

April 13th, 2021 CCA Annual Members Meeting Minutes

April 13, 2021, at 7:05 pm on Zoom

Board members in attendance:

Kate Bowerman
Tanya Mazarowski
Tom Furlong
Kari Uman
Tina Jay

Officers in attendance:

Jonathan Miller

Residents in attendance:

Brent Kynaston
Lee and Freya Decola
Mike and Susan Zolandz
Bebbe Stroik
Rebekah Wingert-Jabi
Carl Friedrich
Erik Brandstaedt
Will and Krissey Jenkins
Michelle Fordice
Beth James
Maureen Navarra
Manish Nandy
Konstantin Stamatov
Maureen Chance

1. Call to Order

- a. Board member Kate Bowerman called the meeting to order at 7:05pm
- b. Nine households are required to be present to meet the 20% quorum requirement for the annual members meeting per the cluster bylaws.
 - i. With 15+ households present on Zoom, the quorum requirement is met.

2. Thanking of Volunteers

- a. Thanks to all the volunteers in the neighborhood for their contributions over the last year.

3. 2021 Board of Directors Election Results

- a. Two open Board of Directors seats were up for election, each for a three-year term
- b. Two candidates ran for the two open positions:
 - i. Kate Bowerman
 - ii. Carl Freidrich
- c. 20 households voted via online election platform Election Buddy. Kate Bowerman and Carl Freidrich both elected with 20 votes each.

4. Reviewed FY21 Accomplishments

- a. Discussed accomplishments of FY21
 - i. New website
 - ii. Phase II concrete repairs
 - iii. Replaced carport doors
 - iv. Replace one carport roof
 - v. Cleaned all carport roofs
 - vi. New traffic signs
 - vii. Design, DRB approval, and contracting for new cluster signage
 - viii. Renewed landscaping contract with Blade Runners including expanded services:
 - 1. Added core aeration and seeding
 - 2. Added additional leaf pickup in fall
 - ix. Design standard updates
 - 1. Updates apply to front door design, front door color palette, and house numbers
 - 2. Approved by Coleson Cluster Board of Directors
 - 3. Waiting for Reston DRB approval before new standards go into effect

5. Reviewed FY22 Capital Plans and Budget

- a. Discussed planned capital projects for FY22:
 - i. Master landscaping plan
 - ii. Phase III of concrete repairs
 - iii. Asphalt maintenance
 - iv. Cluster signage improvements
 - v. Tree removal
- b. Reserve budget and planning
 - i. Reserve balance is \$78,082
 - ii. FY22 reserve contribution will be \$27,250 per the approved budget and in consultation with the 2020 reserve study

6. Adjournment

- a. Kate moved to adjourn the meeting at 8:08 PM. Board of directors meeting to immediately follow.

Coleson Cluster Association Annual Members Meeting



April 13, 2021

Agenda

6:45-7:00 - Social

7:00-7:05 - Welcome & Call to Order

7:05-7:10 - BoD Election Results

7:10-7:15 - Kudos & Volunteer Recognition

7:15-7:30 - FY 2021 Accomplishments

7:30-7:45 Design Standards Updates

7:45-8:15 - FY 2022 Plans

- Reserves vs operating budget
- Review of previous year's budget
- FY 2022 budget
- Capital improvement plans

8:15-8:20 - Other Business

8:20 - Adjournment

8:30 - April Board of Directors Meeting

Do we have a quorum?

We need at least nine households to meet the 20% quorum requirement.

Rules of engagement

Please hold questions until after each topic.

Participants will be muted to minimize background noise. We'll open the line for questions after each topic.

Welcome new homeowners

1604 - Michael and Susan Zolandz

1682 - Brent Kynaston

Board of Directors election results

20 households voted.

Kate Bowerman- 20 votes (50%)

Carl Friedrich - 20 votes (50%)

Kudos & Volunteer Recognition

Audrey Jay - signboard

Kari Uman - design standards; cluster cleanup

Brent Kynaston - EV charging

Konstantin Stamatov - tree work

Carl Friedrich - concrete sidewalk and stairs improvements; metal railings improvements

