

January 8, 2026 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

Residents in attendance:

Chuck/Pat Kraus
Mike Zolandz
Eric Anderson

Board absentees:

Lori Johnson, Appointed Director

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

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 1/8/26: **\$34,392.48**
- **\$81,012.27** Cluster Reserve Fund Balance
- **\$15,631.78** Total December 2025 Expenses

Notable: \$25,000 of the \$30,965 FY25 Reserve Fund contribution has been transferred. The remaining balance of \$5,695 is yet to be transferred.

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.

Action Item: Mary to cancel Shenandoah Landscaping 2026 contract and obtain new quote from Blade Runners.

2026 LWG Goals

- February – Clover seeding. Areas TBD.
- March – Pruning: hydrangea, viburnum, others TBD.
- Reminder to connect with Dominion to reseed the damaged ground at the Meadows.
- Reminder to review landscaping and seeding needs along carport #1 (#1680) and the adjacent stairs, where water main break and repairs occurred.

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.

- (3) trees previously prioritized for winter removal are on hold.
- Carl has reached out to Riverbend Tree Svc, Save a Tree, Growing Earth Tree Care for third-party arborist services. Free consultation for the Cluster's tree canopy.

Action Item: Carl will schedule third-party arborist consultations in late Winter, prior to routine Spring Walkthrough with Terry Turner from Blade Runners.

5. Capital Improvement Project

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

- Currently working with Keith Dolan (Dolan Contracting); Gerson Rodriguez (Prototype Buildings LLC); and Scott (Zampiello Paint Contractors, Inc.) to obtain quotes for restoration work.
- Waiting on estimates and itemized services.
- Board concerns to move forward with the restoration work in FY27 due to potential financial constraints as residents install new HVAC systems.

Action Item: Kari and Lori to secure estimated costs for draft FY27 Annual Budget. Kari and Jonathan to research options for financing. Due before February Board Meeting.

6. Board Meeting Minute Approvals

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

Kari 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.

Action Items.

- Carl's electrician plans to fix the lighting at the base by carport #1, near #1680; requires a new line to be run.
- Trenching and MissUtility needs to be coordinated in advance.
- Jonathan has a ticket in with Dominion to fix the flickering parking lot lights (unrelated to the front entry/carport outage.)

Damaged Stairway – Carl

FFX Water to repair damaged steps in the Spring. Carl is working to on the County to come out sooner.

Carpport Rooftop Maintenance – Brent

Mike Rayford from MWR Contracting has provided an estimate and schedule to routinely maintain roofs of all 12 carpports: clean leaves, limbs and debris; clear drains as needed.

HVAC Compressor Design Standards – Kari

Standard has been submitted to DRB for review. Carl and Kari met with DRB to review language (Tuesday, 12/9/25). Reston Association/DRB has suggested adding a standardized screen for around the units. Screening would include a construction box/fencing, not just vegetation. Research is needed on an affordable construction box option.

FY27 Annual Budget + Meeting Planning – Mary

2/15/26, 10 am: Board’s Annual Budget Working Session.

Upcoming Resident Meeting Schedule:

Thursday, **March 5, 2026**: Board Meeting – **DRAFT FY27 Budget Presented**

Friday, **March 20, 2026**: Resident comments on DRAFT FY27 Budget are due to Board.

Thursday, **March 26, 2026**: 7:00 pm on Zoom. **FY2027 Annual Budget Approval + Adoption Meeting**

Elections: (2) Board of Director seats will be open (Kari and Brent). Call for candidates!

Adjournment

Carl moves to adjourn the **January Board Meeting at 8:43 pm.**

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

Meeting Dates

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

Proposed DRAFT FY27 Annual Budget Presentation

**** FY2027 Annual Budget Approval Meeting** – Thursday, **March 26** at 7:00 pm on Zoom

April Board Meeting + Board Elections – Thursday, **April 2** at 7:00 pm on Zoom

**** 2026 Annual Meeting– IN PERSON!**

Thursday, **April 9**, at **Reston Community Center Gallery**, Lake Anne Plaza

5:30 pm – Resident Meet + Greet

7:00 pm – Annual Meeting + Presentation

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

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