

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

22 October 2014

BOARD MEMBERS PRESENT

Akira Ikuma, President
Craig Kuhn, Vice President
Rob Webb, Treasurer
Elony May, Secretary

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. Robb moved to approve the minutes of the 26 July 2014 meeting of the Glencourse Cluster Board of Directors. Mr. Kuhn seconded. The motion passed unanimously.

HOMEOWNER'S FORUM

No homeowners were present at this time.

FINANCIAL REPORT

Mr. Morrell and Mr. Robb previously reviewed the cluster finances and will reevaluate figures identified in the reserve study. Mr. Morrell presented the current financial report and stated that the cluster is doing very well. He recommended moving excess funds from operating expenses to the reserve funds. The board then discussed the Cluster policy on delinquent quarterly payments and how the Cluster can use the parking resolution to enforce past due payments. . The board will review the current cluster rules and regulations to ensure standardization. Finally, Mr. Ikuma requested that Mr. Morrell provide the board with a monthly financial report displayed in an excel spreadsheet format.

MOTION: Mr. Ikuma moved to accept the financial report. Mr. Kuhn seconded. The motion passed unanimously.

OLD BUSINESS

Entrance Sign: The Reston Association Design and Review Board (DRB) approved three entrance sign design options on 29 Aug. Ms. May recommended that an email with the three options be sent out to homeowners for their votes. The board decided on a deadline to have all votes in by 7 Nov. The option with the most votes will be submitted to the RA DRB for a final Consultation review. Homeowners will be notified that those who do not vote are in concurrence with the majority winning vote. The previous board meeting goal was to receive at least 60 votes or over 50% of homeowners, however it was deemed by the board as not necessary. The entrance sign will be installed in spring 2015 or during the earliest planting season to synchronize with landscaping. Mr. Webb opined that the entrance sign should be installed no later than the fiscal year close-out (April).

ACTION ITEM:Ms. May will provide Mr. Morrell with the list of residents' emails. Mr. Morrell will identify rental units and ensure votes are from homeowners only. Ms. May will send the request for votes within the week.

MOTION: Mr. Ikuma moved to send an e-mail request for votes with a final voting deadline of 7 Nov. Further, the option with a majority of votes will be installed in the spring 2015. The motion passed with a majority (one abstained).

Mailbox Replacement:Replacement of the cluster mailbox units is underway. All residents have been notified via e-mail and letter. Mr. Ikuma expressed a concern that residents may not return the parcel keys, which is considered government property. He asked Mr. Morrell that the board be notified if any parcel keys are missing. Mr. Kuhn also addressed a concern by Ms. Bernecker that the grading of the previous mailbox was a hazard to her family's safety. He requested that the board follow-up with Ms. Bernecker to ensure the current grading no longer poses a safety concern.

Tot Lot Replacement: Replacement of the cluster tot lot began on 3 Oct and completed on 9 Oct. The new playground structure received numerous praises from many residents. Ms. May had concerns that not all of the playground boundaries were replaced as requested and will follow-up with the contractor. She also scheduled a final inspection within 30-days of the installation.

Imprelis Tree Update: DuPont sent an arborist on 9 Sep to assess the current status of Imprelis-affected trees and will submit a report within two months of the inspection. The board asked to remove the trees prior to the report and be reimbursed for the cost (all Priority 1 trees on Table 1). Mr. Morrell explained that DuPont will not guarantee a reimbursement should the cluster decide to remove the Imprelis-affected trees themselves. However, DuPont may reimburse a few dead trees that are considered imminent and are at high-risk to resident safety. Furthermore, all correspondence will only be between the cluster attorney and DuPont.

ACTION ITEM:Mr. Kuhn and Mr. Webb will walk through the cluster and determine which trees are dead and imminent to falling. They will also check to ensure all first phase Imprelis trees were removed during previous years. Mr. Morrell will contact Thrive once the dead trees have been identified as imminent.

MOTION: Mr. Kuhn motioned to accept Phase 1/Priority 1 removal/pruning of non-Imprelis trees listed on a recent Thrive work order. The motion was seconded by Mr. Ikuma and passed unanimously. The board will wait to schedule the work order for another month until DuPont provides the final report. Should DuPont not provide a report within the month, the board will move forward with removal/pruning of the non-Imprelis trees.

