

# July 3, 2025 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:

Paul Lang  
Michael Zolanz

## Board absentees:

Mary Bloom, Secretary

### 1. Welcome & Call to Order

- Carl Friedrich, President, called the Board Meeting to order at **7:04 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.

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

Per Jonathan, Cluster financial standings are outlined below:

- Cluster Balance as of 7/3/25: **\$10,629.68**
- **\$80, 910.24** Cluster Reserve Fund Balance
- **\$12,393.55** Total May 2025 Expenses
- **\$3,183.32** Total June 2025 Expenses

**Notable expenses:** \$25,000 of the \$30,965 FY25 reserve fund contribution has been transferred. A 3% increase in trash collection fees is anticipated due to FFX County charges to trash haulers (date TBD).

- \$788 for front entrance lights and two carport lights
- \$53.31 paid to Carl Friedrich for sign maintenance

### 3. Landscape Updates, No report at this time.

### 4. 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.

**Upcoming Event.** Greg met with Terry Turner (Blade Runners) for upcoming tree removal service. Blade Runner quote for proposed maintenance is **\$13,977**, less credited from last year's unfinished work.

## 5. Board Meeting Minute Approvals

Coleson Cluster did not have a quorum for June. Residents were notified that the **June Board Meeting was cancelled**. Minutes from May and July will be approved at the **September Board Meeting**.

## OTHER BUSINESS

### BIG Dig at the Entrance to the Cluster

Project completed! Thank you, Brent and Carl, for making this happen!

### 2026 Capital Improvement Project – Greg

**Carport Restoration Working Group:** Greg, Kari, Brent, Carl, and Paul Lang (resident)

- Need more Bids.

**Action Item:** Greg to review reserve study.

Suggestion to invite PM+Reserves to a Board Meeting to provide insight on finance options. Greg spoke to the President of Clark Bank regarding financing. Programs are available for the restoration project. Paul Lang has offered to investigate construction loans and individual homeowner loans.

### Follow-Up to Parking Rules Enforcement – Kari

**Action Item:** Carl will now assume responsibility of parking regulations and enforcement.

### Establishment of HVAC Installation Guidelines – Carl

RA asked Coleson Cluster to submit standards for compressors.

**Upcoming Event:** Carl to propose a Working Group meeting to review and finalize standards.

### Board Officer Changes:

Kari has offered to help with communication (i.e., send emails and set up Board Zoom meetings).

### Oktoberfest and Cluster Clean-Up:

Kari will contact Fairfax County to see whether we can procure a dumpster free of charge. Date in late September.

### Adjournment

Carl moves to adjourn the **July Board Meeting at 7:44 pm**.

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

### 2025 Meeting Dates

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

**September Board Meeting** – Thursday, **September 4** at 7:00 pm on Zoom

**October Board Meeting** - Thursday, **October 2** at 7:00 pm on Zoom

**Cluster Clean-Up & Oktoberfest!** - TBD

**November Board Meeting** - Thursday, **November 6** at 7:00 pm on Zoom