

# October 5, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

<b><u>Officers in attendance:</u></b> Carl Friedrich, President	<b><u>Board Members in attendance:</u></b> Kari Uman, Director Kate Bowerman, Director Mary Bloom, Secretary	<b><u>Residents in attendance:</u></b> Susan Zolandz Rebekah Wingert
<b><u>Absentees:</u></b> Brent Kynaston, Vice President Jonathan Miller, Treasurer		

## 1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:06 pm**.
- Quorum is met with (4) Board Members present.

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

Due to Jonathan’s absence, Carl moves to hold off on approving the Treasurer’s report, until the November Board Meeting, when Jonathan has returned.

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

Per email from Jonathan, Cluster financial standings are outlined below:

- Cluster Balance: **\$41,872.28**
- **\$19,018.69** Cluster Reserve Fund Balance
- **\$3,523.52** September 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.

**2023 General Recap:** Annual Cluster walk-through for tree health took place in May. Trees in need of either trimming or removal were identified and prioritized according to risk. A scope of work along with a budget estimate was approved at the June Board Meeting. RA DRB approved the application to remove trees on September 12. Blade Runners began tree trimming work on October 5.

- Monday, 10/9, Blade Runners will remove the large oak tree by #1600 and the dogwood at #1672.
- The backlog for priority tree service is nearly complete, making any further tree service needs more manageable.

### Action Item:

- Kate will send notice to residents to move their cars for Blade Runners service vehicles.

#### 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.

- **October 4, 6pm, Landscape Working Group (LWG):** Held Quarter 4, the second and final walk-through for the year. **Resident Attendees:** Mary Bloom, Bob Gerstein, Diane Thompson, Kerri + Ed Bundy, Rebekah Wingert, Lee DeCola. **Discussion:** This did not proceed as a successful and productive walk-through. Residents did not stick to the proposed agenda, which included reviewing installations of Areas 1+2 of the Landscape Plan. Residents did not provide feedback for upcoming cleanup day, other than Lee (on behalf of Freya who couldn't make it). Residents presented unfocused complaints about maintenance of the Cluster grounds, landscape and general upkeep decisions by past Boards, current stormwater issues, random gardening efforts that were not vetted. See additional and separate LWG notes.  
**Next meeting:** TBD, January / Winter or Spring 2024.
- 2024 walk-throughs will follow a similar quarterly schedule, aiming for meetups in April, July, October, and January/February (optional winter activity).

##### **Action Items:**

- Need (3) quotes for new services. Add mid-year mulching and/or watering service.
- Review and update the contract with Blade Runners, due to expire December 31, 2023.
- Need renewal of snow removal contract.

#### 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.

- Monday, October 9, Carl to hold a walk-around with Mark McCann. Mark is very interested in taking on the Cluster's carport project. Plans to provide estimates for each individual Carport.
- Carport restoration is a major financial commitment for the Cluster that will extend over a few years. Estimated at \$80K+ for right now. Carl to follow up on the need for a special assessment to cover the costs and to condense the timeline on prioritized improvements.

##### **Action Item:**

- Carl to solicit recommendations from residents re: other contractors. The more proposals, the better for making an informed decision.
- Kari will provide past proposal from Ron Rockhart.

#### 6. Board Meeting Minute Approvals

Carl moves to approve the **September 7, 2023 Board Meeting Minutes**.

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

**OTHER BUSINESS**

Carl:

**Raingarden at the Meadow.**

- Met with the RA Watershed Officer along with (2) contractors.
- Pending decisions on erosion control, and quotes for service to improve raingarden.

Next Steps:

- Impacted residents will be contacted for special meeting after Board has acquired and reviewed all quotes.

**Parking:**

- In response to complaints, the Board will review existing parking policies in the Cluster. There are 45 townhomes with 45 bays and around 51 surface lot spaces.
- Board may need to consider utilizing a parking sticker policy to help enforce parking best practices.

**Future Casino:**

- The Board will not be signing the circulating petition regarding the proposed casino development at the Metro Station. Though its individual Board Members oppose the idea of a casino, it is not the role of the Board to participate on behalf of the residents.

Kari:

**Oktoberfest** is all set! Looking for RSVPs and volunteers to help with kid activities.

**House Numbers:**

- Per new regulations in Fairfax County, house numbers need to be larger for emergency services.
- Kari will update design standards for compliance.

**Kate:** Cluster sign restoration work has been completed and looks great!

**7. Adjournment**

Carl moves to adjourn the **October** Board Meeting at **7:58 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**

- **Fall Clean up + Oktoberfest** – **October 14**, 9am, 5:00 pm at the Island
- November Board Meeting – Thursday, **November 2** at 7:00 pm on Zoom
- December Board Meeting – Thursday, **December 7** at 7:00 pm on Zoom