

April 2023 CCA Annual Meeting Minutes

April 20, 2023, at 7:05 pm on Zoom

Board members in attendance:

Kate Bowerman
Carl Friedrich
Tom Furlong
Mary Bloom

Residents in attendance:

Freya De Cola
Lee De Cola
Kerri Bundy
Charles Kraus
Lori Johnson
Rebekah Wingert-Jabi

Officers in attendance:

Jonathan Miller

Guests in attendance:

Cat Castrence (Reston Association)
Charlotte (Reston Association)

1. Call to Order

- a. Board member Kate Bowerman called the meeting to order at 7:05 pm.
- b. Quorum is met with 4 board members present and 9 households present.

2. Election Results

- a. Two open Board of Director seats were up for election for a three-year term
- b. Three candidates ran for the open position:
 - i. Kari Uman
 - ii. Brent Kynaston
 - iii. Ed Bundy
- c. 30 households voted via the online election platform Election Buddy. Brent Kynaston and Kari Uman were elected with 40% and 35% of the votes respectively.

3. Kudos & Volunteer Recognition

- a. Kate thanked community members for all their contributions this year.

4. 2022 Trash Updates

- a. Tom discussed the Trash and Recycling Vendor Switch in 2022
 - i. Vendor switch in September 2022 to Haulin' Trash
 - ii. Haulin' Trash went out of business without notice
 - iii. Champion Services now picks up trash and recycling
 1. Monday - Trash and Recycling
 2. Thursday - Trash only

5. Design Standard Updates

- a. Kate discussed design standards and the need for updates to be made
- b. The design standards that have been updated in FY2023 were:
 - i. Exterior lighting (resell standard)
 - ii. Trim capping on foundation (replacement standard)
 - iii. Sidelights by front door (replacement standard)

6. FY 2023 Accomplishments

- a. Admin and Communications
 - i. Consistent administrative and communication standards as a board
 - ii. Supported home buyers and sellers
 - iii. Recruited new board members and volunteers
 - iv. Maintained and updated the website
- b. Finance:
 - i. Added support for emailing invoices to homeowners
 - ii. Added support for online dues payments
 - iii. Migrated from desktop QuickBooks to QuickBooks Online
- c. Infrastructure:
 - i. Seal coated parking lot and painted curbs
- d. Landscaping:
 - i. Implemented Phase 2 of the master landscaping plan:
 - 1. Removed invasive plants and overgrowth on embankment from 1656-1670
 - 2. Installed new native plants, ornamental grasses, and three dogwood trees
 - 3. Established a shade pollinator garden
 - 4. Installed french drain and river jack
 - ii. Managed contract with Blade Runners for standard service:
 - 1. Increased area for core aeration and seeding to replenish grass, per homeowner requests
 - 2. Implemented more environmentally friendly lawn care practices. Mowing leaves into the grass. Using leaf mulch instead of wood mulch around trees and flower beds
- e. Trees:
 - i. Priorities are to protect people, property, and pathways, while being good stewards of the environment
 - ii. Met with Blade Runners arborist for tree walk-around in May joined by several homeowners
 - iii. Completed the following tree work:
 - 1. Removed dead oak by 1622
 - 2. Removed several dead trees behind 1644-1648 as requested by LAES

3. Removed dead ash trees by 1654 and dead cherry by 1656
4. Removed invasive Bradford pear that was an uprooting hazard by Green Trail

7. FY 2024 Finances & Strategic Plan

- a. Jonathan discussed the state of the cluster's finances and reasoning for a dues increase this year.
- b. Kate reviewed the capital improvements expected over the next decade.
- c. Jonathan reviewed the 2020 reserve study and status of reserve funds.

8. Other Business

- a. Kate addressed a question about engagement in the cluster

9. Adjournment

- a. Kate moved to adjourn the meeting at 8:01 pm. Tom seconded. All approved. Meeting adjourned.

Coleson Cluster Association Annual Members Meeting

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April 20, 2023

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 -7:20 Trash & Recycling

7:20-7:30 - Design Standard Updates

7:30-7:45 - FY 2023 Accomplishments

7:45-8:00 - Budget & Finance

- Reserves vs operating budget
- Review last year's expenses
- FY 2024 budget
- Capital improvement plans

8:00-8:10 - Other Business

8:10 - Adjournment

8:15 - 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

1602 - Eugene Pun

1650 - Lori Johnson

1674 - Aaron Fleet (moved from 1654)

Board of Directors election results

30 households voted.

