

April 4, 2024 Coleson Cluster Association (CCA) Annual Board Meeting Minutes

7:00 pm on Zoom

<u>Board Officers in attendance:</u> Carl Friedrich, President Brent Kynaston, Vice President Jonathan Miller, Treasurer Mary Bloom, Secretary	<u>Directors in attendance:</u> Kari Uman, Director <u>Board absentees:</u> Greg Fortunato, Director	<u>Residents in attendance:</u> Kerri Bundy Tom Furlong Rebekah Wingert Mike Zolandz Lee/Freya De Cola Susann Gerstein
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1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:03 pm**.
- Quorum is met with a minimum of **four** Board Members present and **nine** Coleson Cluster households represented.

2. Treasure’s Update and FY2025 Approved Budget Review, Jonathan

Carl moves to approve the Treasurer’s Report.

Kari seconds the motion. | APPROVED by all Board Members present.

FY2024 Approved Budget (Comparison)	FY2025 Approved Budget
Total Income: \$104,485	Total Income: \$108,690
Total Expenditures: \$96,345	Total Expenditures: \$108,690
Operating Expenses: \$61,661	Operating Expenses: \$78,530
Reserve Fund Contribution: \$34,684	Reserve Fund Contribution: \$30,160
Reserve Fund Total: \$55,722	Reserve Fund Total: \$85,882

3. A Year in Review: FY2024 Highlights and FY2025 Forecast, Carl

- Last year was all about maintaining long-term stability for the Cluster, both financially and structurally. With a growing Reserve Fund, no liabilities and a very small amount of arrearages in HOA dues, we are in a good financial position. At present we have no pressing infrastructure work. However, structural repairs to the carports will be tackled in FY 2025.
- In the last year, we wanted to stay within our budget, catch up on outstanding payments that were due to the Cluster and set us up well for future years. Our Cluster has succeeded, respective to those goals. CCA is presently in a very sustainable financial position, better than some of the surrounding Clusters who face assessments to finance necessary capital projects.
- The Board has agreed during budget discussions to link increases to HOA dues to annual inflation rates published by the Federal Reserve. This should make the amount of the increases predictable, keep us financially healthy and eliminate the surprise element of an HOA increase for the residents.
- We caught up significantly on overdue tree maintenance and agreed that our garages need to be our next infrastructure focus area. However, the Board decided to postpone significant structural work on the garages until our residents have a clearer picture about their personal AC situation.

- In the coming year we hope we can get more participation in the Landscaping Working Group. In recent years we basically “bought” a lot of landscaping and we hope we can get back to more residents taking pride in the landscaping around their houses and will work via the Landscaping Working Group to reduce the need for extensive landscaping services. Trees and grass-mowing we cannot do ourselves, but a certain amount of “gardening” and “beautification” should be doable with resident volunteers, very much in the spirit that Robert Simon had in mind.
- We are also investigating the possibility of putting in an EV charging station for 3 to 5 charging pods that would be much more cost effective than previous proposals. When we first checked into it two years ago, we were given price tags in excess of \$200,000, but we can do a lot better by setting aside an EV charging area versus wiring up all garages. But a dedicated EV charging area will require a much stricter parking policy so that we can free up enough non-garage spaces to dedicate to the EV Charging station.
- The RELAC cooling service situation for the upcoming season is still not certain. Promises to start cooling services as before were made by the new COOP, but the Cluster wants to stay fiscally very conservative and postpone any large infrastructure projects until there is clarity.

4. Election Process/Results – Welcome and Congrats Board Members! Tom Furlong

- Two open Board of Director seats were up for election for a three-year term.
- Two eligible candidates ran. **Carl Friedrich** at #1666 (re-election) and **Greg Fortunato** at #1632 (first term).
- (28) votes collected via the online Election Buddy platform.
- Carl Friedrich and Greg Furlong have been elected with 50% / 50% of the vote count, respectively.

Thank you, **Kate Bowerman**, for all your hard work and dedication to the Coleson Cluster community.
Welcome and congrats to **Greg Fortunato** and returning President, Carl Friedrich.

5. Board Meeting Minute Approvals

Carl moves to approve the **March 2024 Board Meeting Minutes** and the **FY2025 Budget Approval Meeting Minutes**.
Kari seconds the motion. | APPROVED by all Board Members present.

OTHER BUSINESS

RELAC & Coleson Cluster Draft AC Compressor Guidelines for RA/DRB Approval – Carl

The Board will readdress the language proposed in the Cluster’s draft guidelines for HVAC compressor installations, specifically reconsider compressor placement, allowable equipment choices, and unit dimensions. Carl will submit Guidelines for DRB approval.

Spring Cleanup Planning – Kari

Scheduled for Saturday, May 19. Dumpster will be delivered the Thursday, May 16 and picked-up the Tuesday, May 21.
Keri Bundy to assist with securing dumpster and hauling options.

