

July 6, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

Officers in attendance:

Carl Friedrich, President

Brent Kynaston, Vice President

Board Members in attendance:

Kari Uman

Kate Bowerman

Mary Bloom, Secretary

Residents in attendance:

Pat Kraus

Officers absent:

Jonathan Miller

1. Welcome & Call to Order

- Carl Friedrich, Board President, called the Board Meeting to order at **7:04 pm**.
- Quorum is met with Board Members present.

2. Treasure's Update and Financial Report, Carl on behalf of Jonathan

Carl moves to approve the Treasurer's Report.

Kate seconds the motion. | APPROVED by all Board members present.

- Cluster Balance: **\$21,438.75**
- **\$29,225** Cluster Reserve Fund Balance
- **\$2,895.38** June 2023 Expenses

3. Tree Work, Kate

Goal: Continuous Capital Improvement project to provide a safe and sustainable environment by maintaining the existing tree canopy in and around the Cluster. Tree removal and pruning is prioritized to protect people, pathways and property.

- DRB application to be submitted to remove failing tree in front of **#1600-#1602**. Brent will coordinate the awareness notifications to neighbors in the facility of tree removal. Terry Turner, Blade Runners, will follow up on the removal when the DRB approves application.

4. Cluster Master Landscape Plan, Mary

Goal: Ongoing collaborative efforts by Board Members and residents to preserve the beautification of Cluster common areas. Volunteers to work together to monitor and care for plant installations and to maintain the adopted Landscape Master Plan.

- Mary to follow up with Blade Runners for quote on water service and additional mulch needed in landscaped common areas, specifically the bank at Areas 3&4.
- **June 14, 2023, 10am:** Rescheduled consult with Chip, Hemax, to review **Area 6** garden installation for contracted services. **Resident Attendee:** Mary Bloom. **Discussion:** Existing plant health and viability. Checklist for plants to be removed, salvaged, transplanted, and newly installed per Master Plan.

5. Carport Restoration, Carl

Goal: Phased Capital Improvement project to rehab all carports to the same level of stability and functionality. Prioritize repairs in order of safety and cost, given the condition and issues of each carport varies.

- Carl to request proposals and quotes from multiple vendors/contractors; Looking for more vendors to schedule future walk throughs.
- **July 20, 2023, 2pm:** Held walk-through with vendor, Jose Arteaga. **Resident Attendees:** Carl Friedrich, John and Bebe Stroik, Kari Uman, Chris Chance, Rebekah Wingert. **Discussion:** Visited each carport with vendor to discuss potential repairs.

6. Board Meeting Minute Approvals

Carl moves to approve the **June 1, 2023 Board Meeting Minutes** at the **August 3rd** Board Meeting.

Kate seconds the motion. | APPROVED by all Board Members present.

OTHER BUSINESS

Tina Re: **Teak wood restoration on Cluster signage.**

- (5) signs that need restoration. Need to take signs apart and remove teak in order to sand both sides of planks and apply multiple applications of oil. Carl and Kate have volunteered to help. Cost to vendor: **\$1,375**

Furniture Medic By Karen

609 Jacob Court, SW, Leesburg, VA 20175

Carl moves to accept and approve the proposal of services for restoring the teak luster on the Cluster signage.

Brent seconds the motion. | APPROVED by all Board Members present.

7. Adjournment

Carl moves to adjourn the July Board Meeting at **8:05 pm.**

Kate seconds the motion. | APPROVED by all Board Members present.

Attestation

These minutes were approved at the **Coleson Cluster Association Board of Directors Meeting** on **August 3, 2023.**

Signed:

2023 Upcoming Board Meetings

- July Board Meeting - Thursday, **July 6** at 7 pm on Zoom
- August Board Meeting - Thursday, **August 3** at 7 pm on Zoom
- September Board Meeting - Thursday, **September 7** at 7 pm on Zoom