

May 4, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

Board members in attendance:

Carl Friedrich
Brent Kynaston
Kari Uman
Kate Bowerman
Mary Bloom

Residents in attendance:

Charles/Pat Kraus
Rebekah Wingert-Jabi
Mike/Susan Zolandz

Officers in attendance:

Jonathan Miller

1. Welcome & Call to Order	Carl
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- **Carl Friedrich**, Board President, called the meeting to order at **7:08 pm**.
- Quorum is met with four Board members present.

Thank you, **Kate Bowerman**, for all your leadership and direction as past-President. We look forward to your continued support and participation on the Cluster Board.

2. Treasure's Update and Financial Report	Jonathan
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- **\$18,998.77** Cluster Reserve Total
- **\$2,670.16** April 2023 Expenses
- General Liability Insurance Policy and Director's and Officer's Personal Liability Policy are being processed and sent to Jonathan this upcoming week.

Carl moved to approve Treasurer's report. Brent seconded the motion / All present Board Members approved.

3. Carport Restoration	Carl
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- Carl to form a **Carport Restoration Sub-Committee**. Looking for residents to join and participate in working group to help evaluate and prioritize decisions on this major upcoming capital expense.

Goal: Rehab all carports to the same level of stability and functionality. Phased approach for repairs, given each carport has different issues with varying conditions. Looking to bring in contractors for quotes and guidance.

4. Trees	Kate
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- Kate will be doing another walk through and assessment of the trees. Date, to be determined.

5. Design Standards	Kari
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- Kari has completed most all of the design standards already. Potential inventory of outstanding standards that remain for further review and adoption.

6. Cluster Master Landscape Plan	Carl, Mary
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- Mary to form a **Landscape Working Group** to help with the installation and maintenance of the Landscaping Master Plan.

Goal: Evaluate common areas for the integrity of landscape installation and inventory failed plants. Mary and Carl will work to determine warranty status for replacement.

- Mary to inquire with Blade Runners for additional watering services.

7. Approve Minutes	Carl
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- Carl moved to approve the **Annual Board Meeting Minutes**, April 20, 2023.

Kari seconded the motion / All present Board Members approved, and the motion carried.

8. OTHER BUSINESS

Assigning Board Members responsibility and points of contact	Carl
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- Kate**, Past-President – disclosure packets for residents, Cluster tree-portfolio
- Carl**, Current President – ensures administrative tasks and issues are addressed, public works projects
- Brent**, Vice President – emergency notifications and coordination, technical services (Mailchimp, website, Election Buddy)
- Mary**, Secretary – Board minutes, Landscaping Sub-Committee
- Kari**, Director – DRB/Cluster Design Standards Working Group, resident events and cleanups, contact for Champion waste/recycling, community/emergency contact lists
- Jonathan**, Treasurer – budget and financial administration, Cluster mail, checks, billing, banking, holds the key to the Cluster storage room, Quickbooks, required legal Cluster registrations

Cluster Walk Through	Carl
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Carl to organize walk through and inspection of individual Cluster properties with RA. **Goal:** Looking for red flags that may impact the resale of units. Results will be private and provided only to the homeowner for their awareness.

Cluster Cleanup	Kari
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Kari looking for volunteers to get morning treats. 2 doz donuts, 1.5 doz bagels, 2 boxes of Joe. Hoping to get a great group together! Cleanups are not just about beautification, they are also about coming together as residents to enjoy the day and visit!

Water/Drainage Complaint	Susan Zolandz
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Water pooling and drainage issues in the back of houses @ 1600-1604. **Carl:** Not wanting to speak out of turn given that RA has not completed its review of the pending appeal on this case. RA decision will be issued next week. Topic to be readdressed until further notice.

9. Adjournment	Carl
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- Carl moved to adjourn the meeting at **8:07 pm**. Kari seconded the motion / All present Board Members approved.

Attestation

These minutes were approved at the Coleson Cluster Association Board of Directors meeting on **June 1, 2023**.

Signed:

Upcoming Board Meetings

- June Board Meeting - Thursday, June 1, 2023 at 7 pm on Zoom
- July Board Meeting - Thursday, July 6, 2023 at 7 pm on Zoom
- August Board Meeting - Thursday, August 3, 2023 at 7 pm on Zoom