Kari Uman - 21 votes (35%)

Brent Kynaston - 24 votes (40%)

Ed Bundy - 15 votes (25%)

Kudos & Volunteer Recognition

Audrey Jay - signboard and cluster cleanup

Carl Friedrich - tree vendor management and cluster leadership

Jonathan Miller - treasurer; Quickbooks migration and online payments;
Dominion electrical work; disclosure packets;
snow removal vendor management; cluster cleanup refreshments

Kari Uman - design standards; cluster cleanup; Oktoberfest; trash & recycling vendor management

Mary Bloom - landscaping project management and trash & recycling vendor management

Tom Furlong - board minutes; board emails; carport roof cleaning vendor management; disclosure packets; election coordinator; website management

Trash & Recycling

Challenges & accomplishments

What happened?

- Cluster had a 5-year contract with American Disposal from 2017-2022
- Switched to Haulin' Trash when the American contract ended in September 2022
- Haulin' Trash went out of business without notice
- Secured a new trash contract with Champion Services

New trash & recycling pickup days:

- Monday - Trash and recycling
- Thursday - Trash only

Trash & recycling guidelines

Tips:

- Put your trash in your own bin
- Place bins outside carport before pickup
- Return bins to back of carport after pickup
- Flatten cardboard boxes

Contractors:

- Make sure your contractors know where to put trash
- No construction trash

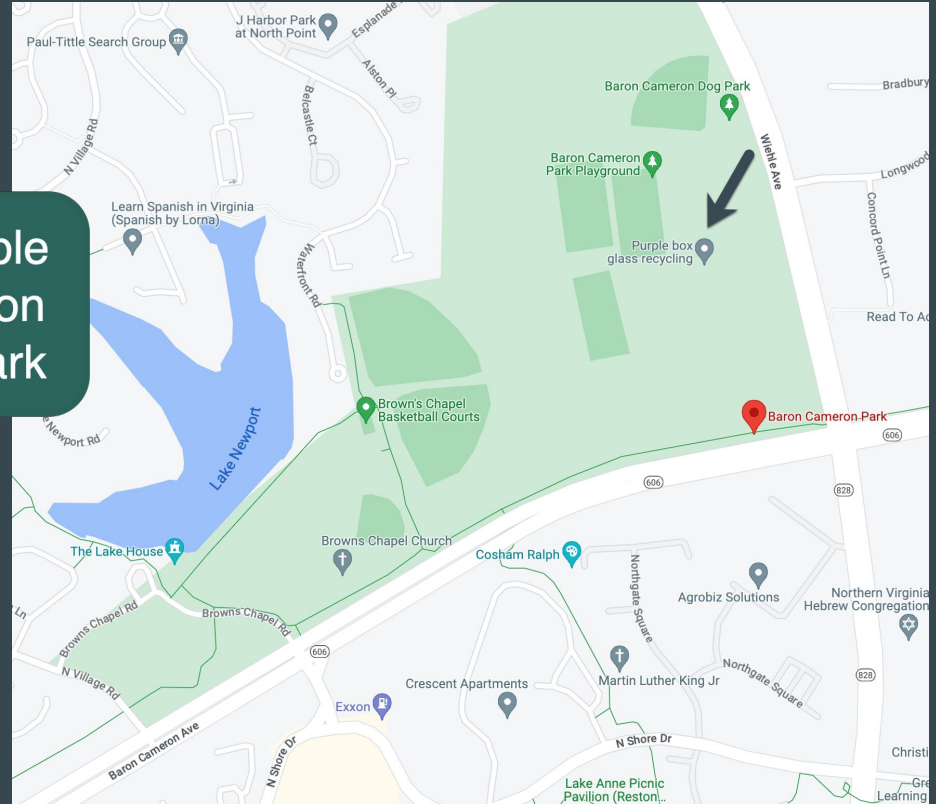
Vendor FAQs: <https://www.cswaste.com/faqs/>

Recycling glass

Glass must be recycled separately
in a purple bin



Nearest purple
bin is at Baron
Cameron Park



Locations: <https://www.fairfaxcounty.gov/publicworks/recycling-trash/glass>

Design Standards

Design standards updates

Why update the design standards?

