

# August 3, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

<b><u>Officers in attendance:</u></b>	<b><u>Board Members in attendance:</u></b>	<b><u>Residents in attendance:</u></b>
Carl Friedrich, President	Kari Uman	None.
Brent Kynaston, Vice President	Kate Bowerman	
<b><u>Officers absent:</u></b>	Mary Bloom, Secretary	
Jonathan Miller, Treasurer		

## 1. Welcome & Call to Order

- Carl Friedrich, Board President, called the Board Meeting to order at **7:08 pm**.
- Quorum is met with (5) Board Members present.

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

Carl moves to approve the Treasurer's Report.

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

- Cluster Balance: **\$33,363.46**
- **\$19,010.75** Cluster Reserve Fund Balance
- **\$2,963.22** July 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.

- Waiting on DRB for their approval of tree removal application. Terry Turner, Blade Runners, will not start tree removal until DRB application is approved.
- Kate to review photos of additional living branches from (3) separate trees in the Meadows. Brent provided tree limb photos along with a request for their removal by homeowners (Rebekah Wingert and Susan Zolandz).
- Brent will notify neighbors at #1600-#1602 of Board discussion on tree, branches, and application status.

## 4. Cluster Master Landscape Plan, Mary

**Goal:** Ongoing collaborative effort by Board Members and residents to protect and maintain the beautification of common areas in and around the Cluster. Volunteers to work together to monitor and care for plant installations and to maintain the gardening needs of the community.

- Signed contract with Hemax for installation of **Area 6**. Jonathan to send Hemax a deposit of 50% of contracted cost (Total: **\$7,640** / Deposit: **\$3,820**).
- **August 2, 2023, 5pm, Landscape Working Group (LWG):** Held Cluster walk-through. **Resident Attendees:** Mary Bloom, Li He, Pat Kraus, Rebekah Wingert, Freya DeCola, Susan Zolandz. **Discussion:** Covered Areas 6, 4, 3 & 5. Reviewed perennials for health and viability. Created potential check list for fall clean up activities and seasonal care. Aiming for a quarterly LWG walk-throughs. **Next meeting:** October 4, 6pm.
- Mary to follow up with Terry Turner, Blade Runners, on soil aeration and grass seeding schedule.

#### 4. 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.

- Brent will use his drone to inspect carport roofs. Carl to organize volunteers to **remove leaves and debris from the carport roofs**. Vendor for cleaning assistance: **All Seasons Gutter Cleaning** - William at guardadow@hotmail.com and (571) 235-9887.
- Carl has requested the need for more contractors to consult on carport repairs.

#### 6. Board Meeting Minute Approvals

Carl moves to approve the **June 1, 2023 Board Meeting Minutes**.

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

Carl moves to approve the **July 6, 2023 Board Meeting Minutes**.

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

#### OTHER BUSINESS

Carl: Monday, **August 7, 10am**. Meeting scheduled with DRB to gain insight and feedback on applications for tree service and Master Landscaping Plan approval. **Board Attendees:** Carl Friedrich, Brent Kynaston, Kate Bowerman.

Kari: Oktoberfest and Fall Cleanup coordination is in the works. **October 14** (rain date, October 15).

Brent: Adding to September agenda re: potential pursuits for EV solutions.

#### 7. Adjournment

Carl moves to adjourn the **July** Board Meeting at **8:25 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 September 7, 2023**.

Signed:

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#### 2023 Upcoming Board Meetings + Important Dates

- September Board Meeting – Thursday, **September 7** at 7 pm on Zoom
- October Board Meeting – Thursday, **October 5** at 7 pm on Zoom
- Fall Clean up + Oktoberfest – October 14, 9am**
- November Board Meeting – Thursday, **November 2** at 7 pm on Zoom
- December Board Meeting – Thursday, **December 7** at 7 pm on Zoom