

Coleson Board Meeting Minutes: Feb. 7, 2019

Board members in attendance:

- Chad Hill (1688), President
- Joe Gems (1682), At-Large
- Kate Bowerman (1660), Secretary
- Laura Dalton (1680), Vice President

Board members absent:

- Tanya Mazarowski (1640), At-Large

Officers in attendance:

- Jonathan Miller (1614), Treasurer

Residents in attendance:

- Judy Barokas (1616)
- Kerri Bundy (1652)
- Josie Fleet (1654)

Location: Josie Fleet's residence at 1654 Wainwright

Meeting began at 7:39 pm

1. Approve Minutes

a. Dec. 6, 2018 Meeting Minutes:

- i. CHAD moved to approve the December 6, 2018, meeting minutes.
- ii. JOE seconded. LAURA abstained. No nays. Minutes are approved.

b. January 10, 2019 Meeting Minutes:

- i. LAURA moved to approve the January 10, 2019, meeting minutes with minor edits.
- ii. JOE seconded. CHAD abstained. No nays. Minutes are approved.

2. Approve Watchlight Repair Expenditure

- a. JOE moved to retroactively approve the expenditure of \$481 to repair the watchlight by 1604.
- b. KATE seconded. No nays. Expenditure is approved.

3. Financial Update: JONATHAN provided this update on cluster finances.

- a. **Financial Report:** Cluster spending is mostly on track for this point (middle of fourth quarter) in the fiscal year. The budget for "Lighting, bulb replacement" is at 192% of budget because of the watchlight repair for the watchlight in front of 1604-1606. The budgeted amount was \$250 and the actual cost was \$481.

- b. **FY2020 Budget Preparations:** The board is preparing to draft the FY20 (April 2019-March 2020) budget.
 - i. JONATHAN will prepare the budget worksheet and a draft budget based on the FY2019 budget. JONATHAN will distribute the worksheet and draft budget to board members by Feb. 15.
 - ii. BOARD MEMBERS should review the draft budget and submit their suggestions for line items.
 - iii. The budget will be discussed at the March board meeting on March 7, 2019.
 - iv. **Notice & Comment Timeline:** The board must give residents two weeks to review the draft budget before the board can approve the budget. The board will prepare the draft budget and distribute it to residents after the March 7th board meeting so residents will have sufficient time to review and comment. The board will meet at the end of March (exact date TBD) to approve the budget.
- c. **Reserve CDs:** CCA has a reserve CD that matures in June 2019. The board hasn't opened new CDs to invest the money from the CDs that expired in 2018 because Suntrust requires a "soft" credit check to open a new CD. JONATHAN will contact Suntrust and find out about whether the soft credit check is for individual board members or for the organization as a whole.
- d. **Signing Authority:** Suntrust still has signature cards that give previous board members signing authority on the CCA checking account. JONATHAN will contact Suntrust to find out the process for removing previous board members from the signature cards.

4. Retaining Wall & Concrete Maintenance

- a. **Status Update:** In January, JONATHAN and KATE met with contractors to get estimates for fixing the brick retaining walls and the concrete sidewalks.
 - i. Big Dog Concrete submitted a bid to repair the retaining walls and the concrete sidewalks.
 - ii. David Ricard Masonry submitted a bid to repair the retaining walls (they only do brickwork, not concrete).
 - iii. State of the Art Landscaping declined to submit a bid for the retaining wall work because they got a bigger job.
 - iv. KATE met with GO Masonry for retaining walls & concrete and am waiting to hear back from them. KATE emailed them on Feb. 5 and hasn't heard back yet.
- b. **Next Steps:** KATE will contact two more vendors so we'll have three bids. KATE would like to have three bids for the concrete work and three bids for the retaining wall work for the board to consider at the March meeting.
- c. **Additional Retaining Wall Repairs:**
 - i. KERRI reported that the brick retaining wall in front of 1654 is cracked and needs repair.

