

March 5, 2026 CCA Board Meeting Minutes

7:00 pm on Zoom

Board Officers in attendance:

Brent Kynaston, Vice President
Jonathan Miller, Treasurer
Mary Bloom, Secretary

Directors in attendance:

Lori Johnson, Appointed Director
Kari Uman, Director

Residents in attendance:

Chuck/Pat Kraus
Mike/Susan Zolandz
Mamoun #1614

Board absentees:

Carl Friedrich, President

1. Welcome & Call to Order

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

2. Treasure’s Update and Financial Report

Brent moves to approve the monthly 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 3/5/26: **\$52,141.91**
- **\$81,045.01** Cluster Reserve Fund Balance *
- **\$5,383.88** Total February 2026 Expenses

* **Notable:** The remaining balance of \$5,695 is yet to be transferred.

FY26 Approved Budget (4/1/25 – 3/31/26)

Total Income:	\$103,466
Total Essential Svcs:	\$18,594
Total Ongoing Maintenance:	\$43,373
Total Operating Expenses:	\$76,262
Reserve Fund Contribution:	\$27,203

PROPOSED FY27 Budget Presentation (4/1/26 – 3/31/27) with a 2.4% inflation rate.

Total Income:	\$105,981
Proposed Dues \$622 per Quarter	
Total Essential Svcs:	\$20,825
Total Ongoing Maintenance:	\$45,760
Total Operating Expenses:	\$78,796
Reserve Fund Contribution:	\$27,185

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 Items:

- Carl to follow up with Blade Runners. Company is non-responsive to repeated requests for contract and requests for alternative services.
- Mary to follow up on January 2026 overpayment to Shenandoah Landscaping and request for labor in lieu of credit.
- Holding off on upcoming planning until Carport Restoration schedule and scope of work are confirmed.

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 needs along carport #1 and the adjacent stairs.

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.

- Carl has reached out to Riverbend Tree Svc, Save a Tree, and Growing Earth Tree Care for third-party arborist consultations.
- (3) trees previously prioritized for winter removal are on hold as they are still dormant. Arborists require the trees to be leafed-out with new foliage to assess health indicators.

Action Item: Carl to prioritize scheduling the arborist consultations due to quick change of season.

5. Capital Improvement Project

Carport Restoration Working Group: Kari, Lori, and Paul Lang, Mike Zolandz (residents)

- **Saturday, 3/7/26.** Working Group Meeting with Keith Dolan (Dolan Contracting). **Agenda:** Review estimated budget, scope per carport, power washing process and needs, timing and approach for coordinated landscaping schedule.

Action Items:

- Working Group to follow up on power washing needs: access to resident water spigots and compensation to residents for water usage.
- Lori to coordinate ordering water meters for hoses.
- Paul to follow up on reconfiguring gutters/downspouts for rain barrels.

6. Board Meeting Minute Approvals

February Meetings have not been reviewed by the Board.

Brent moves to approve the **February 2026 Board Meeting Minutes** at the April Monthly Board Meeting.

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

OTHER BUSINESS

Cluster Front Lights + Light Pole Repair – Brent / Jonathan

Lights are out at front entrance sign and adjacent carports #1-#2 (along Wainwright). Repair work by electrician is still on hold until temperatures change for the better.

Action Item:

- Carl's electrician has been retained to fix the lighting by connecting a new line of power from light pole near #1686/#1684 to carports and signage as early as possible. Trenching and MissUtility needs to be coordinated in advance.
- Jonathan has followed up on ticket to Dominion to fix the flickering parking lot light poles along Cluster entryway (unrelated to the front entry/carport outage).

Damaged Stairway + Common Area Landscaping – Brent

Fall 2025: Major water leak next to carport #2. FFX Water Department repairs damaged Cluster stairs leading from surface lot to #1688-#1682.

Action Item:

- Brent and Carl to follow up FFX Water Department on schedule for repair work and reimbursement for landscaping.

HVAC Compressor Screening Design Standards – Kari

The latest Cluster screening guidelines are with DRB. Kari to present/defend standards to DRB panel on Tuesday, 3/10/26.

FY27 Annual Budget + Annual Meeting Planning – Mary

Upcoming Resident Meeting Schedule:

- ✓ Thursday, **March 5, 2026**: Monthly 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 Meeting**

Schedule clarification for upcoming Meetings... NO Monthly Meeting on **April 2**.

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

2026 Annual Meeting + April Board Meeting + Election Results – IN PERSON!

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

5:30 pm – Resident Meet + Greet

7:00 pm – Annual Meeting + Presentation

Adjournment

Brent moves to adjourn the **March Board Meeting at 8:27 pm.**

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

Attestation:

These minutes were approved at the **CCA May Board Meeting** (post Annual Meeting) on **May 12, 2026.**

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Meeting Dates

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

No Regular Monthly April Board Meeting on April 2

**** 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, Election Results + Presentation

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

**** Springtime Cluster Clean Up** – May 2, 2026

June Board Meeting – Thursday, **June 11** at 7:00 pm on Zoom