

# July 11, 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:

Greg Fortunato, Director  
Kari Uman, Director

## Residents in attendance:

Mike Zolandz  
Chuck/Pat Kraus  
Paul Lang

## Board absentees:

N/A

### 1. Welcome & Call to Order

- Carl, Board President, called the Board Meeting to order at **7:01 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: **\$25,874.56**
- **\$55,760.41** Cluster Reserve Fund Balance
- **\$10,495.70** June 2024 Expenses

Notable Admin costs: Dominion Power (carport lighting), United Roofing (carport roof cleaning).

### 3. Tree Work, Greg

**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.

- July 1-11, 2024, per recommendations from Blade Runner:
  - Tree canopy in the Meadows has been pruned for dead and encroaching branches;
  - Dead and/or diseased trees have been removed;
  - Trees/shrubs overhanging North Shore and Wainwright Drive have been pruned and thinned;
  - Cost is a little more than what was originally quoted (closer to \$20K). Final walk through will be schedule to confirm scope of work is complete (June and July work plan per Blade Runners).
- Tree behind #1642 is dying and won't last. Needs to be removed. Board will acquire property plats and review the property lines to determine location of tree.
- Greg to work with Kari Uman on finding a location to plant a Eastern Redbud trees

#### 4. Landscape Updates, Mary

**Goal:** The Landscape Working Group (LWG) is an ongoing volunteer collective of Coleson Cluster Board Members and residents who work together to support the maintenance and beautification of common areas in and around the Cluster. The LWG will act as an advisory to the Board on addressing landscaping needs, and the use of sustainable best practices that promote eco-friendly and beneficial environments.

- **June 24, 2024, 7:30pm at #1658:** Held LWG Round Table. **Resident Attendees:** Freya De Cola, Kari Uman, Mary Bloom. Agenda included discussion on mission statement (goal stated above), proposed gardening best practices and guidelines to serve the Board and residents, establish action items and next steps.
- 2024 Landscape Budget: **\$2,500**
- **Upcoming:** Cluster Resident LWG Walk Around, TBD... when it's cooled off!
- **Coleson Cluster Bylaws** do not include any language regarding the use of herbicides and pesticides in and around the Cluster. Consensus on foregoing the use of chemicals has always been mutual between Board and residents.
- No resolution in ways to keep dogs from urinating in common areas. Carl is interested in adding signage.
- Compromise/solution is needed for leaf removal in and around the Cluster.
- **Watering Service** – Carl
  - How much is it? Need to get quotes. Change up landscaping to include plant alternatives (rocks, features, etc.) to offset the need to water. Upcoming walk through to assess common areas for water needs: July 21, 2024, Brent, Kari and Mary to meet to discuss installations.

#### 5. Board Meeting Minute Approvals

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

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

#### OTHER BUSINESS

##### HVAC Guidelines – Carl

- Need to go back and revisit draft language for HVAC standards. Need to circle back and finalize our Cluster standards for RA. Yes to heat pumps!

##### Rain Garden Updates – Carl

- Installation is complete. Second/final payment on invoice is due.
- Carl to present final report to DRB at September 26 Board Meeting.

**Property Resale Documentation** – Disclosure packets. Jonathan will pick up the task to coordinate the packets for residents.

- Thank you, Tom Furlong, for always stepping up and continuing to help the Board!!

##### Fall Clean-Up / Oktoberfest – Kari

- Saturday, October 26! Kerri Bundy to follow up with option for FREE dumpster from FFX.

**Charging Station – Brent**

Still on hold. Waiting on the pending future status of the Cluster’s cooling system/RELAC.

**Garage – Greg**

Still on hold. Waiting on the pending future status of the Cluster’s cooling system/RELAC.

**Short Term Rentals – Carl**

Carl to propose new language to prevent residents from using their homes as short-term rentals (i.e., Airbnb). Per Fairfax definition, short-term lodging is defined as any occupancy that’s less than 30 days. Ray will be consulted on language for Bylaws.

**Adjournment**

Carl moves to adjourn the **July Board Meeting at 8:35 pm.**

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

**Attestation**

These minutes were approved at the **Coleson Cluster Association Board of Directors Meeting on August 8, 2024.**

Signed:

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**2024 Board Meetings**

August Board Meeting – Thursday, **August 8** at 7:00 pm on Zoom

September Board Meeting – Thursday, **September 5** at 7:00 pm on Zoom

October Board Meeting – Thursday, **October 3** at 7:00 pm on Zoom

**Fall Cleanup and Oktoberfest** – Saturday, October 26!

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