

# May 2, 2024 CCA Board Meeting Minutes

7:00 pm on Zoom

## Board Officers in attendance:

Carl Friedrich, President  
Brent Kynaston, Vice President  
Jonathan Miller, Treasurer

## Directors in attendance:

Greg Fortunato, Director  
Kari Uman, Director

## Residents in attendance:

## Board absentees:

Mary Bloom, Secretary

### 1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:05 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.

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

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

- Cluster Balance: **\$25,003.28**
- **\$55,737.18** Cluster Reserve Fund Balance
- **\$3,895.35** April 2024 Expenses

Notable Admin costs: Election Buddy, QuickBooks fees for electronic HOA dues.

### 3. Tree Work, Greg, Carl

**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.

- **May 2024**, Carl and Greg met with Terry Turner, Arborist with Blade Runners for introductions, spring walk through and discussion on potential services.
- Blade Runner Recommendations:
  - Thin tree canopy in the Meadows to create more light;
  - Prune trees/shrubs along North Shore and Wainwright Drive.
- Much on-going tree work is still needed. It is unlikely that costs for tree services will be reduced for the upcoming year, as anticipated.
- Carl to look at Petersbergers to compare costs.

#### 4. Landscape Updates, Carl on behalf of 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.

- **April 24, 2024, 2pm:** Mary met with Terry Turner, Blade Runners for discussion on current extended contract, and for a Cluster walk around. Discussed resident concerns over trimming and use of chemicals (Blade Runners does not use chemicals). Terry provided feedback and best practices for timing projects, and other suggestions regarding plant health. Blade Runner quotes provided for additional services, per LWG input last year:
  - Removing privets behind Carport #3 (Resident #1608)
  - Pruning and thinning along Wainwright (Resident #1688)
  - Future rehab of bank behind Carport #2 (Residents #1682-#1688)
  - Quote on Blade Runner staff day rates for heavy inhouse projects
- 2024 Landscape Budget: **\$2,500**

#### 5. Board Meeting Minute Approvals

Carl moves to approve the **April Annual Meeting and Regular 2024 Board Meeting Minutes**.

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

#### OTHER BUSINESS

##### RELAC – Carl

- RA would like Coleson Cluster to submit HVAC Guidelines.
- Draft guidelines will be reviewed again per feedback from residents and finalized for DRB approval.

##### 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 obtained signatures of residents at #1600-#1608 for DRB Application along with three Coleson Cluster HOA Board Members.
- DRB Application was submitted for approval.
- May 7, 2024: Carl and VA Drainage & Erosion to present rain garden plan to DRB.
- May 27, 2024: Carl to testify at Reston Association Board of Directors confirmation of rain garden work.

**Spring Clean-Up – Kari**

- Scheduled for May 18th. The dumpster will be delivered on May 16th and be picked up on May 21st. Carl will try to secure a chain saw.

**Carport Cleaning/Renovation – Carl**

- Greg to take the lead on carport cleaning for over the summer.

**Parking – Carl**

- Resolved: A resident has been informed that only (2) of the vehicles in their household can park in the Cluster. Kari to provide Carl with a list of other households that currently violate parking policy.

**EV Charging Stations – Brent**

- Currently, there are two programs that have funds for this: one would defray \$65,000 capital expenses; the other program is a \$5,000 refund. In order to have access to either of these programs, the Board will need to conduct a survey. This item will continue to be discussed.

**Adjournment**

Carl moves to adjourn the **May Board Meeting at 7:54 pm.**

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

**Attestation**

These minutes were approved at the **Coleson Cluster Association Board of Directors Meeting on June 6, 2024.**

Signed:

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**2024 Board Meetings**

June Board Meeting – Thursday, **June 6** at 7:00 pm on Zoom

July Board Meeting – Thursday, **July 11** at 7:00 pm on Zoom

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