- Some design standards are outdated or unclear
- Homeowners want to make changes to their homes, but are confused about what's allowed
- Home sellers are surprised by RA home sale inspections
- Design standard violations negatively impact home sales and property values

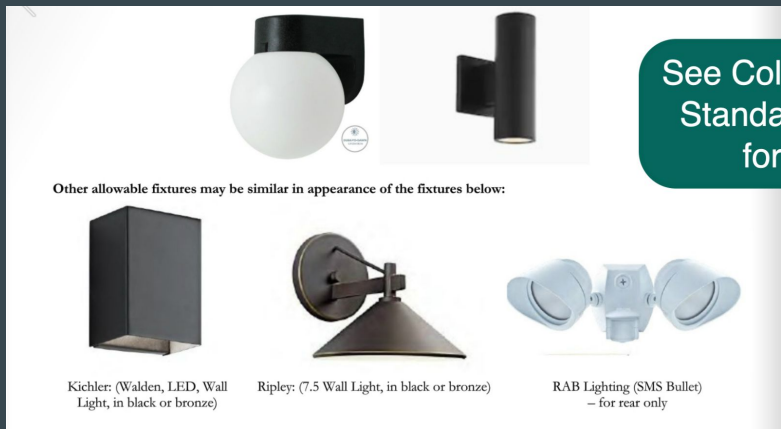
Process for updating standards

1. Board member or committee member works with homeowners and RA to identify standards that need clarification
2. Research and propose changes
3. Present proposal to the board
4. Send proposal to homeowners for feedback
Review feedback and finalize changes
5. Submit proposed standard to DRB for approval

New design standards

These standards were updated in 2022:

- Exterior lighting - front door lighting, rear lighting, and security lighting (resell standard)
- Trim capping (replacement standard)
- Sidelights by front door (replacement standard)



To see Coleson's design standards: <http://book.flipbuilder.com/flipbuilder/>

Types of design standards

Coleson design standards: <http://book.flipbuilder.com/flipbuilder/>

Replacement standard = If the design element is out of compliance, you can keep it as is until you replace the element.

- When you replace the element, you must bring it up to the standard
- Used for elements that are harder or more expensive to replace, like doors

Resale standard = If the design element is out of compliance, you can keep it as is until you sell your house.

- When you sell, you must bring it up the standard
- Used for elements that are easier or less costly to replace, like house numbers

Reston design forms and info



[Home](#) [About RA](#) [Property Owner Resources](#) [Parks, Recreation & Events](#)

[Nature and Environmental](#) [Land Use](#) [Capital Projects](#) [MemberSuite](#)

[Pay Assessment](#) [WebTrac](#) [FAQs](#) [Search](#)



Property Owner Resources



Reston DRB forms and info: <https://www.reston.org/property-owner-resources>

FY 2023 Accomplishments & Capital Improvements

Agenda: Accomplishments & Capital Improvements

7:15-7:30 FY 2023 Accomplishments

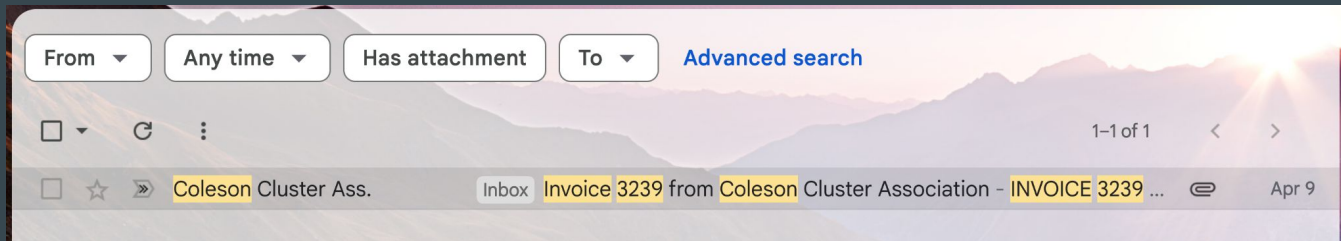
- Admin & Communications
- Finance
- Infrastructure
- Landscaping
- Trees
- Capital Improvements

FY2023 Accomplishments: Admin & Communications

- Continued 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; posted board minutes to website
- Supported home buyers and sellers
 - Revised the [sales disclosure packet](#) to satisfy the updated state requirements
 - Answered agent and lender questions; completed mortgage paperwork; welcomed new neighbors
- Recruited new board members and volunteers
- Maintained and updated [website](#)

FY2023 Accomplishments: Finance

- Added support for emailing invoices to homeowners - a top homeowner request
- Added support for online dues payments, giving homeowners an easier and more secure way to pay
- Over 50% of homeowners have opted to pay online
- Migrated from 2018 desktop version of QuickBooks to QuickBooks Online