Master Landscape Plan/Tree Plan: Mr. Kuhn and Mr. Webb met with two landscape designers, John Magee (Magee Design) and Terri Stevens (Cornerstone Landscaping) on 8 Oct to conduct a walk-through of the cluster property. John Magee was interested in presenting a bid, however was unable to provide a bid by the 22 Oct deadline. Terri Stevens will not submit a bid due to the short deadline to plant by this fall. Mr. Kuhn and Mr. Webb met with two other landscape designers the following week who were not interested in submitting a bid and suggested the board request one from Brickman as the cluster's landscape maintenance company. Ms. May suggested the board consider pushing the installation timeline to spring 2015, with a likelihood of missing the upcoming fall planting season. Mr. Ikuma concurred and opined that the coming harsh winter may kill-off the newly installed trees. The board agreed to push the request for landscape designer bids to 15 Nov and select the designer by 28 Nov. The board will work with the landscape designer through the winter to design plans for Phase 1 and portions of Phase 2 priority areas.

ACTION ITEM: Ms. May will contact Brickman directly to request a landscape bid. She will also request a bid from Ms. Terri Stevens if she is still interested in submitting a bid with the extended timeline. Mr. Ikuma suggested contacting one more landscape designer for four total landscape design bids.

Drainage Project Update:The Board received bids from several companies to address the Cluster drainage problems. The cluster decided to move forward with Phoenix Home Service Inc , and Mr. Kuhn and Ms. May met with Mr. Steve Bowes of Phoenix Home Services Inc, to re-assess areas of the cluster with drainage problems. All parties involved agreed the area behind 2115-2125 Glencourse Ln requires immediate action (Phase I) followed by 2136-2194 Glencourse Ln (Phase II) and 2000-2008 Wingfoot Ct (Phase III). to the proposal calls for a combination of French drain systems and drain boxes for the area behind 2115-2125 Glencourse Ln. Mr. Kuhn coordinated the options with homeowners who decided as a whole to top the French drain system with soil, seed and straw. Installation for Phase I will begin this fall 2014. Mr. Kuhn and Ms. May also requested a proposal to begin installation of portions of Phase II.

MOTION: Mr. Kuhn motioned to accept the proposal submitted by Phoenix Home Service Inc to begin installation of Phase 1 drainage systems. The motion was seconded by Ms. May and passed unanimously.

ACTION ITEM: Mr. Morrell will contact Phoenix Home Services Inc to begin immediate installation of Phase I drainage systems and request a proposal for Phase II.

Dominion Light Posts: Ms. May requested Mr. Morrell follow-up with Dominion on the work orders submitted earlier in the year to repair two light posts that are out on Wingfoot Ct. Ms. May suggested the board look at installing additional lights to include the area around the tot lot. Mr. Ikuma recommended the board personally look at all the lights in the neighborhood and consider replacing light lamps with a wider field of view.

ACTION ITEM: Mr. Morrell will reengage with Dominion to determine the status of the work order. Mr. Webb will conduct a walk-through around the neighborhood and confirm which lights are out.

NEW BUSINESS

Project Plans for 2015:Project Plans for 2015 (Phase I, Phase II, Phase III) were discussed earlier in the meeting under Master Landscape Plan/Tree Replacement and Drainage. See board package for a rough cost analysis of each project.

ACTION ITEM: Mr. Morrell will check the accuracy of the numbers listed under the reserves section.

Snow Contract Approval:Mr. Morrell proposed approving the snow contract with Brickman. He explained that the "Master Agreement" will be in effect through the course of Brickman's three-year contract. The board will only need to sign the "Annual Snow Service Order" each year. Mr. Kuhn discussed last year's issues where snow was plowed in front of mailboxes and fire lines and numerous occasions of miscommunication with Brickman's snow plowing team. Mr. Kuhn recommended the board provide Brickman with detailed instructions specific to the cluster properties. Mr. Ikuma recommended Mr. Morrell and the board conduct a walk-through with Brickman prior to the commencement of snow season.

ACTION ITEM: Mr. Kuhn will forward an email to Mr. Morrell with detailed snow plowing instructions.

MOTION: Mr. Webb motioned to approve the snow contract. Mr. Kuhn seconded and was passed unanimously.

MOTION: Mr. Ikuma moved to adjourn the meeting and enter executive session. Mr. Kuhn seconded, and the meeting ended at 8:05PM with a unanimous vote.