

March 6, 2025 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
Kerri Bundy
Diane Thompson

1. Welcome & Call to Order

- Carl Friedrich, President, called the Board Meeting to order at **7:05 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 and to release the Draft Proposed FY26 Annual Budget to residents for public comment period. Resident comments are due by **March 21**.

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

Per Jonathan, Cluster financial standings are outlined below:

- Cluster Balance as of 3/6/25: **\$33,154.56**
- **\$55,842.39** Cluster Reserve Fund Balance
- **\$6,063.21** February 2025 Expenses

Notable expenses: New invoices for Shenandoah Landscaping, Perfect Landscaping snow removal, Reston Comm Center for meeting room reservation.

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 (**74% of Landscape Budget - Line Item #71 of FY25 CCA Budget Report**)
Current Landscaping Balance as of this Board Meeting: \$659.50
2025 Landscape Budget: \$2,500 (Grounds Improvement - Line Item #46 of proposed FY26 Budget Report)
- **RESCHEDULED Event.** LWG Meet-and-Greet + Property Walkthrough with Shenandoah Landscaping team.
Wed, March 12, 2025 at 1:00 pm. Invited Attendees: Mary Bloom, Kari Uman, Residents, Jayson Lane, Sales, **Mauricio Hernandez**, Acct Manager, **Danielle Dinges**, Designer/Estimator.

4. Board Meeting Minute Approvals

Carl moves to approve the **February 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

RELAC update + communication with Kristen Uhler-McKeown (RELAC). Hole at the entrance has been filled, though area is sinking. They plan to return to refill.

2026 Capital Improvement Project – Greg

Carport Restoration Working Group: Greg, Kari, Brent, Carl, and residents: Paul Lang, Tanya Mazarowski

Action Items:

- Carl to follow up with Waterview Cluster re: their carport repairs (same architect as Coleson) and RA considerations.
- Carl to follow up with Kate on files/work orders for past carport repairs.
- 3/4/2025 - Greg and Kari met with Right Angle Contracting to survey carports and consult on services.
 - Right Angle did not see structural concerns—they were generally in good shape. Suggested looking at Hardy board to repair areas of water damage. Replace standard lighting. Repoint brick, where necessary. Wrap the overhangs with aluminum.

Annual Budget Prep – Jonathan

3/13/2025, 7:30 pm: Board Working Session. April Meeting Prep.

Upcoming Resident Meeting Schedule:

Thursday, **March 6**, 7:00 pm on Zoom. Board Meeting – **Proposed DRAFT FY26 Budget Presented**

Friday, **March 21**. Resident comments on DRAFT FY26 Budget are due.

Thursday, **March 27**, 7:00 pm on Zoom. **FY2026 Annual Budget Approval Meeting** (final)

2026 CCA Annual Meeting + Board Elections – Carl

In-Person! Thursday, **April 3**, at **Reston Community Center Gallery, Lake Anne Plaza**

6:30 pm – Resident Meet + Greet

7:00 pm – Meeting Presentation – Past/Upcoming Updates, Landscaping, Carport Restoration, Election Results

8:30 pm – April Cluster Board Meeting

Reserve Study Prep – Carl

PM+Reserves will be working on the upcoming FY2025 Reserve Study. Quoted service: \$2,800. Required to be submitted this year. Focus on Capital Improvement projects (e.g., carports, evaluation of carport roof work).

Parking – Kari

Coming soon... parking by-laws and soft towing enforcement. Will be discussion at upcoming April Annual Meeting. Handicap signage needed in front of #1644.

Adjournment

Carl moves to adjourn the **March Board Meeting** at **8:56 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 **May 1, 2025**.

2025 Meeting Dates

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

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

Proposed DRAFT FY26 Annual Budget for Residents

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

* **2026 Annual Meeting + Board Elections – In-Person!**

Thursday, **April 3**, at **Reston Community Center Gallery, Lake Anne Plaza**

6:30 pm – Resident Meet + Greet

7:00 pm – Annual Meeting + Presentation

8:30 pm – April Cluster Board Meeting

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