

# Coleson Board Meeting Minutes: March 7, 2019

## **Board members in attendance:**

- Chad Hill (1688), President
- Joe Gems (1682), At-Large
- Kate Bowerman (1660), Secretary
- Laura Dalton (1680), Vice President
- Tanya Mazarowski (1640), At-Large

## **Officers in attendance:**

- Jonathan Miller (1614), Treasurer

## **Residents in attendance:**

- Tina Hays (1602)

**Location:** Laura Dalton's residence at 1680 Wainwright

*Meeting began at 7:40 pm*

## **1. Approve Minutes**

### **a. Feb. 7, 2019 Meeting Minutes:**

- CHAD moved to approve the February 7, 2019, meeting minutes.
- JOE seconded. TONYA abstained. No nays. Minutes are approved.

## **2. Financial Update:** JONATHAN provided this update on cluster finances.

- Financial Report:** Cluster spending is on track for this point (end of fourth quarter) in the fiscal year.
- 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.
  - JOE is willing to let Suntrust run the credit check on him, but needs to know which credit reporting agency is used.
  - JONATHAN will contact Suntrust and find out which credit reporting agency Suntrust uses.
- 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.

## **3. FY 2020 Budget Discussion:** The board discussed and finalized the draft FY 2020 budget. FY 2020 runs from April 1, 2019 to March 31, 2020.

- a. JONATHAN presented the draft budget he prepared based on the FY 2019 budget.
- b. **Expected Capital Expenses:** The board discussed expected capital expenses for FY 2020. Expected capital expenses include brick retaining wall repairs; concrete sidewalk repairs; carport concrete repairs; metal railing repairs; and signage.
  - i. **Carport Roofs:** We don't expect to replace carport roofs in FY 2020. The roofs on Carports 1-2 and 6-7 were replaced in 2018. The roofs on Carports 3, 4, and 5 are the oldest and should be replaced next. Carports 9-12 have the second oldest roofs.
- c. **Carport Lighting:** We added a line item to the budget under *Essential Services: Cluster Lighting* for "Cluster-owned walkway lighting maintenance" to better track walkway light repairs.
- d. **FY 2020 Reserve Study:** Per the Virginia Property Owners' Association Act § 55-514.1, CCA is required to conduct a reserve study in FY 2020.
  - i. The board hired a company to conduct a reserve study in 2009. LAURA noted that the study contained mostly boilerplate text and recommended that the cluster do the reserve study on its own this time.
  - ii. A residents' committee conducted a reserve study in 2014. We will review this study to see if we can update it. At the annual meeting, we will inquire whether there are enough residents willing to serve on a Reserve Study Committee or whether we should hire a company.
- e. **Document Management:** The board has numerous bankers boxes of old CCA records. We added a line item for document management and destruction, as deemed necessary.
- f. **Social Events:** Coleson Cluster has welcomed several new residents over the past few years and we'd like to have an additional social event to foster community. The board added a line item for a Spring/Summer Social event. The board will present the idea of forming a Social Committee at the annual meeting.
- g. **Landscaping:** The board allocated money for plantings in front of 1610-1620 in the line item *Grounds: Improvement Project*.
- h. **Notice to Residents & Comments Deadline:** Per the CCA bylaws, the board must give residents two weeks to review the draft budget before the board can approve the budget.
  - i. **Notice to Residents:** The board emailed the draft budget to residents on March 13, 2019.
  - ii. **Comments Deadline:** Residents may submit comments by March 27, 2019, by calling one of the CCA Board members or by emailing Chad Hill, Board President, at [chad@colesoncluster.org](mailto:chad@colesoncluster.org) before the reply deadline.
  - iii. **Meeting to Approve Budget:** The board will meet at the end of March (exact date TBD) to approve the budget.

#### 4. Retaining Wall Repairs

- a. **Status Update:** Several brick retaining walls throughout the cluster need repairs:
  - i. Retaining wall on the island
  - ii. Retaining wall by 1622 (high wall)
  - iii. Retaining wall by 1622 (low wall)
  - iv. Retaining wall by 1630-1632
  - v. Retaining wall by 1650
  - vi. Retaining wall by 1656
- b. **Bids:** KATE met with five vendors and received three bids to repair the brick retaining walls. KATE presented the bids and discussed the proposed work. The board selected the bid from David Ricard Masonry.
- c. **Authorization of Funds:** LAURA moved to authorize up to \$4,950 to repair the retaining walls. JOE seconded. No nays. Motion passed.
- d. **Next Steps:** KATE will contact David Ricard to schedule the work. KATE will respond to residents to update them on the status.

#### 5. **Additional Infrastructure Updates:**

- a. **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. We will present this committee at the Annual Meeting.
- b. **Concrete Repairs:** KATE met with Fernando Cruz Landscaping & Masonry on March 6 regarding concrete repairs and is waiting to receive their bid. KATE contacted Angel Concrete, per Michael Wood (1632)'s recommendation, and is scheduling a site visit with them.
- c. **Signs:** LAURA presented the estimates for replacing the cluster signs. KATE moved to authorize up to \$10,000 to replace the signs. CHAD seconded. No nays. Motion passed.

#### 6. **Tree Work**

- a. **Walkaround:** CHAD, KATE, and TINA will walk around the cluster to identify the additional trees that need maintenance. TINA will follow up with JL Trees.

#### 7. **Upcoming Board Meetings & CCA Events**

- a. **Board meeting to approve FY 2020 budget:** Friday, March 29, at 7 pm, at 1680 Wainwright.
- b. **April Annual Meeting** will be on Tuesday, April 2, 2019, at the Lake Anne Elementary School Cafeteria. Social begins at 7 pm; meeting begins at 7:30 pm.
- c. **Spring Cleanup** will be on Saturday, May 4, 2019.

*Meeting adjourned at 10:13 pm*