

**MINUTES OF THE  
BOARD OF DIRECTORS MEETING OF THE  
GLENCOURSE CLUSTER ASSOCIATION**

19 February 2015

**BOARD MEMBERS PRESENT**

Akira Ikuma, President  
Craig Kuhn, Vice President  
Rob Webb, Treasurer  
Elony May, Secretary  
Mercedes Barton, Member-at-Large

**OTHERS PRESENT**

Jay Morrell, Senior Community Manager, TWC Association Management

**CALL TO ORDER**

Mr. Ikuma called the meeting to order at 6:10PM.

**APPROVAL OF MINUTES**

**MOTION:** Mr. Akira moved to approve the minutes of the 22 October 2014 meeting of the Glencourse Cluster Board of Directors. The motion passed unanimously.

**HOMEOWNER'S FORUM**

No homeowners were present at this time.

**FINANCIAL REPORT**

Mr. Webb and Mr. Morrell presented the financial report and stated that the cluster currently has a balanced budget. Mr. Morrell briefed that the cluster's landscaping operating expenses is over the budget year-to-date, but not over the annual budget. Next year's budget will also include an increase in management fees of 2.5% (~\$400 annually). Furthermore, Mr. Webb explained that there is a total of approximately \$8k surplus and suggested using it to fund the entrance sign initiative. Mr. Ikuma opined that the board also make liabilities, such as injuries from the basketball court, a priority and budget accordingly. Mr. Morrell proposed creating a new line item for the \$8k surplus. Mr. Ikuma agreed and recommended naming it "special projects" to denote emphasis.

Additionally, Mr. Kuhn expressed confusion with what comprised each month's expenses. Mr. Ikuma asked that management provide a monthly breakout for the board to review prior to approving the financial report. Finally, Mr. Kuhn asked how the first Imprelis settlement (\$350k+) was managed and how to manage an additional \$90k from the second settlement. He suggested the board reserve a certain amount that will cover maintaining and/or removing the remaining Imprelis-affected trees. Mr. Morrell discussed creating a new line item for the second settlement in the balance sheet, which will not impact next year's budget. Additional expenses will be able to utilize these funds as needed.

**MOTION:** Mr. Ikuma moved to postpone acceptance of the financial report until a monthly breakout of expenses is provided. Ms. May seconded. The motion passed unanimously.

**ACTION ITEM:** Mr. Morrell will provide the board a monthly breakout of expenses detailing the specific invoices. He will also create a new line item for the Imprelis settlement once funds are available.

## **OLD BUSINESS**

### Entrance Sign:

Ms. May provided an update on the entrance sign votes. The board received over thirty votes with the fourth option in the lead followed by the first option and the third option trailing in third. Homeowners were given two weeks to vote from 7 February 2015 to 21 February 2015.

**ACTION ITEM:** Ms. May will send a reminder e-mail a few days before the deadline and post the final results the day after on 22 February 2015.

Landscape Design: Mr. Ikuma emphasized increasing communication with the community. He recommended focusing on gathering inputs from residents who will be impacted by landscaping done in the vicinity of their homes. Furthermore, communication can be accomplished electronically, allowing residents the opportunity to vote on the types of plants that are available. Ms. May opined that it should not be a problem to request inputs electronically (i.e e-mail), however it may be too complicated to compile a list of plants that residents can choose from. Mr. Morrell expressed concern that this approach may also stretch the board's timeline to begin installation in the Spring.

**ACTION ITEM:** Ms. May will e-mail residents whose homes are within the vicinity of the proposed landscaping plan and coordinate inputs on the designs.

Imprelis Tree Update: Mr. Morrell explained that the second settlement was approved and the cluster is now waiting on DuPont to send the check.

**ACTION ITEM:** Mr. Morrell will contact the attorney for an update on the check.

## **NEW BUSINESS**

Budget Approval: The budget was discussed along with the financial report (see Financial Report section above).

**MOTION:** Mr. Ikuma moved to accept the 2016 budget. Mr. Webb seconded. The motion passed unanimously.

**ACTION ITEM:** In preparation for the annual budget meeting, Mr. Morrell will draft a cover letter summarizing the cluster's current financial status, no increase in quarterly assessments, and future large expenditures. Furthermore, Mr. Morrell will create a new line item and name it "special projects" for upcoming cluster initiatives for the next fiscal year.

Basketball Court Resurface: As discussed in the Financial Report section, Mr. Ikuma recommended prioritizing and funding liabilities such as the basketball court. The board received complaints of injuries caused by pot holes and uneven surfaces at the cluster's basketball court. Ms. Barton volunteered to head the project and look into the cost of resurfacing or replacing the basketball court. Mr. Morrell offered to look into the other communities he manages that have had similar problems. Mr. Morrell will request bids to resurface the basketball court with asphalt or to replace with concrete.

**ACTION ITEM:** Mr. Morrell will request bids to resurface the basketball court with asphalt or to replace with concrete as a second option. Ms. Barton will compile the list and determine whether resurfacing or replacement is more cost effective.

Drainage Project Phase 2: Phoenix Home Services Inc completed Phase I of the Drainage Project last fall and is currently waiting on a permit from Fairfax County to excavate the sewer wall. They recently sent a second proposal for Phase 2 that will address issues behind 2136-2194 Glencourse Ln. Two options were proposed that range from \$28,800 to \$54,630. The first option assumes permission is granted to drain into the estuary at the end of the run (near 2194 Glencourse Ln). The second option assumes that drainage into the estuary is prohibited and utilizes the use of french drains and drywells. Ms. May recommended to wait until Phoenix Home Services Inc determines whether drainage into the estuary is prohibited before the board votes on an option.

**ACTION ITEM:** Mr. Morrell will contact Phoenix Home Services Inc and request that they verify whether drainage into the estuary is prohibited.

Cluster Guidelines: During a previous walk-through, the board discussed addressing the lack of cluster guidelines. Recent homeowner requests for guidance also highlighted this issue. The board agreed to discuss the matter further during the latter part of the year once a majority of the projects have been completed.

**MOTION:** Mr. Ikuma moved to adjourn the meeting and enter executive session. Mr. Kuhn seconded, and the meeting ended at 7:29PM with a unanimous vote.