

December 2020 CCA Board Meeting Minutes

December 2, 2020, at 7 pm on Zoom

Board members in attendance:

Kate Bowerman
Tom Furlong
Kari Uman

Officers in attendance:

Jonathan Miller

Residents in attendance:

Carl Friedrich
Kristine Jenkins
Brent Kynaston
Judy Barokas

1. Call to Order

- a. Board member Kate Bowerman called the meeting to order at 7:05 pm.

2. Treasurer's Update

- a. Jonathan provided an update on cluster financials
 - i. \$4,339.55 expenses during the past month
 - ii. Checking account balances and all accounts are healthy

3. Design Standards

- a. House Numbers - Krissey provided a report on current standards for house numbers in the cluster and recommendations on how they should be updated.

4. Sign

- a. Kate provided an update on the application for the new cluster sign.
 - i. DRB approved the application as it was submitted
 - ii. Working with the designer Kate Sedgewick about getting cost estimates

5. Lights

- a. Jonathan provided an update on the status of the watch lights in the neighborhood
 - i. The cluster owned light that was malfunctioning has been repaired
 - ii. The dominion owned lights have been repaired.
 - 1. One light does not conform to the material standards of the other watch lights in the neighborhood and follow up with Dominion will occur

6. Landscaping Contract

- a. Kate provided an update on the pending renewal of the contract with Blade Runners.

- i. Landscaping contract was approved in November meeting pending review of cluster attorney.
- ii. Per cluster attorney recommendations, an addendum was added to contract to allow for cancellation in the event of breach of contract. Blade Runners accepted the addendum and contract was signed.
- iii. New contract will begin January 1, 2021

7. Carport Roof Cleaning

- a. Kate reported that United Roofing will clean debris off carport roofs in December ahead of winter

8. Planning for Remainder of Fiscal Year

- a. Kate reported on the need to begin working on finalizing thoughts on planning for projects to be performed during the next fiscal year
 - i. Phase III of concrete work with Bright
 - ii. Master landscaping and additional landscaping
 - iii. Carport Siding
- b. Kate reported on planning for elections for the two open Board of Directors seats in April 2021.

9. Consent Agenda

- a. Kate moved to approve the November minutes, Kari seconded. All approved (3 out of 3 board members)
- b. Board meetings have been scheduled for
 - i. Wednesday, January 6th, 2020
 - ii. Wednesday, February 3rd, 2020
 - iii. Wednesday, March 3rd, 2020
 - iv. Wednesday, March 24th, 2020 (Budget Meeting)

10. Other Business

- a. Brent Kynaston (proposed buyer of 1682) presented a request to investigate infrastructure changes to allow for electric car charging

11. Adjournment

- a. Kate moved to adjourn the meeting, Kari seconded, all approved (3 out of 3)

Upcoming Board Meetings & Events

- Wednesday, January 6th, 2020
- Wednesday, February 3rd, 2020
- Wednesday, March 3rd, 2020
- Wednesday, March 24th, 2020 (Budget Meeting)