

# December 4, 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:

Kari Uman, Director  
Lori Johnson, Appointed Director

## Residents in attendance:

Chuck/Pat Kraus  
Andrew/Tiffany Mrotek  
Joyce Lang

### 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

Carl moves to approve the Treasurer's Report.

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

Per Jonathan, Cluster financial standings are outlined below:

- Cluster Balance as of 12/4/25: **\$48,822.40**
- **\$80,995.07** Cluster Reserve Fund Balance
- **\$2,768.63** Total November 2025 Expenses

**Notable:** Recent payment to Blade Runners for tree work (\$11,816.25) is not yet deducted from the balance.

### 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.

- Shenandoah Landscaping requests confirmation that we will renew their contract (starting from January 2026 through to December 2026). Board has expressed interest to return to Blade Runners.  
**Action Item:** Mary to cancel services with Shenandoah Landscaping and obtain new quote from Blade Runners.
- Shenandoah provided one more leaf-blowing activity for the year.
- Original contract included only (1) mulching in the spring. Board did not approve service for a second, fall mulching (\$2,185).
- Dominion dug up the ground in the Meadows and needs to reseed in the Spring.
- Landscaping along carport #1 (#1680) was damaged during water main break. Will need a review in the Spring 2026.

## 2025 LWG Summary Review

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

- ✓ At #1660, added more pollinators plants (e.g., clethra, 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, liriope, 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 (Not included on Master Plan; retaining wall along #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.
- Spring 2026 - Requires mulch.

## 4. Tree Management, 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.

- **Wednesday, 10/15/25, 2pm.** Carl and Terry Turner (Blade Runners) verified end of summer work.
- Jonathan paid outstanding/pending invoice 12/4/25.
- (3) trees are prioritized for removal before winter.
- Carl has reached out to Riverbend Tree Svc, Save a Tree, Growing Earth Tree Care for third-party arborist services. Free consultation for the trees.

## 5. 2026 Capital Improvement Project

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

- Suggestion to acquire quotes by individual Trade in lieu of finding one general contractor (i.e., separate electrical, carpentry, masonry services).
- Lori met with Cat for 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.
- Keith Dolan (Dolan Contracting Inc.) worked at the Wainwright Cluster.

- Scott (Zampiello Paint) worked at the Waterview Cluster.
  - Feels the tongue and groove boards that are rotted can be replaced, sistering around ceiling supports, and updating with a fresh painting.
  - Noted that some of the brick carports are damp, possible from moisture from the roof.
  - Not a fan of adding lower, water table base board, as this would possibly collect water.
  - Need status on roofs.

**Action Item:** Brent to contact his handyman contact, Michael Rayford, to solicit quoted services to clean carport roofs on a regular basis (bi-annually).

## 6. Board Meeting Minute Approvals

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

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

## OTHER BUSINESS

### Cluster Front Lights – Carl

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 Items.

- Carl’s electrician to trench from light pole at base by carport #1, near #1680, and run new line to front signage lights and carports. Brent has volunteered to trench (18” deep). Call MissUtility prior to trenching this area. Electrician will run conduit.
- Carl to discuss with Dominion, Spring seeding in area of steps to replace damaged landscaping from water main break.

### HVAC Compressor Design Standards – Carl/Kari

Standard has been submitted to DRB for review. Carl/Kari to meet with DRB to review language, Tuesday, 12/9/25.

### Cluster Contact Update – Kari

Lee DeCola to help collect and update the Cluster contact list.

## Adjournment

Carl moves to adjourn the **December Board Meeting at 8:14 pm**.

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

### 2025 - 2026 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