

February 1, 2024 CCA Board Meeting Minutes

7:00 pm on Zoom

Board Officers in attendance:

Carl Friedrich, President
Brent Kynaston, Vice President
Jonathan Miller, Treasurer
Mary Bloom, Secretary

Directors in attendance:

Kari Uman, Director

Board absentees:

Kate Bowerman, Director

Residents in attendance:

Andrew/Tiffany Mrotek
Harris Finkelstein
Kim Fortunato
Mike Zolandz
Lee De Cola
Thomas Furlong
Chuck/Pat Kraus

1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:02 pm**.
- Quorum is met with a minimum of four Board Members present.

2. Treasurer'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: **\$53,354.74**
- **\$19,034.71** Cluster Reserve Fund Balance
- **\$2,537.37** January 2024 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.

- Blade Runners to extend their tree and landscape contract for **1-year term**, beginning 1/1/2024, expiring on 12/31/2024.
- DRB application has been prepared for removing oak tree overhanging #1622. Work will be scheduled pending RA final approval.

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.

- Blade Runners to extend their landscape contract for 1-year term, beginning 1/1/2024 to 12/31/2024. LWG to vet Blade Runners' services and future contracts.

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.

- Capital Improvements are on hold until further notice.

6. Board Meeting Minute Approvals

Carl moves to approve the **January 2024 Board Meeting Minutes**.

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

OTHER BUSINESS

RELAC – Carl

- RELAC situation is still unresolved. No RA support for the RELAC Co-Op. RA's current position is that residents are not to move forward with HVAC installations.
- RA has assigned, Michael Wood, as our rep to aid in constructing Cluster guidelines for HVAC installations.
- Any enforcement comes from RA, not the Cluster.

Kim Fortunato – Representing RELAC Co-Op. RELAC is potentially a viable option for those trying to avoid making a significant investment in a cooling system on such short notice. Even if temporary, this could help make the transition less painful and affordable.

DRB suggestions for Coleson Cluster's HVAC Guidelines

- Rear yard only or side/front yard with DRB application. Appropriate screening from public sidewalk/right of way (not guaranteed to be approved must show grievance for why not rear).
- Min 3' from unfenced property lines or 1' from fenced.
- Units to sit along exterior wall and have line sets be installed in workmanlike manner.
- No heat pumps, only cooling units. Utilize existing gas heat to reduce year-round noise. Otherwise, multi-stage is required to limit noise. Size requirements still to be met.
- Efficiency and noise requirement options: Preferred 51 DBA, Maximum 72 DBA, sound blankets.
- Unit max size: 36"W x 36"D x 42"H.
- Deviations to guidelines need to be submitted to DRB for additional review.
- No window units are currently allowed by RA.

Rain Garden Updates - Carl

- Carl is finalizing DRB Application for rain garden improvements, being provided by VA Drainage & Erosion.
- Neighbors to help maintain rain garden plants post installation.
- Installation to be completed by early spring.

Parking Regulations – Kari

Cluster Board to reinstate permit parking. Hang tags will be distributed to each household. Residents need to utilize carport spots to free up surface lot parking. Parking regulations will be enforced.

Adjournment

Carl moves to adjourn the **February** Board Meeting at **7:53 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 March 7, 2024.**

Signed:

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_____	_____

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