

Coleson Cluster Board of Directors Regular Meeting
December 3, 2015
1640 Wainwright Drive

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

Guests: Tanya Mazarowski and Mike Ball

Call to order by Vern at 7:38 p.m. Vern thanked Tanya and Mike for hosting the Board meeting at their home.

October 8, 2015 Meeting Minutes

Discussion: Minutes reflected that, for \$15, Reston Association (RA) would supply the cluster with a thumb drive containing all the design standards they have on file for the cluster. Lee would follow up with the RA for those documents. **Lee moved to approve the October 8, 2015 minutes. Vern seconded. The minutes were approved. Casey and Barbara abstained because neither were present at the October 8 meeting.**

November 5, 2015 Meeting Minutes

Discussion:

1. Barberry plants - the downside of these plants was that they attracted ticks, so did the Board want to proactively rip out what's already in place? Laura suggested getting a map indicating the location of each Barberry plant in the cluster. Marion suggested moving the Barberry plants to the carport area where graffiti was painted to create a barrier. Casey noted that the plants would be very difficult to move given the fact that they are very thorny. Further discussion was tabled until the January Board meeting.
2. Free trash cans with lids - Marion attempted to reach the trash company by phone to ask whether they would provide trash cans with lids at no cost to residents, but was put on hold for an extended period of time. Marion would try again; Vern would look for another contact at the trash company.
3. Access to draft minutes – Vern referenced Code of Virginia § 55-510 (f):

“Except as provided in subdivision C 7 [executive session], draft minutes of the board of directors shall be open for inspection and copying (i) within 60 days from the conclusion of the meeting to which such minutes appertain or (ii) when such minutes are distributed to board members as part of an agenda package for the next meeting of the board of directors, whichever occurs first.”

The Board affirmed compliance with that statute. The Board would continue to make the draft minutes available upon request prior to posting on the website.

4. Returned check fee - Marion confirmed that the returned check fee referenced in the November 5 minutes was passed on to resident and payment for that fee was made to the cluster treasurer.

VERN moved to approve the November 5, 2015 minutes. Casey seconded. The minutes were approved unanimously.

CCA Financial Update

Marion presented the monthly financial report.

1. As of December 3, the checking account balance was \$22,690.78; Reserves balance was \$49,550.57; and total expenses for November were \$2,330.63.
2. One household in arrears made payment #1 in accordance with the Board-approved repayment plan.
3. Vern mailed demand letters to two households who were more than two quarters past due for dues payments.
4. Marion offered her willingness to accept three monthly dues checks from households @ \$150 instead of one quarterly dues check @ \$450.
5. Marion requested to transfer the third quarter reserve contribution of \$5,132 from the cluster checking account to the cluster savings account. **Laura moved to approve the transfer as requested. Vern seconded. The motion passed unanimously.** Laura suggested the cluster look into the availability of higher interest rates on federally insured brokered CDs through the bank.

Timeline for Development of FY 2017 Budget

Budget deliberations begin in January 2016. Board will fine tune budget in February, approve proposed budget and circulate to cluster residents mid-March, approve final budget at Special Board meeting late March, present approved budget at Annual meeting in April.

Neighborhood Watch Planning and Update

Neighborhood Watch Planning - Casey hosted the initial Neighborhood Watch meeting in November with nine attendees representing seven households. Outcome of Neighborhood Watch meeting:

1. A dedicated police officer would not be assigned to the cluster.
2. Signage would be provided by the police department once the cluster's Neighborhood Watch program has been established with good communication.
3. Officer Defoe was trying to put a training program on the web. Currently, this training is offered live twice a year.
4. Officer Defoe would look at the incidents in the cluster.
5. Casey would serve as the cluster's temporary Neighborhood Watch coordinator; Josie Morrow would take over that role in April 2016.
6. The Neighborhood Watch meeting attendees were not interested in putting active patrols in place until training and direction have been provided by local law enforcement officials. Until then, the consensus was to emphasize passive actions – being more observant and reporting activity and reporting if necessary.
7. Next Steps: Casey would distill the information onto one succinct sheet and get word out to residents that Colson Cluster has a Neighborhood Watch coordinator.

The Board discussed that the cluster's Neighborhood Watch program was a neighborhood activity with no oversight by the Board. The Neighborhood Watch committee would provide updates to the Board as a courtesy, and communicate to residents via email and cluster newsletter. As part of the education process, residents would be instructed to notify a Board member should cluster property be damaged, and to notify the appropriate resident should personal property be damaged, in order that that the incident get reported and repairs made.