Krissey Jenkins - design standards

Erik Brandstaedter - traffic signs

Michael Wood - design standards

Jonathan Miller - treasurer; carport door replacements; cluster electrical work

Michelle Fordice & Tom Furlong - website

Judy Barokas - design standards

Tanya Mazarowski - tree work

Kate Bowerman - Leadership

Tina Jay - sign replacements, landscaping plan, & design standards

Agenda: Accomplishments

7:15-7:30 FY 2021 Accomplishments

- Admin & Communications
- Infrastructure
- Landscaping
- Trees

FY 2021 Accomplishments: Admin & Communications

- Designed and launched new website
 - Shows the cluster in a modern and attractive light to potential buyers
 - Responsive design looks good on desktops and mobile phones
 - Easier to find info about services, standards, rules, governing docs, board meeting minutes, etc.
- Increased transparency in board of director meetings and activities
 - Published agenda ahead of meetings
 - Continued to use Zoom for remote meetings
 - Emailed updates about cluster business
- Revised the sales disclosure packet to satisfy the updated state requirements
- Recruited new board members and volunteers

FY 2021 Accomplishments: Website

Coleson Cluster

Home

Resident Info

HOA Info

Events

Our History

Contact

✉



FY 2021 Accomplishments: Infrastructure

Fixed:

- Crumbling concrete steps
- Broken and uneven sidewalks
- Rotting carport storage unit doors
- Replaced carport roof
- Cleaned debris off carport roofs

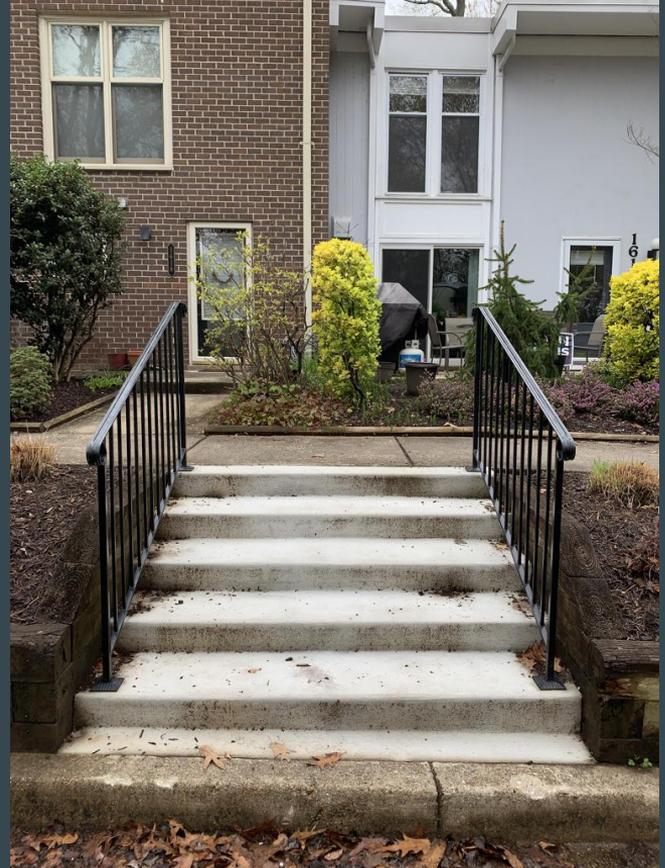
FY 2021 Accomplishments: Infrastructure

- Replaced crumbling steps in front of 1616-1618
- Reinforced the handrails

Before:



After:



FY 2021 Accomplishments: Infrastructure

- Replaced uneven sidewalks in front of 1610-1612, 1616, and 1620
- Reinforced the handrails, increasing safety



FY 2021 Accomplishments: Infrastructure

- Replaced uneven sidewalks along side Carport 3, eliminating trip hazard and improving grading for water runoff



FY 2021 Accomplishments: Infrastructure

- Replaced uneven sidewalks in front of 1600-1602, improving grading

Before:



After:



FY 2021 Accomplishments: Infrastructure

- Replaced uneven sidewalks at the top of the stairs in front of 1604-1606, reducing trip hazard



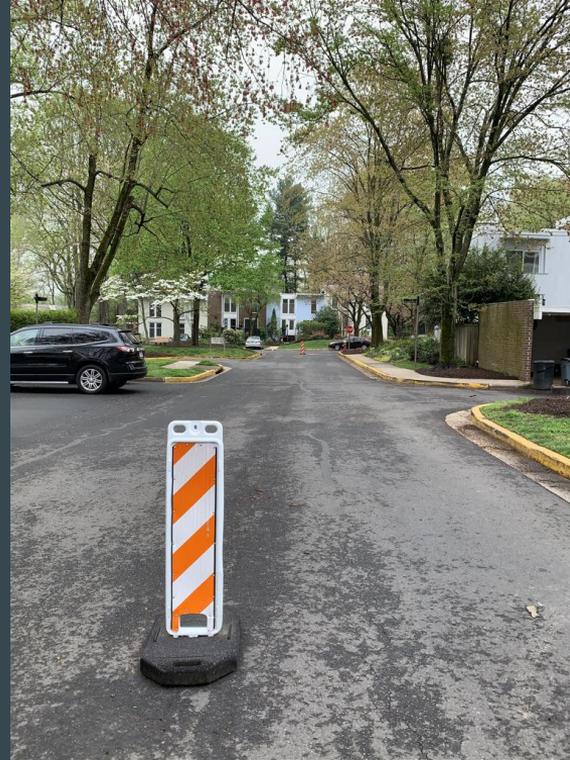
FY 2021 Accomplishments: Infrastructure

Replaced 7 storage unit doors benefiting 1602, 1606, 1612, 1618, 1624, 1628, and the CCA



