

Coleson Board Meeting Minutes: Jan. 10, 2019

Board members in attendance:

- Joe Gems (1682), At-Large
- Kate Bowerman (1660), Secretary
- Laura Dalton (1680), Vice President

Board members absent:

- Chad Hill (1688), President
- Tanya Mazarowski (1640), At-Large

Officers in attendance:

- Jonathan Miller (1614), Treasurer

Residents in attendance:

- Kerri Bundy (1652)
- Mark Mandolia (1662)

Location: Laura Dalton's residence at 1640 Wainwright

Meeting began at 7:43 pm

- 1. Financial Update:** JONATHAN provided this update on cluster finances.
 - a. Cluster Spending:** Cluster spending is still on track for this point (beginning of fourth quarter) in the fiscal year.
 - b. Garbage/Recycling Costs:** The rates for garbage/recycling increased a bit; not sure why. LAURA suggested that we push back on the rate increase.
 - c. Q4 Dues:** Invoices for Q4 dues have been delivered to residents.
- 2. Budget Preparations:** The board is preparing to draft the FY20 (April 2019-March 2020) budget. Board members should submit suggestions for line items in the budget. The budget will be discussed at the March board meeting on March 7, 2019.
- 3. Retaining Wall & Concrete Maintenance**
 - a. Cracks in the Retaining Wall by 1632:** Residents reported cracks in the brick retaining wall. KATE and JONATHAN will research and meet with 2-3 brickwork vendors to get quotes for the repair work.
 - b. KERRI** noted that the crack in the curb at front of cluster is getting bigger and a sinkhole appears to be forming. She wants someone on the board to notify RELAC.

- c. **Concrete Sidewalk Repairs:** KATE and JONATHAN will research and meet with 2-3 concrete vendors to get quotes for the repair work. LAURA will send a list of the places where the concrete needs to be repaired.

4. Tree Work

- a. **JL Tree Service Contract:** The board is contracting with JL Tree Service to do tree maintenance in January 2019.
 - i. **Additional Tree Work:** Residents have reported additional trees that might require maintenance work.
- b. **Contract Riders for Stump Removal & Grinding:**
 - i. LAURA moved to approve up to \$650 for stump removal and grinding.
 - ii. KATE seconded.
 - iii. 3 yays; no nays. Motion passed.

5. 1610-1620 Landscaping Design:

- a. **Resident Support & Commitment to Water:** JUDY BAROKAS emailed residents from 1610-1620 to indicate whether they support the landscaping project in principle and whether they'd commit to watering the plants. Five out of six households contacted the board and said they'd support the project and commit to watering.
- b. **Landscaping Design:** KERRY BUNDY provided an update on the estimate from Merrifield Garden Center for landscaping design work for the area in front of 1610-1620 Wainwright.
 - i. KATE moved to authorize spending up to \$500 to hire Merrifield Garden Center to design the area in front of 1610-1620 Wainwright.
 - ii. LAURA seconded.
 - iii. 3 votes in favor; no nays. Motion passed.

6. Cluster Signs: We need to replace the wooden signs in the cluster because the wood is rotting.

- a. LAURA has researched vendors and materials and gotten estimates from three companies. The sign companies recommend using a high density urethane (HDU) which is a man-made material that lasts a long time and is less expensive than wood. LAURA recommended that we hire Sign-a-rama to design the signs (design work is separate from sign production).
- b. KATE moved to authorize up to \$600 to hire Sign-a-rama to design the signs.
- c. JOE seconded.
- d. 3 yays; no nays. Motion passed.

7. Cluster Contact List: Kari Uman updated the cluster directory and distributed it to residents via email in early January 2019.

8. Other Business:

- a. **Website:** JOE is concerned that it's taking much longer than he expected to move the old Coleson Cluster website to the new website. The board began discussions and planning for a new website in spring 2018.
 - i. LAURA explained that the new website was nice-to-have but not urgent, and that the new website isn't ready to be launched yet because it doesn't have content. The old website, while visually outdated, is relatively up-to-date with current information.
 - ii. KATE is willing to work on the new website's content but won't have time to work on it until later this spring.
 - iii. No other board member has expressed interest in creating content, coding, or developing the new website.
- b. **Recycling Bins:** We don't have an ETA for delivery of the new recycling bins. CHAD will contact American Disposal to schedule delivery. LAURA proposed that we figure out the logistics for delivering the bins since not every household wants a bigger bin.

9. Upcoming Board Meetings

- a. February 7, 2019, at 7:30, at Josie Fleet's house at 1654 Wainwright.
- b. March 7, 2019, at 7:30, at Laura Dalton's house at 1680 Wainwright.
- c. April Annual Meeting: JOE will find out availability for reserving the Lake Anne Elementary School cafeteria for the April annual meeting.

Meeting adjourned at 9:05 pm