

January 4, 2024 CCA Board Meeting Minutes

7:00 pm on Zoom

Board Members in attendance:

Carl Friedrich, President
Brent Kynaston, Vice President
Jonathan Miller, Treasurer
Mary Bloom, Secretary
Kari Uman, Director
Kate Bowerman, Director

Residents in attendance:

Andrew Mrotek
Harris/Kate Finkelstein
Lee De Cola
Thomas Furlong
Chuck/Pat Kraus
Rebekah Wingert
Kerri Bundy
Vernan Wyly
Tina Jay
Erik/Rachel Brandstaeder
Maureen Chance

1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:07 pm**.
- Quorum is met with a minimum of four 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: **\$40,288.44**
- **\$19,030.68** Cluster Reserve Fund Balance
- **\$2,358.18** November 2023 Expenses

3. Tree Work, Kate

Goal: Continuous and ongoing 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.

- Working on extending Blade Runners contract for 1 year. Blade Runners to provide new contract in the next few weeks.

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 LWG walk-throughs will follow a quarterly schedule, aiming for meetups in April, July, October, and January/February (optional winter activity).
- Request to modify some services in the contract. Proposed a 1-year extension instead of a 2-year agreement. Blade Runners to provide new contract in the next few weeks.

5. Carport Restoration, Carl

Goal: Phased Capital Improvement Project to rehab all carports to the same level of stability and functionality. Repairs are prioritized according to safety, stability, cost and aesthetics, as the issues of each carport vary.

Carl moves proposal to postpone the carport restoration Capital Improvement project. Postpone for one year; to resume after RELAC/HVAC conversion is complete.

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

- Regular maintenance, such as cleaning off water and debris from the roof will continue during Cluster cleanups.

6. Board Meeting Minute Approvals

Carl moves to approve the **December 2023 Board Meeting Minutes**.

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

OTHER BUSINESS

RELAC – Carl

No news from RA on RELAC. They have not provided the HOA an official release from their covenant. Technically, residents are still under the RA covenant.

Concerns from Cluster residents regarding standards (i.e., noise, size and placement of units, screening etc).

Dominion is legally required to upgrade our power to cover the increase of load.

Parking Regulations – Kari/Brent

Cluster Board will reinstate permit parking regulations to address increased parking issues. Parking stickers will be distributed to each household. Residents also need to utilize their carport spot. The Cluster will be enforcing parking regulations.

New Zoom Account – Brent

2025 Reserve Study – Carl/Jonathan

Will be coordinating and budgeting soon. Required by law every five years.

Adjournment

Carl moves to adjourn the **January** Board Meeting at **8:19 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 February 1, 2024**.

Signed:

2024 Board Meetings + Upcoming Important Dates

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

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

Annual Board Meeting & BOD Elections – Thursday, **April 4** at 7:00 pm on Zoom