FY 2021 Accomplishments: Infrastructure

- Purchased new traffic signs to encourage drivers to slow down

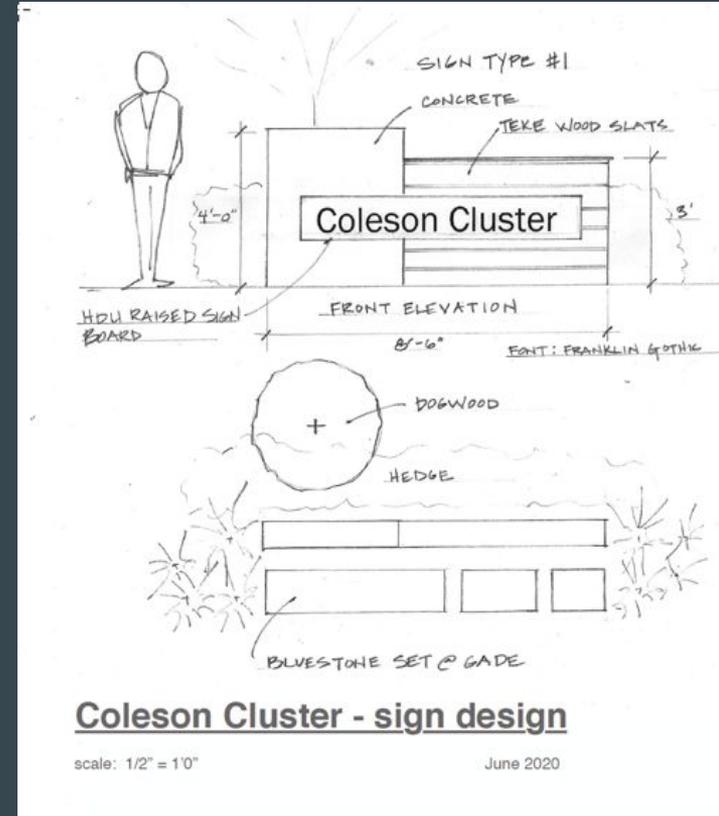


FY 2021 Accomplishments: Sign Replacement [In Progress]

Currently:



Coming Soon:



FY 2021 Accomplishments: Landscaping

- Negotiated new three-year contract with Blade Runners for lawn care services
 - Added services for core aeration and seeding to replenish grass
 - Added third leaf removal service
- Fall Cluster Cleanup (Spring cleanup was cancelled b/c Covid)
- Worked with landscape architect to design a master landscaping plan (MLP expected later this April)

FY 2022 Planning: Master Landscaping Plan FAQs

What's going on?

- In Feb. 2020, we hired landscape architect Kate Sedgwick to design a master landscaping plan. The goal is to have a coherent design that reflects the neighborhood's style and preferences so that we can implement landscaping improvements throughout the cluster over the next several years.

Next steps:

- Draft plan is expected later this April
- We will share it for your review and feedback
- We will host an open forum with the landscape architect for Q&A

FY 2021 Accomplishments: Trees

- Met with two arborists for tree walk-around during Summer 2020, Winter 2021
- Pruned silver maples behind 1620 and 1636
- Removed snag (standing dead tree) behind 1666
- Pruned deadwood and removed dying trees behind 1676-1678, 1658, 1660, 1668, and 1682
- Removed various hanging limbs throughout year

FY 2022 Planning: Trees FAQs

Why are we removing so many trees?

- Many trees are 50+ years old and are coming to the end of their natural life span
- Changing weather and climate patterns are affecting certain trees, such as the chestnut oaks
- We remove trees in consultation with licensed arborists

Will we plant replacement trees?

- Yes. The master landscape plan will recommend appropriate species and where to plant them. We want to plant the right tree in the right place, so it doesn't become a liability in the future.

Can you come look at my tree?

- Yes. We will have another walkaround with the arborist this summer, and we will ask him to review cluster-owned trees that residents have asked about. If it is privately owned tree, we can make an introduction to the professionals.

