

November 2, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

Officers in attendance:

Brent Kynaston, Vice President
Jonathan Miller, Treasurer

Board Members in attendance:

Kate Bowerman, Director
Mary Bloom, Secretary

Residents in attendance:

Rebekah Wingert
Mike Zolandz

Absentees:

Carl Friedrich, President
Kari Uman, Director

1. Welcome & Call to Order

- Brent, Vice 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

Brent moves to approve Treasurer's report.

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

- Cluster Balance: **\$51,424.76**
- **\$19,022.73** Cluster Reserve Fund Balance
- **\$20,004.84** October 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.

Brent moves to approve Blade Runner costs and services for: stump grinding, additional tree pruning and removal. Mary seconds the motion. | APPROVED by all Board members present.

- In early October, Blade Runners completed contracted services to remove and prune trees.
- Kate and Brent met with Terry Turner (Blade Runners) to inspect project completion and to discuss additional services.
- Pending work:
 - Oak tree removal by #1622 (est. cost \$1575)
 - Stump removal by #1600, #1672 (est. cost \$1064)

Action Item:

- Kate to coordinate recent add-on tree service with Blade Runners for: stump grinding, tree pruning and tree removal.

4. Landscape Updates, Mary

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.

- 2024 walk-throughs will follow a similar quarterly schedule, aiming for meetups in April, July, October, and January/February (optional winter activity).
- Blade Runners' contract expires December 31, 2023.

Action Items:

- Modify Blade Runners quote/proposal to include a second, end of season mulching option around trees.
- Inquire about a 3-year and/or 5-year service contract.

4. Carport Restoration, Brent on behalf of 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 moves to send out a community survey for feedback on pricing, project scope and consensus on path forward, and referendum on proposal to pay via special assessment.

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

- Carl has received (2) quotes for carport repairs; 3rd quote is pending.
- Estimates range from \$70K-120K. Scope of work includes repairing decayed wood, brick work, overall stabilizing the structure, updating lighting.
- Proposal: Phased approach to avoid personal damage and larger costs by repairing and stabilizing carports now versus new construction. 3-year payment process via a special assessment, paid on a quarterly basis.

Action Item:

- Carl and Brent will work on the survey/referendum announcement.

6. Board Meeting Minute Approvals

Brent moves to hold off on approving the **October 5, 2023 Board Meeting Minutes** until **December 7, 2023 Board Meeting**.

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

OTHER BUSINESS

Brent

Raingarden at the Meadow:

- Currently, only (2) quotes are provided, waiting on 3rd VM Drainage & Erosion Solutions (\$10K); Drainage and Erosion (\$15K); Hemax (not experienced).
- Proposed scope: Extend existing raingarden approximately 110 feet behind #1600-#1608. Board will pay to extend the raingarden. Residents will assist with maintenance.

Next Steps:

- Board to hold a special meeting with impacted residents when all (3) quotes become available.

Parking: The Board is investigating concerns over growing parking issues, due to the increase in the number of cars per household. Bylaws allow for (1) carport bay, and (1) space in the surface lot.

Brent moves to propose sending out a community survey, outlining existing parking policies within the Cluster, soliciting ideas on parking solutions, and including a referendum on the use of a parking sticker.

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

EV Presentation and Proposal:

The Board is assessing the potential to install electric vehicle (EV) stations for convenient charging to current and future residents.

Brent moves to propose sending out a community survey, to assess existing EV charging needs, providing a presentation regarding installation options and costs, and to gain feedback on the level of interest to move forward.

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

7. Adjournment

Brent moves to adjourn the **November** 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 **December 7, 2023**.

Signed:

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2023 Board Meetings + Upcoming Important Dates

- December Board Meeting – Thursday, **December 7** at 7:00 pm on Zoom