

Coleson Board Meeting Minutes: September 4,2019

Board members in attendance:

- Katharine Bowerman (1660)
- Joseph Gems (1682)
- Catina Jay (1678)
- Kari Uman (1658)

Officers in attendance:

- Jonathan Miller (1614), Treasurer

Residents in attendance:

- Bebee Stroik (1638)
- John Stroik (1638)

Residents participating (via Zoom)

- Kanhong Lin (1660)

Board Members absent:

- Tanya Mazarowski (1640)

Non-residents in attendance:

- Paul Mandell (Realtor)

Location: 1678 Wainwright Drive

Meeting began at 7:10 pm

- 1) Opening Remarks** - Kate introduced Paul Mandell, a realtor with Re/Max. He had been asked to provide insight into how the board can have a positive effect on values and salability of cluster residences, as well as how to make the cluster a more desirable place to live.
- 2) Approval of Minutes** – The minutes for the June, July and August meetings were all approved.
- 3) Upcoming Board Meetings**
 - October 2, 7pm, Lake Anne Elementary School Library
 - November 6, 7pm, Lake Anne Elementary School Library
 - December 4, 7pm, Lake Anne Elementary School Library
- 4) Treasurer's Update**
 - a) Jonathan distributed copies of the updated budget and current financial report to all present. He reported that the checking account balance is unusually high in preparation for transferring the checking account to Sandy Springs Bank. He also pointed out that the only non-routine

expenses in the Financial Report were the amounts paid to HeMax as a deposit for the retaining wall replacement project and to Merrifield Gardens for grounds improvement. He also mentioned that 98% of the Q2 dues have been collected.

- b) Banking Housekeeping Status Report – The process for establishing checking and money market accounts at Sandy Springs Bank and establishing board members as signatories has been defined, and is as follows:
 - i) Each board member who wishes to become a signatory on the accounts at Sandy Spring must complete the ‘Client Information Needed for New Account’ form, bring it to the bank, and show whatever identifying document (typically driver’s license) is requested.
 - ii) A copy of our meeting minutes, signed by any one board member, must be provided to the bank.
 - iii) Once these are done, the bank will prepare the signatory card, and each board member can visit the bank and sign it.

5) Parking

- a) Kate distributed copies of the cluster’s parking and carport regulations with her proposed changes in italics. The changes relate to the issue of handicapped spaces: under what conditions can a resident obtain one, and how can the board reclaim the space for normal use when those conditions no longer apply.
- b) There is an immediate issue of how to reclaim a specific handicapped space which a resident obtained in 2017. The space was awarded for a three-month period, but has been allowed to remain extant for about two years.
- c) There is also the general issue of how to be in compliance with ADA regulations while retaining control over the assignment of reserved spaces.
- d) Kate will revise these regulations based on the board’s comments and present the revised regulations at the next meeting.

6) Committee Reports

- a) Kari had a question about how best to publicize Social Committee events such as the Oktoberfest, and there was some discussion about whether electronic notifications (e.g., email) would be adequate. There was further discussion about the Oktoberfest itself.
- b) In view of the lateness of the hour (due to the realtor’s comments taking about twice that allotted time), it was agreed that all committee reports would be postponed to the next meeting.

7) Strategic Initiatives

- a) CCA Housekeeping and Document Management – Kate presented copies of a Statement of Work (SOW) provided by Imagex for digitizing (scanning and performing optical character recognition) of archival documents that were kept after the review of old paperwork that occurred on August 3. The estimate for \$1559.26 presupposed 12500 pages. Since we believe that there are far fewer pages, we expect the cost to be far less. Given that, Joe moved that we authorize Kate to contract with Imagex to digitize these archival documents. The motion was seconded by Tina and approved unanimously.

8) Other Business

- a) Jonathan mentioned several carport lights that were problematic for a variety of reasons, but all requiring the assistance of an electrician. He asked Joe to take care of arranging for an electrician to come and assess these issues, since he could not conveniently be around during

weekdays. He promised to email Joe a description of where these lights are located, and contact information for several recently-used electricians. and Joe agreed to make the appropriate arrangements.

- b) Certain closets within the carports are assigned to residents, and two of these doors are in need of repair or replacement. Joe, having seen to the replacement of the cluster closet door, agreed to provide contact information for the companies that were consulted at that time to Kate.
- c) The issue of dog poop was raised once again. After some discussion, Kate said that she would create a flier addressing the issue, for distribution to the cluster residents.

Meeting adjourned at 9:33 pm