Update on Graffiti Cleanup - Casey requested Board approval for purchase of chemicals to facilitate removal of the latest round of graffiti on carport #11: Brick cleaner \$80, Wipes \$20, Protective anti-graffiti wax polymer application – 1 gallon: \$80. Vern offered to let Casey use Konstantin's power washer.

Marion asked if the Board needed to pay Joe Reed for his attempt to clean the graffiti with a power washer (water only – no chemicals). Vern said yes, as the Board approved the work. Laura would ensure that Mr. Reed submitted an invoice for his services

Vern shared that a cluster resident who was skilled in security systems and monitoring offered to install his own personal infrared camera for a short period of time, not to exceed two months, in effort to catch the person(s) responsible for the graffiti. The same resident also shared that installing lights would be the best deterrent to vandalism, and recommended a motion sensor light be mounted on carport #11 wall where graffiti had been painted multiple times. The Board discussed the merits of an infrared camera, motion lights, and an application of the anti-graffiti wax polymer. Marion offered that funding was available from several categories, including grounds – special cleanups.

Laura moved to authorize Casey to spend up to \$130 to purchase brick cleaner and wipes, coming from grounds - special cleanups category. Lee seconded. The motion passed unanimously.

Laura further moved to authorize Casey to spend up to \$100 to purchase the anti-graffiti wax polymer. Vern seconded. The motion passed unanimously. Vern asked Casey to submit his receipts to Marion for reimbursement.

Carport 2 Roof Repair – Update

On November 5, 2015, the Board approved \$1,021 for Colbert Roofing to repair the leak in carport #2 roof. Colbert's bid was incorrectly based on bitumen material instead of tar and gravel, but they agreed to revise the contract and perform the work using tar and gravel for the same price. Vern would send Marion a copy of the revised contract.

Trees

Lee reported that he is waiting to hear from Thrive as to when the tree work is scheduled.

Leaf Blowing Damage

Vern explained that Shenandoah's employees inadvertently caused damage in the process of blowing leaves in the cluster:

1. White pine planked wall on Carport #10 near handicapped ramp damaged by a fan.
2. Popup plastic drain pipe and cover for gutter at 1682 near RA path cracked.

Vern reported the damage to Shenandoah and provided source of repair.

Leaf Blowing Concerns

Resident of 1626 was concerned that powerful leaf blowing would blow away topsoil and expose tree roots over time, and requested Shenandoah not to blow leaves at all behind 1622 – 1632 for the past couple years. However, residents of 1628 and 1630 requested that leaves be blown from common areas behind their homes, at least once a year. Barbara would email the

requests received from residents to Board members for review. Marion would contact Kerri to discuss “no-blow zones,” look at the condition of leaves behind 1628 and 1630, and report back to the Board. These concerns would be revisited at the January Board meeting.

Cluster Handbook Update - tabled until January meeting

Solar Light Purchase approved November 5 for steps near 1660 – topic revisited

The Board discussed the style of lights proposed to be mounted on steps near 1660 and mounting methods so as not to cause a trip hazard. Consensus was to get the set of six small lights and adhesive specifically intended for outdoor cement. Rail-mounted lights were not advised. Casey would make the purchase. He would also contact Will Fraize to expedite the request for Dominion to rotate/brighten up the lamp by carport #11.

Road Patches at Cluster Entrance

The Board was concerned with the poor quality asphalt patch for which RELAC contracted as they closed out their work on leaky water pipes. Vern would ask Sam Harahan to work with RELAC to upgrade that patch.

Vern noted that any resident could call VDOT to report the poor quality of a second asphalt patch – this one on Wainwright Drive near the cluster entrance.

Other Business

Future Meeting Dates Set.

- Regular Meetings: January 7 @ 7:30 p.m.
February 4 @ 7:30 p.m.
March 10 @ 7:30 p.m.
April 11 immediately following Annual Meeting
- Special Budget Meeting: March 28, 29, or 30
- Annual Meeting: April 11 Social @ 7:00 p.m.; Meeting @ 7:30 – 9:00 p.m.
Next Steps: Barbara would reserve cafeteria at Lake Anne ES for the annual meeting and invite Supervisor Hudgins; Casey would invite Officer Defoe.

Vern moved to adjourn the meeting at 9:48 p.m.