

November 13, 2025 CCA Board Meeting Minutes

7:00 pm on Zoom

Board Officers in attendance:

Carl Friedrich, President
Brent Kynaston, Vice President
Mary Bloom, Secretary

Directors in attendance:

Kari Uman, Director
Lori Johnson, Appointed Director
Greg Fortunato, Interim Director

Residents in attendance:

Chuck/Pat Kraus
Joyce Lang
Mike Zolandz
Eric Anderson

Board absentees:

Jonathan Miller, Treasurer

Guest Speaker: Stacey O'Bryan

1. Welcome & Call to Order

- Carl Friedrich, President, called the Board Meeting to order at **7:07 pm**.
- Quorum is met with a minimum of three Board Members present.

Guest Speaker: Stacey L. O'Bryan, MBA, PRA Reserve Analyst with **PM+Reserves** to present findings of **Coleson Cluster Reserve Study FY26**. Suggestion to visit the Community Associations Institute, a dependable resource for HOA Boards. www.caadc.org

Refine Carport Restoration Scope – \$140K Assessment / Placeholder

Establish a planning framework for a potential \$140,000 carport project assessment, subject to updated contractor quotes and identification of necessary structural and safety repairs. Reserve Study will be updated as quotes are secured.

Funding Options Under Consideration

1. Combination Funding

- **Community Loan for common-area portion + special assessment to residents.**
- Alternative: Seek a **bank loan** for a portion of the total (e.g., \$100K), with the remaining balance assessed normally in FY 2026–2027.

2. Bank Loan Expectations

- Construction lenders typically require **5-year repayment terms**.
- Some banks may allow up to **10 years** for HOA-backed financing—need confirmation from the bank currently used for HOA lending.

Financial & Forecasting Notes

Inflation & Planning Horizon

- 5-year inflation outlook remains **elevated**.
- HOA must maintain a **30-year financial plan** (reserve study / forecast).
- State law requires **full transparency to residents** and an **updated reserve study every 5 years**.

FY26 Reserve Contribution

- Future planned contribution: **\$34,750**.

FY28 Reserve Contribution

- Contribution levels are expected to **drop** in FY28 due to forecasted repair cycles and reserve requirements.

30-Year Forecast / Reserve Study Notes - Purpose of the 30-Year Plan

- It is a **funding plan**, not a task list.
- Goal: capture **predictable major component costs** and **approximate life cycles**.
- Identifies when items typically require **repair or full replacement**, including inflation adjustments.

Components to Track

- **TPO roofs** (lifespan ~20 years)
- Pavement: **sealing, repair, replacement**
- **Sidewalk repairs**
- **Retaining wall maintenance / replacement**
- **Tree removal and dead tree replacement**
- Any other common-area capital components

Threshold Funding Plan

- Ensures the reserve balance remains above a minimum acceptable threshold.
- Includes all anticipated maintenance and replacements for Coleson Cluster with inflation adjustments.

2. Treasure's Update and Financial Report

Carl moves to approve the Treasurer's Report.

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

Per Jonathan, Cluster financial standings are outlined below:

- Cluster Balance as of 11/13/25: **\$32,292**
- **\$80,968** Cluster Reserve Fund Balance
- **\$4,567.32** Total October 2025 Expenses

Notable: Numbers from Quickbooks summary in lieu of Atlantic Union Bank (formerly Sandy Brook).

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.

- Per Dave Schoen, VP - Land Development and Production, Craftmark Homes, Inc. regarding Vantage Hill Townhome Development: Coleson Cluster does not own along the south side of the Green RA Path, as presumed. The path and a large tract of land behind #1688-#1682 are completely within Vantage Hill's property boundary. Area will be planted with Eastern Red Cedar.

2025 LWG Summary

- Original Shenandoah Landscaping contract included only (1) mulching in the spring.
Action Item. Request for Board approval to pay for a second, fall mulching (\$2,185) – **Denied**.

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

- ✓ At #1660, added more pollinators plants (e.g., clethera, hyssop, phlox, asters, speedwell, mountain mint varieties, cone flower, butterfly weed, etc.)
- ✓ At #1664, removed ivy, added pollinators (e.g., false indigo, hosta, spirea, heuchera, climbing aster).
- ✓ At #1666, removed ivy, weeded, and installed astilbe, liriopse, hosta, heuchera, lambsear, christmas ferns, and climbing aster.
- ✓ Finished weeding and pruning. Season is over!
- ☐ Spring 2026 - Continue with installation of rhododendron, astilbe, and ferns. Need to find ginger plants.

Area 6 (the area around Carport #9)

- ✓ Suspected hosta X virus in the soil. **NO HOSTAS** to be planted in this area until next year.
- ✓ Shenandoah removed privet root ball and added new mulch.
- ✓ At #1640: removed ivy groundcover and overgrown privet. Will continue to work on removing vinca around Japanese maple, but for now it's been cut back and given a form. Trimmed azaleas and viburnum. Installed pollinators (e.g., clethra, phlox, aster, coneflowers). Looking to install a stone footpath and sundial feature.

'New' Area 6A (retaining wall along Rowhouses #1610 - #1620)

- ✓ Cluster Cleanup – Transplanted coneflower from in front of #1618 to drainage retention area between carports #3 - #4.
- ✓ Planted new hybrid coneflower, blanket flower, native evergreen grasses.
- ☐ Requires mulch.

4. Tree Work, 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.

Action Item. Carl to take over pursuit to reconcile tree service and outstanding payment to Blade Runners who provided summer/fall tree removal work (original quote for \$13,977).

- **Wednesday, 10/15/25, 2pm.** Carl and Terry Turner (Blade Runners) to do walkthrough inspection. More trees are needing to be removed.

5. 2026 Capital Improvement Project

Carport Restoration Working Group: Kari, Lori, and Paul Lang (resident)

- Suggestion to acquire quotes by individual Trades in lieu of finding one general contractor (i.e., separate electrical, carpentry, masonry services).
- Lori met with Cat for extra resources.
- Kari reached out to neighboring Clusters. Wainwright Cluster responded with enthusiasm regarding services provided from the company they used on their carports (**Zampiello Paints**). Waiting on Waterview feedback.
- Solicitations to be posted to Reston-Herndon Chamber of Commerce and FFX Chamber of Commerce.

6. Board Meeting Minute Approvals

Carl moves to approve the **October 2025 Board Meeting Minutes**.

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

OTHER BUSINESS

Rats! #1604 - #1606 – Mike

Seeing rats in and around this area. Mike and Susan have put out rat traps. Need coordinated cooperation from all residents to put out traps. Residents need to clean out exterior areas that invites nesting.

Cluster Lights – Jonathan

Lights are out at front entrance sign and adjacent carports. Meters are old and the lines were accidentally cut. Electrical panel and transformer are on Vantage Hill property. Need to make a call to Dominion and research best steps forward and affordable way to reconnect/supply electric to this area.

Action Item. Carl to reach out to electrician.

Draft HVAC Compressor Design Standards – Carl

Reviewed and edited language. Revised to include community feedback.

Carl moves to approve the **HVAC Design Standards** and for Kari to submit to the DRB.

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

Adjournment

Carl moves to adjourn the **October Board Meeting at 8:57 pm**.

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

2025 Meeting Dates

November Board Meeting – Thursday, **November 13** at 7:00 pm on Zoom

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

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

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

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