

Draft Agenda - Subject to Change

## November 2022 Coleson Cluster Association (CCA) Agenda

November 3, 2022, at 7:00 pm | Virtual Meeting on Zoom

<https://zoom.us/join> | Meeting ID: 858 3837 8745 | Password: 20190

1. Welcome & Call to Order 7:05
  - a. Quorum – Kate
2. Treasurer’s Update 7:05-7:15
  - a. YTD financial update - Jonathan
  - b. Quickbooks update – Jonathan
3. Trash/Recycling Vendor 7:15-7:30
  - a. Update on new vendor and contract – Mary
4. Tree Work 7:30-7:40
  - a. Status – Carl
5. Snow Removal Vendor - 7:40-7:50
  - a. Status – Jonathan
6. Carport Roof Cleaning - 7:50-8:00
  - a. Status – Kate
7. FY2024 Planning 8:00-8:10
  - a. Discuss – Kate
8. Consent Agenda 8:10-8:15
  - a. Approve October 6th board meeting minutes – Kate
9. Other Business 8:15-8:20
10. Adjournment

### Upcoming Board Meetings & Cluster Events

- Thursday, November 3, 2022, at 7 pm
- Thursday, December 1, 2022, at 7 pm

## November 2022 Coleson Cluster Association (CCA) Board Meeting Minutes

November 3, 2022, at 7:00 pm | Virtual Meeting on Zoom

<b>Board Members in attendance:</b>	<b>Officers in attendance:</b>
Kate Bowerman, <i>President</i> Kari Uman Carl Friedrich Mary Bloom	Jonathan Miller, <i>Treasurer</i>
<b>Absent Board Members:</b>	<b>Cluster Residents in attendance:</b>
Thomas Furlong	None.

<b>1. Welcome Call:</b>	<b>Kate Bowerman</b>
Kate Bowerman called the meeting to order at <b>7:07 pm</b> .	
<ul style="list-style-type: none"> <li>Quorum is met with (4) Board Members present (attendance noted above).</li> </ul>	

<b>2. Treasurer's Report:</b>	<b>Jonathan Miller</b>
Jonathan Miller reported on the financial condition, as of <b>October 2022</b> :	
<ul style="list-style-type: none"> <li><b>Total Expenses:</b> \$3,178</li> <li><b>Reserve Fund Balance:</b> \$4,700.93</li> </ul>	
<ul style="list-style-type: none"> <li>Oktoberfest went over budget, but this did not impact overall allocated funds for social events because there was no spring community event.</li> <li>Quickbooks is up and running, ready to receive online dues payments.</li> </ul>	
<b>Action Item:</b> Jonathan to send residents email to distribute Quickbooks invoices for current quarter Cluster dues.	

<b>Q. Question and concern regarding building Reserve Funds. Kate to address under Agenda item: FY2024 Planning.</b>	<b>Kari Uman</b>
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<b>3. Trash Talk:</b>	<b>Mary Bloom</b>
Mary Bloom reported on Haulin Trash, the CCA waste/recycling vendor.	
<ul style="list-style-type: none"> <li>New strategy attempt to finalize waste management contract between CCA and Haulin Trash: Provide vendor with a revised contract that includes an updated indemnity clause for them to agree and sign. Proposed indemnity clause language has been emailed to Ray Ceresa (CCA lawyer) for his review, revision and confirmation.</li> <li>Emails from residents regarding trash/yard waste pickup have been addressed.</li> </ul>	

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<b>4. Tree Work / Landscaping:</b>	<b>Carl Friedrich</b>
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Carl Friedrich reported on CCA Tree Service.

- Phase I tree work is complete. Requested additional Cluster walk-through with Blade Runners to confirm list of Phase I priority trees have been addressed, per inventory list.
- Carl to review resident tree cleanup with Blade Runner crew.
- Checks for service are not to be approved and distributed to Blade Runners until final inventory review with Carl is complete.
  
- Landscaping: Resident complaint about dying shrubs and grasses in the rain garden installed by Hemax behind #1600.

**Action Items:**

- Mary to respond to Rebekah Wingert (#1600) and follow up with Chip Johnson at Hemax on warranty for failed plants in rain garden/landscaping.
- Kari to follow up with Blade Runner re: mulching leaves and Constantine’s damaged drain cover.

**Q.** Some residents inquired about fallen tree that Blade Runner temporarily left behind #1622—could Blade Runners cut future trees into smaller segments, and leave on premises for residents to burn. This was not a successful endeavor in the past. However, yes, Blade Runners can leave cut trees to season onsite. Carl would like a guarantee that residents will split and use the wood. Further discussion and coordination is needed.

**Kari Uman**

<b>5. Snow Removal:</b>	<b>Jonathan Miller</b>
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Jonathan Miller reported on CCA Snow Removal.

- Hemax provided an updated proposal for this year’s snow removal. New minimum of 3 hour service.
- Requested a proposal from Blade Runners.
- Suggested seeking proposals from other vendors: Perfect Landscaping, Caballeros Tree Service & Landscaping.

**Action Item:** Jonathan to acquire (2) proposals for snow removal prior to December CCA Board Meeting and present for cost comparison, review and approval.

**Q.** Inquiry regarding clearing snow from sidewalks for easier mobility by senior residents. Possible friendly and motivating messaging via social media and/or CCA listserv to encourage residents to help clear paths and sidewalks for neighbors.

**Kari Uman**

<b>6. Carport Roofs:</b>	<b>Kate Bowerman</b>
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Kate Bowerman, on behalf of Tom Furlong (absent), reported on CCA Carport Roof Cleaning.

- Quote provided by United Roofing Contractors Inc. to clean carport roofs and remove leaf debris.
  - **Quote Total:** \$1,350 (\$112.50 per roof)

**Approval Vote:** Kate Bowerman moved to approve the cost of carport roof cleaning, and to begin the cleaning service at the end of leaf-falling season.

**Second Motion:** Kari Uman

**Vote 4 of 4**  
Motion Carried

**7. FY2024 Planning:**

**Kate Bowerman**

Kate Bowerman reported on CCA upcoming Fiscal Year (FY) 2024 planning. CCA's Fiscal Year begins 4/1/23 and ends 3/31/24.

- Budget planning to commence for the upcoming FY2024.
- FY2024 Capital Improvement projects include Landscape Master Plan Phase 3 and Carport Painting.
- Reserve contribution based on the recommendation from the 2020 reserve study. CCA required by law to conduct a Reserve Study. Last reserve study was conducted in 2020; next study due in 2025.
- Anticipates decreasing capital expenditures over time and increasing FY contributions to maintain and stabilize end balances and rebuild reserves.

**Action Item:** CCA Board to commit 15-20 minutes of upcoming Board meeting agendas for FY2024 planning, brainstorming and prioritization discussion.

**8. Consent Agenda:**

**Kate Bowerman**

**Approval Vote:** Kate Bowerman motioned to approve the **October 6, 2022** revised CCA Board Meeting Minutes.

**Second Motion:** Kari Uman

**Vote 4 of 4**  
Motion Carried

**9. Other Business:**

**Kate Bowerman**

**THANK YOU** to Jonathan Miller and Kari Uman for their help in coordinating our 2022 Oktoberfest. And to all who participated in the fall cleanup activities. It was a fun time and had a great response from residents!

**Adjournment:**

**Approval Vote:** Kate Bowerman moved to adjourn the CCA Board Meeting at **8:31 pm.**  
**Second Motion:** Kari Uman

**Vote 3 of 4**  
Motion Carried