

December 5, 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:

Paul Lang
Diane Thompson
Kerri Bundy

1. Welcome & Call to Order

- Carl Friedrich, President, called the Board Meeting to order at **7:02 pm**.
- Quorum is met with a minimum of three 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 Jonathan, Cluster financial standings are outlined below:

- Cluster Balance: **\$25,063.61**
- **\$55,818.72** Cluster Reserve Fund Balance
- **\$4,214.13** November 2024 Expenses

Notable expenses: Oktoberfest expenses.

Action Item: Future agenda item on planning for future Capital Improvement projects and required 2025 Reserve Study.

3. 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.

- 2024 Landscape Budget: **\$2,500**
2024 Expenditures: \$1,840.50
Cluster Balance: \$659.50
- Received service quotes from **Blade Runners** (renewal), **Shenandoah Landscaping**, and **Complete Landscaping**.
- Below is the LWG Agenda as of the late summer/early fall. We covered a lot of ground... pun intended!

LWG Summary of 2024 | 2025 Projected

Portion of Areas 1 & 2 (the bank in front of #1660 - #1664)

- ✓ Miscanthus grasses have been rearranged, and are being nurtured back to health;
- ✓ pollinator garden has been installed with a good foundation of plants (colorful coneflower mix, blazing star, sage, mountain mint, butterfly weed, yarrow, hyssop, lambs ear, catmint, phlox, boxwoods have been added for winter interest. Lavender and bee balm were existing);
- ✓ install oak leaf hydrangea and sweet spire above the French drain;
- ☐ ~~still trying to get Hemax to replace failed grasses... lost cause!~~ Not happening.

Portion of Area 4 (the bank across from #1622 - #1632) – **the Meadows!**

- ✓ pruned random shrubs, trees and all the azaleas;
- ✓ surrounding groundcover (mix of vinca and pachysandra) has been mostly weeded;
- ✓ installed new plants on bank across from #1626 (Freya/Lee), bee balm, chicory, germander, comfrey;

Portion of Area 6 (the area around Carport #9)

- ✓ trimmed holly trees, pruned + rearranged hostas (let's try to salvage some of the holly?);
- ✓ **Fall clean-up focus:** removed the butterfly bush, removed large evergreen on corner;
- ✓ installed pink turtlehead and heuchera;

General Common Areas

- ✓ **Fall clean-up focus:** removed overgrown privet hedge between #1608 and Carport #3;

Due to leaves being left to winter over on the bank, meadowscaping will have to wait until after Spring cleanup!

- ☐ **Spring 2025** install meadowscape along the top of the bank to cover an abandoned tree stump;
- ☐ **Spring 2025** new meadowscape started across from #1622-1624 (Wif/Aimee);

- ☐ **Spring 2025 clean-up focus:** *thin + transplant hostas;*
- ☐ **Spring 2025 clean-up focus:** *thin + redistribute ground cover mix;*
- ☐ **Spring 2025 clean-up focus:** *ground cover needed in place of crab grass on the side of #1620;*

4. Board Meeting Minute Approvals

Carl moves to approve the **October** and **November 2024 Board Meeting Minutes**.

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

OTHER BUSINESS

BIG Dig at the Entrance to the Cluster – Brent

Our deepest sympathy to the family of Simon McKeown. And we share much gratitude toward, Simon, for his tireless effort and commitment to our community.

Carport Capital Improvement Project – Greg

Greg to organize quotes and references on carport repairs in prep for upcoming Reserve Fund Planning.

Assessment cost should be announced at Annual Meeting. **Committee:** Greg, Kari, Brent, Carl, Paul Lang to follow up on a planning meeting for the carport repairs.

EV Installation – Brent

Still pursuing interest and options... Carport infrastructure is too old for trickle charging.

“Be Respectful” Dog Waste Signage – Ordered signs to post in Cluster common areas where frequent urination and/or dog waste is occurring. Kerri Bundy to distribute.

Get dates on the calendar for 2025 – Mary

Board Meetings and FY2026 Fiscal Budget

Checking on Spring Annual Meeting being held in-person @ Lake Anne Community Center – TBD

Adjournment

Carl moves to adjourn the **December Board Meeting at 8:48 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 9, 2025.**

2025 Board Meetings

January Board Meeting – Thursday, **January 9** at 7:00 pm on Zoom

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

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

*** FY2026 Annual Budget Approval Meeting** – Thursday, **March 27** at 7:00 pm on Zoom

*** Annual Meeting + Board Elections – In Person Meeting + Mingle**

Regular Cluster Board Meeting to follow Annual Meeting – Thursday, **April 3, 6:30 pm** in

Reston Community Center, Lake Anne Plaza

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

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

July Board Meeting – Thursday, **July 10** at 7:00 pm on Zoom