

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

**April 26, 2014**

**BOARD MEMBERS PRESENT**

Akira Ikuma	President
Craig Kuhn	Vice President
Elony May	Member at Large

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT ATTENDEES**

Michael Dees	Property Manager, TWC Management
Bridgitt Morley	Recording Secretary, Minutes-by-Bridgitt Morley

**CALL TO ORDER & VERIFICATION OF QUORUM**

Ms. Ikuma called the meeting to order at 9:37 a.m. and verified quorum.

**BOARD MEMBER APPOINTMENT & OFFICER POSITIONS**

There are two open positions on the Board.

***MOTION: Mr. Kuhn moved, Ms. May seconded, to appoint Rob Webb to the Board of Directors with a term to expire in 2015. The motion passed (3-0-0).***

The Board decided on the following slate of officers by acclamation.

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

**APPROVAL OF MINUTES**

**MOTION: Mr. Ikuma moved, Mr. Webb seconded, to approve the minutes from March 29, 2014 as presented. The motion passed (4-0-0).**

**FINANCIAL REPORT**

The Board reviewed the financial report. Mr. Dees reported that the association has a positive cash flow of \$50,528. The snow removal was over budget by \$9,000, but the budget is still in the positive due to the Imprelis settlement money. The delinquencies and legal fees are down. The Board is taking an aggressive approach to collect funds before the accounts are sent to the attorney.

**MOTION: Mr. Ikuma moved, Mr. Kuhn seconded, to accept the financial report.**

**The motion passed (4-0-0).**

## **HOMEOWNERS' FORUM**

An owner thanked the Board members for their service. She also expressed her appreciation of Brickman Landscapers shoveling the fire lane. She asked to be contacted to help with the Landscaping Committee.

## **OLD BUSINESS**

**Imprelis Tree Update** – Mr. Dees informed the Board that as of last week Dupont notified him that Glencourse Cluster has been placed in a priority position to have an arborist and tree removal company to inspect the trees. Dupont is not working on any of the warranty work until the class action law suit is resolved. May 2015 is the deadline to have the warranty work done. Management has contacted the attorney, and asked that they stay in contact with Dupont to make sure they will keep everything in warranty. Management will follow up with Dupont for the tree removal. Mr. Ikuma asked that the arborist be brought out as soon as possible to examine trees that may cause damage to Glencourse property.

**Community Tree Plan for RA** – Mr. Ikuma reported that Mr. McLeod is no longer able to help the Board with the master landscaping plan. The Board is working to get a new professional to build a proposal for a Community Master Landscaping Plan and Tree Plan to present to the Reston Association and their legal committee

### **Landscape**

- A. **Design Update** – The Board is hopeful that the Glencourse Landscaping Committee can help establish a Community Master Landscaping Plan. They will need to make a new timeline for the plan as well.
- B. **Thrive Proposal** – The Board requested a proposal for clean-up along Soapstone from the front the community to the crosswalk. The Board reviewed a proposal from Thrive for the work that included limb, stump, and wire removal. Mr. Dees will have some additional tree clean-up items added to a new proposal. Mr. Ikuma asked Mr. Dees to attain an itemized proposal to have someone come out to clean up the trash and remove the leaves.

**MOTION: Mr. Ikuma moved, Ms. May seconded, to approve the proposal from Thrive for \$3,766.50 (which includes a 10% discount) for tree limb clean-up. The motion passed (4-0-0).**

- C. **Brickman Inspection Items** – Mr. Dees completed an inspection with Brickman. They clarified the main concerns to be addressed this spring that are visible from the road and larger areas that will be addressed later this fall. Bare areas around the fire lane will also be worked on this spring. The Board

reviewed a proposal for mulching the lower meadow, and a second proposal for mulching a common area. Management is recommending approving the first mulching proposal, but not the second one. The Board reviewed two more proposals for additional plantings and clean-up in common areas. Management is recommending approval of both. The Board decided to table all four proposals to give the newer Board members a chance to inspect the areas in the proposals.

**Entrance Sign** – Sign-A-Rama can design the sign once the Board decides what typed they'd like to have. Mr. Dees provided picture examples of types of signs. Since the Reston Association will have to approve the sign design, Mr. Dees suggested that the Board look at the signs that other Clusters have in their communities to get an idea of the type of signs and colors that are allowable. Mr. Ikuma asked Ms. May to look at the RA requirements and other communities' signs. He also stated that the Board will need to create a time line for the project. The draft sign design will be presented to the community and then the RA for approval. Mr. Ikuma would like to have the final design by the end of June so that the Board can vote on it at the July meeting.

**Drainage Overview** – Mr. Dees is still working on getting bids.

**Mailboxes** – Mr. Kuhn has completed a survey in the community to gather feedback on the mailboxes. Mr. Dees spoke with the Reston Post Master and has a meeting scheduled next week to discuss how to reduce and/or combine the number of mailboxes and save costs. Mr. Kuhn has found a company in Manassas to help with the organization of the project. Any new mailbox will have to be approved by the RA.

## **NEW BUSINESS**

**Flower Plantings** – Mr. Kuhn asked if there was going to be new plantings at the entrances/exits. Mr. Ikuma suggested adding it to the Master Design Plan and waiting until a decision is made on the entrance sign.

## **ADJORNMENT AND EXECUTIVE SESSION**

**MOTION: Mr. Kuhn moved, Ms. May seconded, to adjourn the meeting at 11:06 a.m. and enter an executive session to discuss delinquencies and correspondence. The motion passed (4-0-0).**

The 2014-2015 scheduled Board of Directors meetings will be held in July, September, December, February, and March.