Dog Waste Collection Working Group: Keri Bundy to spearhead this mission to strategically add a waste station in or around CCA.

Parking update: Parking Permit System via hang tags will be introduced to help mitigate parking and space issues.

Adjournment

Carl moves to adjourn the **Annual Board Meeting at 8:26 pm.**

Mary seconds the motion. | APPROVED by all Board Members present.

Attestation

These minutes were approved at the **CCA Board of Directors Meeting on May 2, 2024.**

Signed:

April 4, 2024 Coleson Cluster Association (CCA) Board Meeting Minutes

Post Annual Board Meeting on Zoom

Voting Board Members in attendance: Carl, Brent, Kari, Mary

Abstaining Officer: Jonathan

1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **8:29 pm**.
- Quorum is met with a minimum of **four** Board Members present.

2. FY2025 Board Election of Officers

Carl moves to elect the Board Members to Officer Roles.

All Board Members present voted in favor.

FY2025 CCA Board			
Member	Officer Role	Focus	Term
Carl Friedrich	President	Communication + Engagement	April 2024 - 2027
Brent Kynaston	Vice President	Communication + Trees	April 2023 - 2026
Kari Uman	Director	Clean-Up Coordination + Socials	April 2023 - 2026
Greg Fortunato	Director	Carports + Trees	April 2024 - 2027
Mary Bloom	Secretary	Landscaping	April 2022 - 2025
Jonathan Miller	Treasurer	Clean-Up Coordination + Socials	Appointed

3. Administration

- New board member, **Greg Fortunato**, to be added to Sandy Spring Bank checking and money market accounts.
- Past board member, **Kate Bowerman**, to be removed from Sandy Spring Bank checking and money market accounts.
- The following CCA Board of Directors are permitted to be signatories on the Sandy Spring Bank checking and money market accounts:
 - **Carl Friedrich, Brent Kynaston, Mary Bloom, Kari Uman, Greg Fortunato**

4. Review of Fiscal Year Changes and Meeting Preparedness

Regular Board Meetings are currently being held on the first Thursday of each month (subject to change).

- Quorum: Attendees must include a minimum of 4 Board Members
- Provide residents (7-14 days) notice.

Annual Meetings are held in April.

- Quorum: Attendees must include a minimum of 4 Board Members and representatives from 9 households.
- Provide residents (7-14 days) notice.
- A regular Board Meeting to elect Officers to follow - post Annual Meeting.

Fiscal Year Budget Planning

- Proposed Budgets require public comment period. Distribute draft to residents (10 days) prior to March 31.
- Proposed Budgets to be approved by March 31, prior to April Annual Meeting.
- FY Budget Approval is a public meeting. Provide residents (7-14 days) notice.

Board Elections

- Review term limits; Confirm open seats by March.

- Call for Candidates MailChimp; engagement and reminders.
- Election Buddy Ballot; voting distribution and instructions to residents.
- Minimum of (7) days of voting; Polls close the day of the Annual Meeting!
- Election results are announced at the Annual Board Meeting; Officers elected afterwards.

OTHER BUSINESS

RELAC & Coleson Cluster Draft AC Compressor Guidelines for RA/DRB Approval – Carl

The Board will readdress the language proposed in the Cluster’s draft guidelines for HVAC compressor installations, specifically reconsider compressor placement, allowable equipment choices, and unit dimensions. Carl will submit Guidelines for DRB approval.

Coleson Cluster Proposed Guidelines for Installation of External AC Compressor Units for DRB Approval:

- External HVAC (central A/C compressors) are to be installed with DRB application to include appropriate screening that minimizes visual impact from sidewalks, public right of ways, and neighbors.
- AC compressors should be located parallel to exterior walls and the vertical parts of the suction and discharge lines going from the compressor to the house need to be installed in a professional manner and covered with metal or trim material matching either the house color or the trim color of the house.
- Exterior HVAC units shall provide cooling functionality only. Heat pumps are not permitted.
- Maximum noise rating of compressor is 72 dBA or maximum noise rating set by Fairfax County regulation, whichever is lower.
- Compressor unit dimensions should be equal or less than 36"W x 36"D x 42"H

Adjournment

Carl moves to adjourn the **April Board Meeting at 8:54 pm.**

Mary seconds the motion. | APPROVED by all Board Members present.

Attestation

These minutes were approved at the **CCA Board of Directors Meeting on May 2, 2024.**

Signed:

2024 Board Meetings + Upcoming Important Dates

Annual Board Meeting & BOD Elections – Thursday, April 4 at 7:00 pm on Zoom

April Board of Directors Meeting – April 4, post Annual Meeting on Zoom

May Board Meeting – Thursday, **May 2** at 7:00 pm on Zoom

CCA Spring Cleanup and Social – Saturday, **May 19** at 9:00 am

June Board Meeting – Thursday, **June 2** at 7:00 pm on Zoom