

Coleson Board Meeting Minutes: June 4, 2019

Board members in attendance:

- Kate Bowerman (1660)
- Joe Gems (1682)
- Tina Jay (1678)
- Kari Uman (1658)

Officers in attendance:

- Jonathan Miller (1614), Treasurer

Board members absent:

- Tanya Mazarowski

Location: Lake Anne Elementary School, Room 307

Meeting began at 7:13 pm

1, Minutes and Upcoming Meetings

- a. Approval of Minutes - Kate said that she had several minor edits that she would pass on to Joe, and asked that the May 7 minutes be approved, with those edits pending. The minutes were approved.
- b. Upcoming Board Meetings - The July meeting has already been set for July 10. Kate requested that there be an August meeting, which was set for July 30.

2. Financial Update

- a. Treasurer's Report – Jonathan reported that our spending so far showed no significant differences from what would be expected, given our budget for the year.
- c. After some discussion about two ginkgo trees that have been planted, Kari suggested looking into plane trees, which are highly tolerant of being used in urban environments.
- d. Jonathan reported that expenditures for May were unusually high, due primarily to the masonry work, also to a \$600 expense for unexpected repairs due to storm damage, and to the planting of the two ginkgo trees.
- e. Banking Signatories – Jonathan outlined the SunTrust requirements for updating signature cards. The bank seems to be willing to offer some flexibility, primarily in not requiring all board members to be at the bank simultaneously. Joe mentioned the deal currently being offered by United Bank, of a seven-month CD paying 2.30%. He also reported that SunTrust had said the best they could offer was a 12-month CD paying 2.26%, and pointed out that the United Bank CD was a better offer, primarily due to the shorter term. Kate suggested looking at Apple Federal Credit Union, and others made other suggestions of local banks.

3. Trash and Recycling

- a. Jonathan mentioned that his trash had not been picked up this day (a scheduled Tuesday pickup).
- b. Kate reported that Tina had made many calls made to American Disposal but that they had all been fruitless. Kate further reported that she had filed a complaint with Fairfax County. Unfortunately, the one visit they made to investigate was at a time that the trash had been picked up, so they closed that complaint as 'unfounded'.
- c. Kate also submitted a complaint with Fairfax County Supervisor Cathy.Hudgins' office, and they responded with a summary of actions that they had taken, in response to "hundreds of complaints." However, the particular county agency with jurisdiction (Public Works and Environmental Services) can only enforce county code, which requires weekly pickups. Our contract, calling for twice-weekly pickups, is a private contract between CCA and American Disposal, and does not fall under the jurisdiction of the county.
- d. There was some discussion about the fact that our recent pickups have been inconsistent, with some carports being serviced and others not.
- e. Kate reported that she had established a Google form permitting us to document American Disposal's pickups on a carport-by-carport basis, so that we would have accurate documentation.
- f. She is planning to discuss the issue with the cluster attorney, though she expects that there is very little in the way of legal recourse available to us.

4. Committee Reports

a. Infrastructure

- i. Retaining Wall Repairs – Kate reported that the retaining wall repairs have been completed.
- ii. Wrought Iron Railings - The railing in front of 1606, which was loose, has been repaired. An estimate to repair other cluster railings has been requested, but not yet received. In addition to repairs, the contractor has been asked to provide an estimate for the design and installation of a new railing in front of 1654, where there are steps.
- iii. Landscaping Timber Replacement – Kate described timbers that require replacing: in front of 1632, in front of 1680 by the sign, in front of the pollinator garden, in front of 1670 and in front of 1668 and 1672. She distributed a spreadsheet listing these. With regard to 1670, there is some confusion as to the extent of property owned by the homeowner, as opposed to property owned by the cluster.
- iv. Drainage/Erosion – There is a meeting scheduled with Newborg Drainage to discuss our drainage problems, These issues will also be discussed with HeMax, which also does drainage work. Jonathan said the Michael Wood (the new owner of 1632) knew a contractor that Wainwright Cluster liked, and Kate said she would talk with them.
- v. Concrete/Sidewalks – Kate reported that there was nothing new to report, and handed out a spreadsheet detailing all of the required concrete in

need of repairs. There was some discussion of using pavers, which would allow water to drain between the concrete stones.

b. Landscaping

- i. Kerri Bundy's proposal to remove nandina and Japanese barberry from common areas was discussed. Kate moved that the expenditure required to accomplish this be authorized. Joe seconded, and the motion was approved.
- ii. The strip of land fronting the 1610 – 1618 row, which is too steep for grass, and in which mulch simply washes away, was discussed.

c. Trees

- ii. In Tanya's absence, Kate distributed a spreadsheet of needed tree work. It was decided that the cluster will hire an arborist or tree service company to assess the trees on the spreadsheet. Kari volunteered to make some calls to vendors that the cluster has used in the past. The board discussed ways to better communicate with residents about tree work.
- iii. Kate also proposed that we sponsor a walkaround, with residents invited, to examine our trees and identify those in need of work or removal. She also pointed out that we need to plant some new trees, and an arborist could make useful recommendations as to what species of trees to plant. Kari recommended that we speak with Claudia Diehl of RA, who might have some thoughts along those lines.

d. Social

- i. It was determined that an intended get-together in honor of Kathy Lamkin and Barbara Szczepanski would not occur. Kate then suggested that we think about some other possibilities for a cluster-wide social event.
- ii. After some discussion, the Oktoberfest was set for October 12.

e. Covenants – Joe reported that he had nothing to report, but that he would attempt to write a proposed standard about doors for the next meeting.

5. Strategic Initiatives

a. Reserve Study Task Force – Kate will send an email soliciting participation from residents, but expects to hire an outside company to perform the study.

b. Landscaping Master Plan - There was a discussion about the fact that we have no overall long-term design and project plan for landscaping or for trees. Consideration was given to soliciting bids for such an overall cluster design.

c. Housekeeping/Document Management

- i. Handling Old Documents – Chad and Vern have about two dozen banker's boxes full of old documents between them, and nobody has any idea of what is contained in those documents. It was agreed that the current board needs to review the contents of those boxes, to decide what can be discarded and what need to be kept, but no specific plans were made to do so.
- ii. Central Repository for Important Documents - A related issue pertains to how to handle current documents, such as vendor contracts. Google Drive and Dropbox were mentioned as potential repositories for important cluster papers.

- iii. Video Conferencing – It was decided that the cluster should purchase a Zoom account, which would allow remote participation in the board meetings.
- iv. Mission, Values and Vision Statements – There was brief discussion of whether the cluster should establish a mission statement and/or a values statement and/or a vision statement. No conclusion was reached.

6. Other Business

- a. Online Voting – The board discussed the fact that only residents present at the Annual Meeting can vote for board members. The sentiment was that residents should be able to participate remotely (via Zoom or something similar) and to vote remotely.

Meeting adjourned at 8:52