- ii. JONATHAN reported that the ground near the retaining wall by Carports 3-4 frequently floods when it rains.
- iii. Chad asked if we could replace the masonry walls with timber to open up the available vendors that can do the work, and potential cost-savings. That is outside of the scope of the current retaining wall repair project.
- d. **Additional Infrastructure Updates:**
 - i. **Infrastructure Committee:** KATE suggests that we form an infrastructure committee because there's a lot of infrastructure needs and it would be useful to have more resident input. No action was taken. We'll suggest this to the FY2020 board.
 - ii. **Metal Railings:** KATE reported that several of the metal railings need repairs. LAURA proposed that we move this to the back burner because the retaining walls and concrete sidewalks are of greater priority.

5. Tree Work

- a. **New Volunteer:** CHAD reported that Tina Hays has volunteered to manage the tree work for the cluster.
- b. **JL Tree Service Contract:** The board contracted with JL Tree Service to do tree maintenance in January 2019. JL did tree work at the end of January.
 - i. **Additional Tree Work:** Residents have reported additional trees that might require maintenance work. TINA will meet with LEE and KERRI to discuss.
- c. **Magnolia & Seedling Tree Purchases:** KERRI requested funding to purchase a centennial magnolia tree in memory of Jason Summers and some bare roots seedlings.
 - i. CHAD moved to approve \$30 to purchase ginkgos and \$50 to purchase the magnolia.
 - ii. KATE seconded. No nays. Expenditure is approved.
- d. **Ginkgo Tree Purchases:** KERRI would like to purchase two ginkgo balboas in memory of Charles Szczepanski and in honor of Burt and Kathy Lamkin. The cost is \$1,462. KERRI will meet with TINA to discuss locations. We deferred the expenditure request to the March meeting.

6. Vendor Authorizations and Payment Requirements

- a. **Three Bids:** The board's general practice is to get bids from three vendors.
- b. **Board Vote:** The board's general practice is to vote on every expenditure before moving forward with any vendor.

7. Covenants Committee Update

- a. JOE reports that the Covenants Committee hasn't done anything. JOE will write out some thoughts about the covenants.
- b. The new owner of 1632 is a member of the Reston Association DRB and might be a good resource for the Covenants Committee.

8. Other Business

- a. **Cluster Signs:** LAURA did a survey of signs around Lake Anne. LAURA has meet with sign vendors and is waiting on Signarama to provide a design. We might need Reston Association DRB approval for new signs.
- b. **Annual Meeting Date & Location:** JOE will talk with Barbara Larson about booking a room for the CCA annual meeting.
- c. **Signboard**
 - i. **Meeting Locations on Signboard:** JOE thinks that the signboard at the front of the cluster where we announce upcoming board meetings should include the house number for the meeting.
 - 1. Currently, the sign lists the meeting date, and the board emails residents to announce the location.
 - 2. LAURA is concerned that listing the house number poses safety risks since criminals would know when board members weren't home.
 - 3. The board will continue its existing practice.
 - ii. **Signboard Management:** JONATHAN has been updating the signboard. JOE will take over the task of updating the signboard.
- d. **2019 Spring Cleanup:** Spring Cluster Cleanup will be on Saturday, May 4. We'll have an ice cream social afterwards. The FY2020 board must approve expenditures to rent a dump truck. We'll add the expenditure request to the agenda for the April CCA board meeting.
- e. **Social Committee:** KATE suggests that we form a Social Committee to help plan the ice cream social, Oktoberfest, and other cluster events. We'll discuss this at the annual meeting in April.

9. Upcoming Board Meetings & CCA Events

- a. March 7, 2019, at 7:30, at Laura Dalton's house at 1680 Wainwright.
- b. April Annual Meeting: JOE will find out availability for reserving the Lake Anne Elementary School cafeteria for the April annual meeting.
- c. Spring Cleanup will be Saturday, May 4, 2019.

Meeting adjourned at 9:22 pm