits requested and email final version to Vern for posting on the CCA webpage. **The minutes were unanimously approved as amended.**

Expanded discussion following minutes included:

1. Marion confirmed that she would follow up with the trash company to ask whether they would provide trash cans with lids to residents at no cost.
2. Marion confirmed a check was issued to former resident for overpayment of dues.
3. Casey noted that in California, the Board minutes needed to be posted within 30 days. Laura noted it might be quarterly. Vern would confirm and get back with the Board.

October 8, 2015 Meeting Minutes

Review and approval of the October 8 minutes was tabled until the December Board meeting.

CCA Financial Update

Marion presented the monthly financial report.

1. As of November 5, the checking account balance was \$17,221.41; Reserves balance was \$49,511.16; and total expenses for October were \$3,328.02 which included \$346.21 to AAA for the Fall Cleanup dumpster, and \$480.88 to Kerri Bundy for landscape expense – fall plantings.
2. A quarterly dues check was returned unpaid by the bank. The \$12.50 fee would be passed on to the resident.
3. Marion updated the Board on the progress of a household recently placed on a payment plan for arrearages. Marion would advise the Board should payments stray from the approved plan.

The Board discussed the possibility of offering alternate payment plans to cluster residents. The consensus was to offer other payment plans as needed, versus the rollout of new payment options across the board.

Neighborhood Watch Planning - Update

Casey contacted Officer Defoe with the Reston Crime Prevention Office, in order to schedule a Neighborhood Watch training session for cluster residents who are interested in establishing a Neighborhood Watch program in our Cluster. Casey would notify residents of the meeting date once finalized, and would update the Board at the December Board meeting.

The Board discussed the impact of reported crime on market appeal and resale value of Cluster property, in light of public crime data reports and maps, such as those published by Trulia. Vern suggested contacting Trulia to determine source of their data.

Carport 2 Roof Repair

Vern explained that carport #2 roof developed a leak directly over a resident's car. Colbert Roofing Corporation submitted a proposal to repair the leak for \$1,021. Colbert is a vendor used by Fairfax County Public Schools for tar and gravel roof repairs. Given that the carport #2 roof had the original "tar and gravel" roof, Vern suggested that it would justify the use of a sole source vendor. This repair would extend the life of carport #2 roof, as it was in good shape, otherwise. Vern noted that a new Durolast roof could cost approximately \$8,000.

Marion informed the Board that it spent \$11,920 in FY 2016 on carport roof repairs and replacements on two three-bay carports. The Board discussed that the 2014 Reserve Study looked at and reported on the condition of all of the Cluster carports. **Vern moved that the Board approve the \$1,021 Colbert Roofing proposal to repair the roof leak in carport #2. This expense would be funded from reserves as a capital expenditure. Lee seconded the motion. The motion passed unanimously.** Vern would sign the contract and email it to Colbert Roofing.

Trees

Lee reviewed the process that led to the proposal presented: Thrive updated their 2014 tree report and identified 50 trees that could use work. The proposed work was prioritized and broken down into safety levels, and also by removal vs. pruning. A walkthrough by Cluster leadership was carried out to look at each of the trees identified by Thrive. The outcome of that walkthrough was a map and a list of 9 trees for which Cluster leadership recommended action.

Lee presented that recommendation to the Board, requesting approval to prune three trees and remove six trees at a cost of \$5,100. In order to save funds, the bid did not include wood removal. Wood was to be left onsite for taking by residents; arrangements would be made for removal of the remaining wood by outside entities at no charge. Lee noted the bid did not yet include a winter discount. Marion offered to contact haulers to find one interested in picking up wood in January.

Vern noted the tree budget had a balance of \$8,830. **Vern moved that the Board approve up to \$6,000 for tree work on the 9 trees that the committee identified, with the intention to find someone to haul away the wood at no cost. The Board would contract Thrive to haul away the wood only if no one was found to haul it away at no cost. The motion passed unanimously.**

Vern reflected that significant subjectivity had been observed among tree vendors regarding the trees needing work, and what work was needed. The Board's first priority was, and always is, safety. Because Cluster funds were limited, the Board had to make choices; it had to pick and choose the work to be done, based on the first priority of safety.

Lee stated that Coleson Cluster was a 300-tree forest covering 7 acres, and he recommended that the Cluster bring in an expert to brief interested Cluster residents on the topic of tree management. Vern suggested that Lee contact Claudia Thompson Deahl for such a briefing. Another option would be to utilize Reston Association's new listserv to send out a mass email to Reston cluster leadership, to ask questions such as how do other clusters select tree vendors and decide what tree work is needed.

Leaf Blowing Complaint

A concern by one resident was noted that powerful leaf blowing blows away topsoil and exposes tree roots, causing potential stability issues of large trees. Kerri sent an email to landscapers with that concern. The Board would respond to the concerned resident once feedback from Shenandoah had been received, and a plan of action could be established by the Board. Vern noted that leaves were blown only three times in November. Casey would send a follow-up note to Kerri regarding Shenandoah's response.

Cluster Handbook Update

The Board discussed whether a handbook was needed, and if so, what format it should take. Marion offered to post relevant articles and reminders in the cluster newsletter; Lee suggested contacting the Reston Association to find out what they could share on topic. Consensus was that the proposed handbook idea would be replaced by a one-page information sheet. Laura would draft the one-page sheet, and Board members would send Laura ideas of what to include on that document. The final document would be distributed at the Annual Meeting in April.

Other Business

1. Vern advised that RELAC completed its digging and repair of the leaky pipe in front of the Cluster. RELAC was committed to repairing the damage they caused in the process of locating and repairing the leak:
 - a. The asphalt cutout was re-paved. Vern followed up with RELAC asking that the asphalt edges be sealed with crack sealant to avoid future damage caused by water seepage and freezing weather. As of November 5, the sealant had not been applied.

- b. The eight damaged bushes were replaced by Merrifield Garden Center, and planted 38" apart, as requested. Grass seed was also spread.
2. Vern reminded the Board that the solar lights located by the stairs near 1660 have been damaged and are in need of replacement. Casey offered to research and order the replacement solar lights; Vern offered to install the new lights. **Casey moved that the Board approve up to \$50 for the purchase and replacement of solar lights for the walkway/stairs near 1660. Vern seconded the motion. The motion passed unanimously.**
3. Marion noted that she did not receive a bill from Thrive for poison ivy treatment. Lee would contact Ron Rubin to ask if the work had been completed and if so, to request an invoice.
4. Marion reported a gash on the lower edge of the new siding on carport #10, near 1640. Vern would check it out.
5. Casey conveyed a light issue reported by 1638. Apparently, the light is on during the day and off at night. Casey would report the issue to Will Fraize.

Vern moved to adjourn the meeting at 9:51 p.m.