

# December 7, 2023 CCA Board Meeting Minutes

7:00 pm on Zoom

## Officers in attendance:

Carl Friedrich, President  
Jonathan Miller, Treasurer

## Board Members in attendance:

Kari Uman, Director  
Mary Bloom, Secretary

## Residents in attendance:

Rebekah Wingert  
Kerri Bundy

## Absentees:

Brent Kynaston, Vice President  
Kate Bowerman, Director

### 1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:19 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.

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

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

- Cluster Balance: **\$58,107.94**
- **\$19,026.64** Cluster Reserve Fund Balance
- **\$3,212.32** November 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.

- In early October, Blade Runners completed contracted services to remove and prune trees.
- At the November Board Meeting, the following additional work was approved:
  - Oak tree removal by #1622
  - Stump removal by #1600, #1672, plus grass seeding

### Action Item:

- Kate sent application for oak tree removal to DRB. Approval still pending.

#### **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.

Carl moves proposal to extend contract with Blade Runners for 1-year, vetting service through the Landscape Working Group. Alternatively, we remain with Blade Runners for tree services, and utilize Shenandoah Landscape Services for ground maintenance.

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

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

#### **Action Items:**

- Modify Blade Runners quote/proposal for a 1-year extension, and to include a second, end of season mulching option around trees.

#### **5. 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.

- Proposal: Phased approach to avoid personal damage and larger costs by repairing and stabilizing carports now, versus new construction down the road. Consider a 3-year payment process via a special assessment.
- Carl has received (3) quotes for carport repairs, based on evaluations from professional contractors.
- Estimates range from \$80K-120K. Scope of work depends on the carport and ranges from cosmetic work, like replacing decayed wood, brick work, lighting, to minor structural repairs.

#### **Action Item:**

- Carl and Brent will work on sending residents a referendum on a multi-year special assessment.

#### **6. Board Meeting Minute Approvals**

Carl moves to approve the **October and November 2023 Board Meeting Minutes**.

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

**OTHER BUSINESS**

**Raingarden at the Meadow - Carl**

- Progress report is due to Reston Association BOD in January. Cluster to present proposed extension of raingarden to the end of the rowhouses.
- Prior to January presentation, Carl will host a meeting with rowhouse residents to discuss future maintenance and land use agreement.

**Parking Regulations – Carl**

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.

Carl moves proposal to circulate notice to residents on current Cluster parking policies (no commercial vehicle parking, 2 car minimum) and including a referendum on the future use of a parking sticker.

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

**Reserve Study.** Due in 2025.

**Water / Leaves on Carports.** Get quote for routine rooftop cleaning. Thank you, Brent, for volunteering and cleaning the carport roof!

**Traffic Calming.** Will investigate costs for portable speed hump.

**Adjournment**

Carl moves to adjourn the **December** Board Meeting at **8:47 pm**.

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

**Attestation**

These minutes were approved at the **Coleson Cluster Association Board of Directors Meeting** on **January 4, 2024**.

Signed:

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**2024 Board Meetings + Upcoming Important Dates**

January Board Meeting – Thursday, **January 4** at 7:00 pm on Zoom

February Board Meeting – Thursday, **February 1** at 7:00 pm on Zoom

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