FY 2023 Accomplishments: Infrastructure

- Seal coated parking lot and painted curbs

FY 2022 Accomplishments: Landscaping

Implemented Phase 2 of master landscape plan, improving the following areas:

- Removed invasive plants and overgrowth on embankment from 1656-1670
- Installed new native plants, ornamental grasses, and three dogwood trees
- Established a shade pollinator garden
- Installed french drain and river jack



FY 2023 Accomplishments: Landscaping

- Managed contract with Blade Runners for lawn care services
 - Increased area for core aeration and seeding to replenish grass, per homeowner requests
- Implemented more environmentally sensitive lawn care practices, including:
 - Mowing leaves into the grass
 - Using leaf mulch instead of wood mulch around trees and flower beds
- Held spring and fall cluster cleanups (Next cluster cleanup is May 6)



FY 2023 Accomplishments: Trees

- Priorities are to protect *people*, *property*, and *pathways*, while being good stewards of the environment
- Met with Blade Runners arborist for tree walk-around in May joined by several homeowners
- Completed the following tree work:
 - Removed dead oak by 1622
 - Removed several dead trees behind 1644-1648 as requested by LAES
 - Removed dead ash trees by 1654 and dead cherry by 1656
 - Removed invasive Bradford pear that was an uprooting hazard by Green Trail

Tree 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

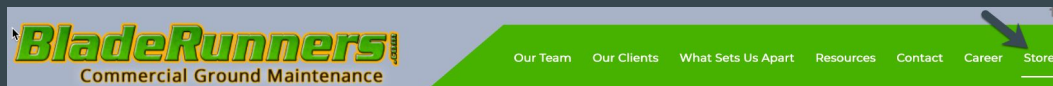
Will we plant replacement trees?

- The master landscape plan recommends 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.
- The wooded areas are re-seeding themselves.

Can you come look at my tree?

- We will have another walkaround with the arborist this summer, and we will ask the arborist to review cluster-owned trees that residents have asked about.
- If the tree is on private property, we can put you in touch with the professionals.

Blade Runners offers residential services



Blade Runners would like to help you with your property!

As you know we currently take care of your home owners association grounds. As an added bonus to our HOA clients we offer a full range of services to the individual residents in the community.

The first thing we need to know is what property you live in. Please use the boxes below to find your property. Press submit to see a list of services and what the specific price will be. You will then have the opportunity to order the services.

If you are unable to find your property listed please contact the office and we can help you. Please keep in mind if you are not a Blade Runners maintained HOA, we are not in a position to provide the service. Blade Runners only maintains residential properties we maintain.

Go to
<https://blade-runners.com/>
and click **Store**

Find the Blade Runners Property you live in. Choose from this List

Find the Blade Runners Property you live in. *

Coleson Cluster

CAPTCHA

✓ I'm not a robot



Submit

Returning Customer Login

Username or email address *

Password *

☐ Remember me

Log in

Lost your password?

Capital improvements: our long-term strategy

Stewarding Coleson Cluster for the next 56 years

1. Increasing safety
2. Maintaining cluster assets for long-term value
3. Enhancing curb appeal and property values

Looking back: capital improvements 2013-2023

2022: Landscaping work; sealed parking lot and repainted lines

2021: Replaced uneven sidewalks; replaced roof on carport; landscaping work throughout cluster; entrance sign replacement; wayfinding signs replacement

2020: Replaced crumbling concrete steps; replaced uneven sidewalks; fixed downspouts on carports

2019: Replaced rotting landscaping timbers; fixed and painted handrails; repointed mortar in brick retaining walls; planted ginko trees by 1600 and 1608; installed half of landscaping design in front of 1610-1620

2018: Replaced leaking roofs on four carports; sealed parking lot and repainted lines

2015: Repaved parking lot

2013: Installed benches on island

Looking forward: capital improvements expected 2023-2035

2023: Landscaping around carports by 1620-1632 and 1634-1642

2023-2025: Carport structural repairs and repainting

2025: Sealcoating parking lot

2030-ish: Repave asphalt parking lot

2035-ish: Carport roof replacement

Budget & Finance

Agenda: Budget & Finances

- Reserves vs operating budget
- Dues calculation & increase
- Review last year's expenses
- FY 2024 budget
- Capital improvement plans

