

March 26, 2026, Coleson Cluster Association (CCA) FY2027 Budget Approval 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:

Kari Uman, Director
Lori Johnson, Appt. Director

Directors absent:

Carl Friedrich, President

Residents in attendance:

Paul Lang

1. Welcome & Call to Order

Quorum is met with a minimum of **three** Board Members present.

Brent, Board Vice President, called the Board Meeting to order at **7:00 pm**.

2. FY2027 Budget and Financial Review, Jonathan

Brent moves to approve the FY 2027 Annual Budget.

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

Fiscal Year (FY) Comparison	
FY2026 Approved Budget (4/1/25 – 3/31/26)	FY2027 Approved Budget (4/1/26 – 3/31/27)
Total Income: \$103,466	Total Income: \$106,016
Total Essential Services: \$18,594	Total Essential Services: \$20,825
Total Ongoing Maintenance: \$43,373	Total Ongoing Maintenance: \$44,924
Total Operating Expenses: \$76,262	Total Operating Expenses: \$80,167
Reserve Fund Contribution: \$27,203	Reserve Fund Contribution: \$25,753
Reserve Fund Total: \$107,176	Reserve Fund Total: \$92,717

Resident Comments Addressed:

- No Cluster residents provided comments on the Annual Budget.

FY27 Budget adjustments were made by the Board for upcoming inclusions:

- Carport Roof Cleaning: New ongoing maintenance item to clear roofs. Regular clearings twice per year (spring/fall).
 - Finalized quote and service contract, pending. Estimated at \$480 for (12) carports twice per year.
- Upcoming electric/lighting repairs (front sign and carport lights). Estimate and contract, pending.

Adjournment

Brent moves to adjourn the **CCA FY2027 Budget Approval Meeting at 8:02 pm**.

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

Attestation:

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Meeting Dates

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

8:30 pm – April Monthly Board Meeting

May Board Meeting – Tuesday, May 12 at 7:00 pm on Zoom

**** Springtime Cluster Clean Up – Saturday, May 2, 2026** at 9:00 am. Meetup at the Island!

Budget Line No.	Categories and Line Items	FY2027 Approved Budget	FY2027 Actuals	% of Budget	Notes
1	OPERATING INCOME				
2	Quarterly dues & arrearage payments	\$106,984			2.4% inflation rate per US Bureau of Labor Statistics- proposed dues \$622 /quarter
3	Quarterly reserves only	\$1,145			President and Treasurer reserve fund contribution
4	Allowance for doubtful accounts	\$2,488			
5	<u>Total Quarterly Payments</u>	<u>\$105,641</u>			
6	Late Fees	\$30			
7	Other Income	\$250			Disclosure packets and Oktoberfest guest fees
8	Bounced Checks & fees				
9	Carryover from previous year	\$0			
10	TOTAL INCOME	\$105,921			
11					
12	OPERATING EXPENSES				
13	ADMINISTRATION				
14	Administrative/Office	\$300			office supplies/postage
15	Communications/Website	\$650			Domain; website hosting; Zoom
16	Document Management	\$0			
17	Fees	\$75			SCC & DPOR annual registration fees
18	Financial, Tax Preparation	\$1,400			
19	Insurance	\$5,800			General liability and D&O insurance (assumes approximately 3% increase)
20	Legal	\$1,000			
21	PO Box Rental	\$260			Assumes 5% increase (same as 2024 to 2025 increase)
22	Quickbooks	\$450			Assumes 18% increase (same as 2024 to 2025 increase)
23	Quickbooks Payment Fees	\$750			Fee charged by quickbooks for ACH payments
24	Reserve Study Costs	\$0			
25	Taxes	\$0			
26	TOTAL ADMINISTRATION	\$10,685			
27					
28	ESSENTIAL SERVICES				
29	Cluster Lighting				
30	CCA owned walkway light repair	\$0			
31	Lighting, bulb replacement	\$25			
32	Lighting, carports	\$941			Assumes 20% increase
33	Lighting, walkways	\$5,639			Assumes 20% increase
34	Lighting, Total	\$6,605			
35	Snow Removal	\$2,500			
36	Trash/Recycling	\$11,853			9 month @ \$975.55 per month; 3 months @ 1,024.33
37	TOTAL ESSENTIAL SERVICES	\$20,958			
38					
39	ONGOING MAINTENANCE				
40	Carports	\$5,000			Roof cleaning, carports 1&2 lighting repair, and other non capex maintenance expenses
41	Concrete/Brick Work/Railings	\$0			
42	Grounds				
43	Grounds, Monthly Service	\$21,144			Contract with Granite Hill (monthly installments of \$1,762)
44	Grounds, Spring & Fall Cleanup	\$1,200			Dumpster rental
45	Grounds, Improvement Project	\$2,500			Common area enhancement
46	Grounds, Watering Service	\$680			Twice a month watering for 2 hours for 2 months as needed

Budget Line No.	Categories and Line Items	FY2027 Approved Budget	FY2027 Actuals	% of Budget	Notes
47	Grounds, Tree Maintenance	\$15,000			
48	Grounds, Total	\$40,524			
49	Miscellaneous	\$300			other non categorized/expected expenses
50	Signage and safety	\$1,000			portable speed bumps
51	TOTAL ONGOING MAINTENANCE	\$46,824			
52					
53	SOCIAL EVENTS				
54	Annual Meeting	\$350			Snacks and drinks for annual meeting and RCC rental fee
55	Spring Social	\$150			Coffee, donuts, and bagels for Spring cleanup
56	Octoberfest	\$1,000			Table and chair rental, food, and beverage
57	Other (gifts, memorials, etc.)	\$200			
58	TOTAL SOCIAL EVENTS	\$1,700			
59					
60	TOTAL OPERATING EXPENSES	\$80,167			
61					
62	RESERVE FUND CONTRIBUTION	\$25,754			
63					
64	TOTAL EXPENDITURE	\$105,921			Operating expenses plus reserve fund contribution
65	Operating income less expenses	\$0			
66					
67	RESERVE FUND START/END BALANCE				
68	Reserve fund starting balance	\$115,441			
69	FY25 reserve fund contribution	\$25,754			
70	Capital expenditures	\$51,161			\$13,840 of the \$65,000 paid in FY26
71	Ending Reserve Fund Balance	\$90,035			
83					
84	FY2027 Capital Improvements				
85	Carport restoration project	\$65,000			
86					
87	TOTAL FY2027 CAPITAL IMPROVEMENTS	\$65,000			