

June 2020 CCA Board Meeting Minutes

June 3, 2020, at 7:07 pm on Zoom

Board members in attendance:

Kate Bowerman
Tanya Mazarwski
Tom Furlong
Kari Uman

Officers in attendance:

Jonathan Miller

Residents in attendance:

Carl Friedrich
Judy Barokas
Bebbe Stroik
Stamatov, Konstantin

Guests in attendance:

Tanja Fitzel (VHC)
Rob Schumann (VHC)

1. Call to Order

- a. Board member Kate Bowerman called the meeting to order at 7:07pm
- b. Kate Bowerman requests consent to record the meeting.
 - i. All approve
 - ii. Because of technical difficulties, the meeting wasn't recorded.

2. Vantage Hill Residential Development

- a. Tanja Fitzel and Rob Schumann from Vantage Hill Condo Association presented their proposal that will be presented to the Reston DRB on June 23rd for a residential unit development on the VHC pool property
- b. Looking to raise capital for major improvements to the Vantage Hill Community
- c. ~31 townhouses
 - i. 3 story units with 2 car garage on the bottom
 - ii. ~2400 sqft
 - iii. \$600-\$700k price point
- d. Craftmark Homes is the potential builder
- e. No loss of total number of parking spaces within the VHC community
 - i. One section of VHC parking will be removed and replaced elsewhere in the community (net neutral)
- f. Would become new independent HOA community
- g. Schedule projection is to break ground between 18-30 months from now

3. Treasurer's Update: Jonathan Miller reported on the financial condition. As of June 3, 2020:

- a. Sandy Spring Checking Account: \$21,403.07
 - i. \$4,500 deposited today not reflected yet

- b. Reserve Funds:
 - i. Sandy Spring Money Market: \$74,420.10
 - ii. Reserve CD (matures 04JUNE2022): \$15,469.84
 - iii. \$10,635 transferred from money market account to checking to cover capital expenditures in May 2020
- c. Still working with Sandy Spring on how to update signature cards for new board members during social distancing

4. Design Standards

- a. Carl Friedrich would like to start investigating siding standards for the community. Original materials may no longer be available, so determining new/available materials is a priority.

5. Project Tracking

- a. Kate Bowerman researched methods to perform project management and tracking of ongoing tasks
- b. Round Robin discussion on current projects ongoing:
 - i. Tanya: Tree Committee
 - 1. Action items:
 - a. Estimates for ongoing tree work
 - b. Discuss vendors going forward potential to combine tree vendor with landscaping vendor

6. Infrastructure Committee

- a. Carl discussed Phase II is complete
 - i. Will send a team soon to repair the damaged step done during Phase I
- b. Kate discussed we will need to plan to replace Carport 4 roof in the near future (The one near 1610)
- c. Kate discussed the need to repair a small pothole
- d. Jonathon discussed updates for replacing carport doors. The vendor has come to measurements and will need to order the required doors.
- e. Kate is currently updating the disclosure packet to make sure it is up to date.
- f. Kari has been updating the Coleson Cluster handbook and sent updates to the board

7. Tree Committee

- a. Tanya will obtain estimates from Save a Tree and BladeRunners for the work.
 - i. May consider combining landscaping and tree work into one vendor contract

8. Website

- a. Tom discussed plan to create a new website for CCA:
 - i. Will purchase new colesoncluster.com domain from GoDaddy
 - ii. Domain will be hosted on GoDaddy
 - iii. To expedite website will purchase a wordpress theme

- iv. Once complete will transition colesoncluster.org from current host to GoDaddy and retain both
- v. Requests approval for domain, hosting, and wordpress funds
- b. Kate moved to spend up to \$150 one time cost for a wordpress template, Tanya seconded. All approved
- c. Kate moved to spend up to \$30 per year for GoDaddy .com domain. Kari seconded. All approved.
- d. Kate moved to spend up to \$30 per month for hosting on GoDaddy. Kari second. All approved
- e. Coleson handbook currently has overlapping information with what will be on the website. Discussion of content will be ongoing.

9. Approve May 6 Meeting Minutes: Kate moved to approve; Tanya seconded; and all approved

10. Other Business

- a. Kari Uman requests clarification on design guidelines for decking color
 - i. Determination was made that no action from the board was necessary though guidelines should be improved.

11. Adjournment

- a. Kate moved to adjourn the meeting at 9:10PM. Tanya seconded. Meeting adjourned.