FY 2021 Accomplishments: Design standards updates

Our design standards haven't been updated in a long time.

Homeowners are confused and unsure about what's allowed.

Objectives are to:

- Make it easier for homeowners to improve their homes
- Clarify common issues that arise during RA home sale inspections

Plan is to identify gaps, suggest updates, and seek community feedback on proposed updates.

FY 2021 Accomplishments: Design standards updates

Researched and proposed updates to:

- Front door design (replacement standard)
- Front door color palette (replacement standard)
- House numbers (resale standard)

Status:

- Coleson BoD approved the proposed updates
- We submitted the proposed updates to the Reston DRB and are awaiting their approval

FY 2021 Accomplishments: Design Standards

What's changing?*

- Added Red and Black to front door color palette [replacement standard]
- Added new door style that reflects the cluster's mid-century architecture
- Removed door styles (6-panel colonial door and half window/half solid door) that don't reflect mid-century architecture [replacement standard]
- Clarified the standard for house numbers [resale standard]

* Pending Reston DRB approval

Design Standards FAQs

What if my door is no longer in compliance?

- The door style and door colors standards are *replacement standards*.
- You can keep your current door style and door colors for now.
- When you *replace your door* or *repaint your door*, you need to bring it into compliance with the standard.

What if my house numbers are no longer in compliance?

- House numbers are a *resale standard*. When you sell your house, you need to install numbers that comply with the standard.

* Pending Reston DRB approval

Agenda: Budget & Finances

7:35-8:10 - FY 2022 Plans

- Reserves vs operating budget
- Review of previous year's budget
- FY 2022 budget
- Capital improvement plans

FY 2022: Operating Budget vs Reserve Fund

Operating funds are used day-to-day operations - expenses that occur on a monthly or annual basis. Examples include standard common area mowing and leaf blowing, trash collection, electric bills for carports and walkways.

Reserve funds are used generally for larger expenses that don't occur on an annual basis. Examples include replacement of carport roofs, re-surfacing or sealing of the parking lot, sidewalk replacement, and major landscaping improvements.

Review of FY 2021 budget (April 1, 2020 - March 31, 2021)

- Reserve contribution: \$24,280
- FY21 unexpended operational funds of \$7,855 carried over to FY22 budget
- Higher than expected operating expenses:
 - Trees (tree removal and pruning)
 - Lawn care (renewed contract with additional services)
 - Website (one-time fees for new website)
 - Trash & recycling service (increased costs)
- Lower than expected operating expenses:
 - Snow removal (snowed less than expected)
 - Spring & fall cleanup (didn't hold spring cleanup)

Review of FY 2022 budget (April 1, 2021 - March 31, 2022)

- Dues remain at \$1,800 (\$450/quarter)
- Reserve contribution: \$27,250
- Expenses that are increasing:
 - Trash & recycling service (increased costs)
 - Lawn care (renewed contract with additional services)
 - Grounds improvement project (earmarked for plantings in front of 1610-1620 and in front of 1620-1632)
 - Oktoberfest (last year, we cut the Social budget to \$0; this year we restored some funding)
- Expenses that are shifting:
 - We previously funded tree removal out of the operating budget; In FY 2022, we are allocating the money to tree maintenance (pruning, fertilizing) and funding tree removal out of the reserve budget

Review of 2020 reserve study

In February 2020, Ben Ginetti of PM+ Reserves conducted the [2020 Reserve Study](#).

Summary:

- Current reserve balance is \$78,082
- Per the reserve study, our FY 2022 annual reserve contribution should be \$25,250. We're adding an extra \$2,000 to account for moving tree removal under capital improvements, so contributing \$27,250 total.

Upcoming capital improvement projects should include:

- Replacing the entrance sign and wayfinding signs (expected in early May 2021)
- Fixing the concrete sidewalks (Phase 3 starting later this spring)
- Roadway maintenance (sealcoating, repairing potholes, etc.; expected in Summer 2021)
- Continued investment in planting new trees and landscaping (per master landscaping plan later this year)

FY 2022 Planned capital improvements

- Concrete: Continue replacing broken steps & uneven sidewalks
- Asphalt roadway repairs: Sealcoating and line striping, fixing grading
- Master landscaping plan design work: Pay balance to landscape architect for design
- Master landscaping plan: Implement Phase 1 of improvements
- Entrance and wayfinding sign replacement: Pay balance for sign construction and installation
- Tree removal: Remove four dead chestnut oaks along Coleson-FCPS property line

Other business

Thank you

We will hold a short Board of Directors meeting immediately after the annual meeting to elect officers.