

September 7, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

Officers in attendance:

Carl Friedrich, President

Brent Kynaston, Vice President

Jonathan Miller, Treasurer

Board Members in attendance:

Kari Uman

Mary Bloom, Secretary

Member absentees:

Kate Bowerman

Residents in attendance:

Susan Zolandz

Rebekah Wingert

1. Welcome & Call to Order

- Carl Friedrich, Board President, called the Board Meeting to order at **7:05 pm**.
- Quorum is met with (4) Board Members present.

2. Treasure's Update and Financial Report, Jonathan

Carl moves to approve the Treasurer's Report.

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

- Cluster Balance: **\$39,755.89**
- **\$19,014.78** Cluster Reserve Fund Balance
- **\$3,019.98** August 2023 Expenses

3. Tree Work, Carl on behalf of 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.

Upcoming: Brent provided Kate photos of specific living tree limbs behind #1600, #1602, and #1604 that homeowners (Rebekah Wingert and Susan Zolandz) requested be removed. Blade Runners will include pruning the specified tree limbs. There may be an additional cost.

- Blade Runners is ready to schedule the tree work. Kate talked with Terry Turner about delaying tree removals until Reston DRB approves the application/grants permission to remove (5) trees in the Cluster.
- Blade Runners is willing to schedule the tree limb pruning work separately from the tree removal work if the Cluster wants to do so.
- Cat Castrence (RA Representative) said that the DRB will meet on **September 12** to review our submitted DRB tree removal application.

4. Landscape Updates, Mary + Carl

Goal: Through the establishment of the Landscape Working Group (LWG), this is an ongoing and 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 provide support for garden and landscaping needs.

- Retracted contract with Hemax to install Area 6 of the Landscape Master Plan. Based on feedback from the LWG, it doesn't make sense to move forward if Carport #10 is going to undergo repairs. Jonathan did not send them a deposit, so putting the contract with Hemax on hold was not an issue.

- **October 4, 6pm, Landscape Working Group (LWG):** Announced Q4 Cluster walk-through. **Discussion:** Fall cleanup and transplanting ideas. Review of Areas 1 & 2 installation. **Next meeting:** TBD, April/Spring 2024.
- Need to review and update the contract with Blade Runners, due to expire December 31, 2023.

Action Items:

- Need (3) quotes for new services. Add mid-year mulching and/or watering service.
- Consider adding rocks to next year’s installations—where gaps exist and if perennials don’t return.

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.

- Thank you, Brent, for providing amazing drone pictures of all carport roofs. According to the assessment, there isn’t as much water collection and debris as expected.
- 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.

September Walk-Through, TBD: Announcement coming soon for upcoming walk-through with **Mark McCann.**

Action Item: Kari to follow up with past roofing company and provide contact to Carl.

6. Board Meeting Minute Approvals

Carl moves to approve the **August 3, 2023 Board Meeting Minutes.**
 Kari seconds the motion. | APPROVED by all Board Members present.

OTHER BUSINESS

Carl:

DRB Application for Tree Cutting and Master Landscape Plan.

RA DRB is asking to review and approve the Master Landscape Plan. Carl is following up on specific items of the plan that need to be approved. DRB needs to approve any work/items where soil is removed and drainage systems are effected. This would be the drainage area in front of #1666-#1662 and the raingarden behind #1600-#1604.

Rain Garden potential improvement.

Upcoming Consult: RA Water and Soil Conservation District and Hemax are scheduled to meet and reassess any potential improvements to the raingarden behind #1600-#1604.

Kari: Eugene Pun and Kari Uman have a private notarized agreement to switch carports so that Eugene can utilize the installed EV charging station. Carports are owned by the Cluster, so no carport space is embedded with the sale of the home and deeded as part of the home. These are un/officially assigned to residents. Kari has provided an email to notify the Board of this matter and the Board has no issues with the exchange.

October 14 / 15 – Moving forward with cleanup and Oktoberfest-ivities! Kari and Jonathan to reserve the dumpster and coordinate attendance sign-ups, food contributions and fun!

7. Adjournment

Carl moves to adjourn the **September** Board Meeting at **8:13 pm**.

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

Attestation

These minutes were approved at the **Coleson Cluster Association Board of Directors Meeting** on **October 5, 2023**.

Signed: _____

2023 Upcoming Board Meetings + Important Dates

- 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