Operating budget vs reserve fund

Dues are allocated to two buckets: the operating budget and the reserve fund

- ***Operating funds*** are used day-to-day operations, i.e., 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 major carport repairs, parking lot work, sidewalk replacement, and major landscaping improvements.
 - The purpose of reserve funds is to spread the cost of major expenses fairly over several years, and thus avoid special assessments that disproportionately burden current homeowners

Dues calculation

How are dues calculated?

$$\left(\frac{\text{Operating Budget}}{\text{Dues Paying Households}} \right) + \left(\frac{\text{Reserve Contribution}}{\text{Number of Households}} \right) = \text{Annual Dues}$$

Number of dues-paying households = 43

Number of households = 45

Per our bylaws, the President and Treasurer pay only their portion of the reserve contribution

Reserve contribution is determined by the reserve study

FY2024 dues increase

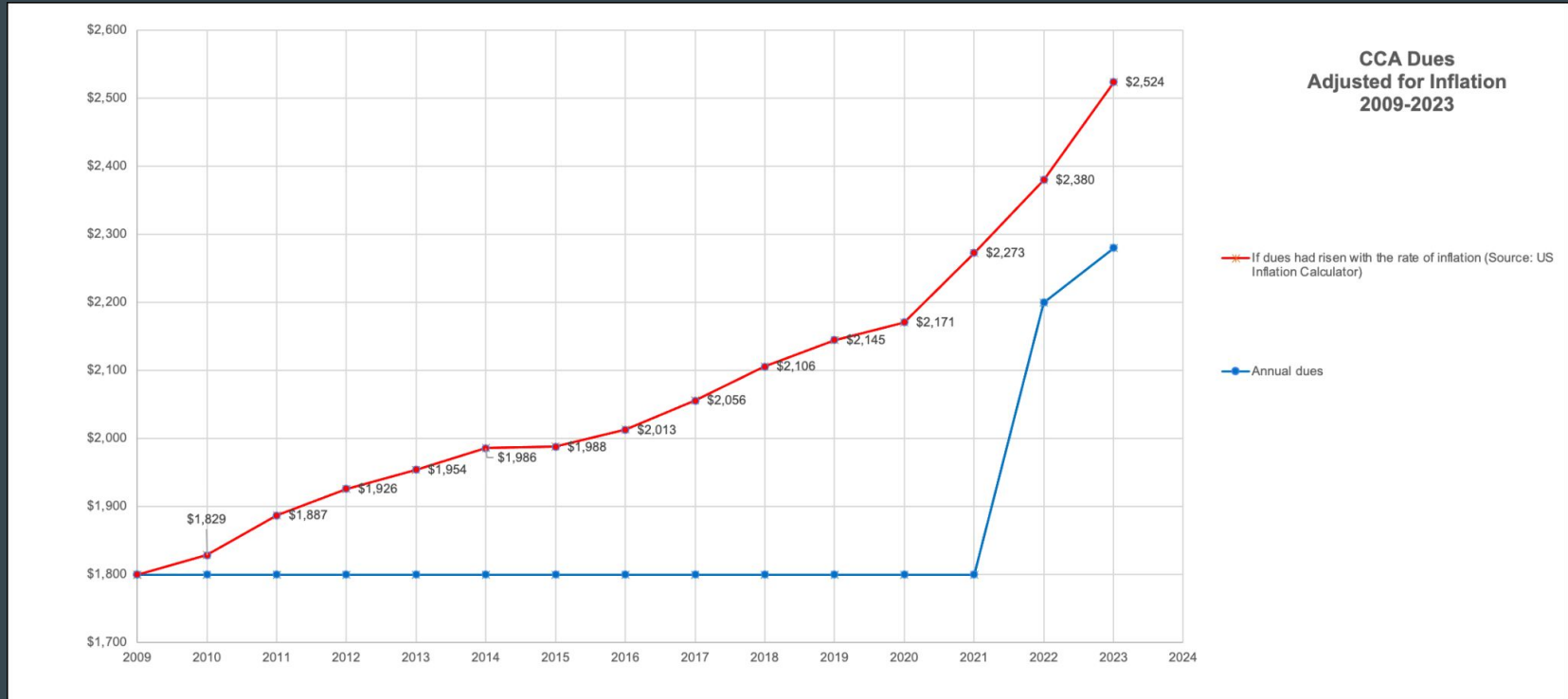
Dues increased by 3.2%

- From \$2,200 annually to \$2,280 annually
- \$6.66 more per month

Factors for increase:

- Inflation is trending at 6%
- Maintain purchasing power relative to inflation
- Increase reserve fund contribution to track with inflation

Dues vs Inflation 2009-2023



Source: <https://www.usinflationcalculator.com/>

Review of FY 2023 budget (April 1, 2022 - March 31, 2023)

- Reserve contribution: \$27,699
- No FY2023 unexpended operational funds
- Higher than expected operating expenses:
 - Trees (tree removal and pruning)
- Lower than expected operating expenses:
 - Snow removal (didn't snow this year)

Review of FY 2024 budget (April 1, 2023 - March 31, 2024)

- Dues increase to \$2,280 (\$570 per quarter)
- Reserve contribution: \$29,225
- Expenses that are increasing:
 - Trash & recycling service (increased costs)
 - Quickbooks online payment fee (new cost)
 - Reserve contribution (increased to track with inflation)

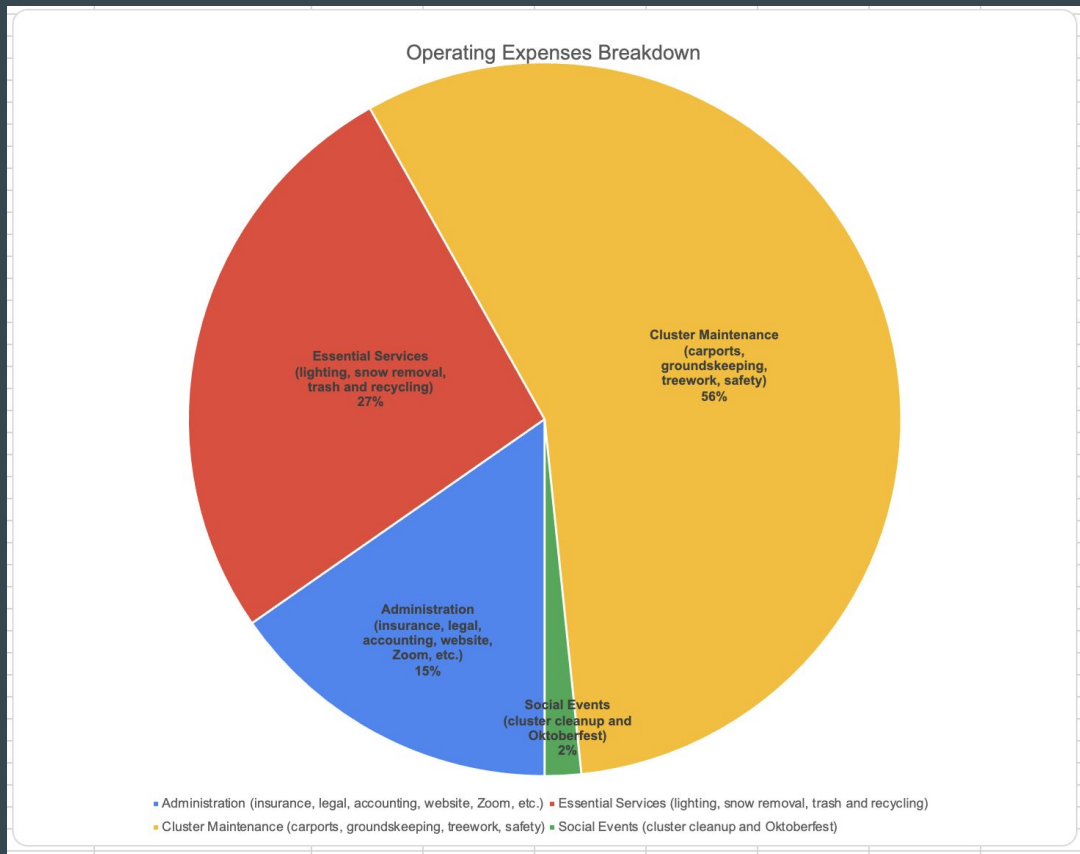
Operating budget

Admin 15%

Essential Services 27%

Cluster Maintenance 56%

Social Events 2%



Legal expenses

Why did legal expenses increases in past two years?

- Arrearages
 - Two households owe arrears for unpaid dues
 - Directors owe a fiduciary responsibility to the association to recover debts
 - We follow the cluster's procedures for collecting unpaid dues, including legal action
- Routine legal matters
 - Advising cluster on changes to state law
 - Drafting resolutions
 - Reviewing contracts
- Threats of litigation
 - A few homeowners threaten to sue the cluster
 - Another homeowner has threatened other residents
 - These threats increase our costs, because we seek legal counsel to protect the cluster

Other business

Thank you

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