

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

26 July 2014

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Michael Dees, Senior Community Manager, TWC Association Management

CALL TO ORDER

Mr. Ikuma called the meeting to order at 9:45 AM.

APPOINTMENT OF NEW DIRECTOR(S)

The board is currently in search of a fifth board member who will be the Member at Large.

APPROVAL OF MINUTES

MOTION: Mr. Ikuma moved to approve the minutes of the 26 April 2014 meeting of the Glencourse Cluster Board of Directors. Mr. Webb seconded. The motion passed unanimously.

FINANCIAL REPORT

Mr. Dees presented the financial report and explained that at this point at the same time last year, the cluster spent more than was budgeted due to increased landscaping and maintenance services. Mr. Dees recommended we continue to focus on areas with immediate liability that will directly impact homeowners' property such as tree removal and drainage. Funding will be sourced from the Imprelis settlement and supplemented from the reserves. Overall, the cluster is in a good financial state and should be on track by the end of the year

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

HOMEOWNER'S FORUM

Ms. Donna Bernecker and son, Richard, 2138 Glencourse Ln, had concerns about her mailbox located on a dangerous slope. Mr. Ikuma explained that the board will address her concern when we replace the mailboxes with cluster box units this fall, which will include landscaping and new concrete padding. Ms. Bernecker also asked about impact the metro Silver Line will have on cluster parking. The board explained that parking due to the metro is not yet an issue and is in discussion should the situation worsen. Additionally, Ms. Bernecker asked about the drainage issues between the golf course and her property, which is addressed in the "Drainage" section of this document.

OLD BUSINESS

Imprelis Update: Thrive provided an assessment from a 26 June 2014 walk-through for Imprelis-damaged trees on Table 1 and Table 2. Six to seven trees that were on Table 2 incurred a higher rating and were moved to Table one. Trees listed on Table 1 require immediate action due to high liability. At

this point, DuPont has not been quick to remove trees that were part of the Imprelis settlement. The cluster attorney sent a letter with Thrive's comprehensive survey with the new ratings (over 60+ trees) to DuPont and gave DuPont until 29 August 2014 to provide action. If DuPont fails to act by the deadline, the board will take action to remove the trees and continue to sort out legal matters. All tree removal will be reflected in the cluster's Master Landscape Plan.

ACTION ITEM: ??

Master Landscape Plan/Tree Plan: The board combined the cluster's Master Landscape Plan and Tree Plan to avoid any confusion. As previously stated, the board received an assessment of all the trees on cluster grounds that require removal, pruning or replacement. These trees will be part of the Master Landscape Plan and include shrubbery and flowering plants. The board developed a draft Master Landscape Plan prioritizing different areas in the cluster in order to implement the plan in a three to five-year phased approach. The goal is to have phase one start this fall (no later than late October for optimal planting.)

Ms. May described the project's current approach, which was to request bids from multiple landscape contractors, each with their own design. She recommended a new approach previously proposed by a resident to hire at least one landscape designer to develop a design plan. The board will then select the best design and request bids from landscape contractors to implement the plan. This approach should save the cluster money since the landscape designer will have no vested interest in adding more plants than necessary. Further, it will ease selection of which contractor to hire based on who has the cheapest bid. Mr. Ikuma stated that the board needs to identify criteria and requirements containing Reston Association and Fairfax county rules and regulations that the landscape designers need to abide by. The board agreed on the new approach and discussed a deadline of 22 August to request landscape designer bids.

ACTION ITEM: Mr. Ikuma will draft the requirements for the landscape design and provide a list of highly recommended landscape designers. Ms. May will contact the landscape designers and schedule walk-throughs in early August to meet the mid-August deadline.

Entrance Sign: Mr. Webb and Ms. May worked with landscape architects and sign companies to present multiple designs for the front entrance. Since the last board meeting on 26 April, Mr. Webb and Ms. May offered five different designs of which two were selected by the board to continue forward. Mr. Webb suggested the board submit the two design proposals to the Reston Association (RA) for an informal review of what layout will be acceptable. The board will then propose the options to the community upon approval from the RA. Mr. Kuhn also noted that lighting for the design should be a separate proposal. Mr. Ikuma suggested that the board shoot for a 30 August deadline and achieve at least 50% votes from the community, or about 50-60 votes. Votes will be requested via e-mail, door-to-door, website and upcoming events. The board and Mr. Dees agreed to all of the above recommendations.

ACTION ITEM: Ms. May will provide Mr. Dees with an updated document presenting the two design options for RA informal review.

Communication-Website: The board is looking for ways to improve communication with the community. Mr. Ikuma stated that the website is a work in progress. It is currently hosted on a Virginia-based company server (InMotion) and managed by the board members for updates. He suggested the board look for volunteers in the community or hire a managed service. Mr. Ikuma opined that the website be added layers that can be viewed specifically for board members, residents, and to the public or prospective owners. He suggested the board decide on what features we want shown and functionalities we want available. The board agreed with Mr. Ikuma and will continue to work on the website throughout the year.

Communication-Bulletin Boards: In early May, Ms. May proposed installing four to five outdoor bulletin boards near high-traffic areas of the cluster to increase visibility on cluster initiatives and upcoming events. Ms. May solicited feedback from homeowners via person-to-person discussions, Spring Newsletter and cluster website. The bulletin boards received both negative and positive reviews. During the meeting, Ms. May suggested to cancel the initiative due to other cluster costs taking priority (i.e. landscaping, drainage). She suggested the board look into a single bulletin board at the tot lot or central location for emergency communication should all power go out for an extended period of time.

Drainage Overview: Mr. Dees presented bids to the board from Brickman, Drainage & Erosion Solutions, and Phoenix Home Contractor. The bids assessed sixteen sections of the cluster with costs that ranged between \$14k and \$16k each. Mr. Kuhn suggested the board prioritize areas heavily affected by drain issues and implement it in a phase approach. Mr. Ikuma agreed and suggested the board look at our current finances and draft a tabular matrix listing all initiatives/projects and associated costs. The board will then select a cut-off line for each phase based on approved funds for the year.

Mailbox Status: Mr. Dees provided an update to the mailboxes and reminded homeowners present that the new mailboxes will include a place for parcels and larger mail slots for residents. The proposed replacement consolidated a few mailbox units within the cluster and that base and landscaping will be included. USPS and the RA approved the mailboxes in June and management is in the process of ordering the mailboxes with a tentative installation date near the end of August. Mr. Dees asked that the board determine key handoff procedures and suggested a social gathering at the management office during pick-up times. The board will determine handoff procedures once the units arrive.

NEW BUSINESS

Tot Lot: Ms. May requested bids from two contractors to replenish the playground mulch and add mats to high impact areas such as the bottom of the large slide and under the tire swing. The proposals were requested as a result of the Reserve Study findings this past year. Both contractors noted that the playground was not safety compliant per current Consumer Product Safety Commission (CPSC) guidelines and suggested complete replacement of the play structure. Ms. May coordinated a proposed design through the Glencourse Cluster Mom's Group. The board reviewed bids from the two contractors ranging from replenishment of the mulch to total replacement of the structure. Mr. Kuhn suggested the board first request a formal inspection of the playground structure from an independent source and decide whether temporary measures can be made and add replacement of the playground to next year's budget.

MOTION: Mr. Ikuma moved to hire an independent, certified inspector to provide a detailed assessment of the playground and highlight risks and priorities at a budget of \$500 or under. Ms. May seconded. The motion passed unanimously.

Exterior Paint Scheme Updates: During the past few months, multiple homeowners requested current guidance on repainting the outside of their homes. Ms. May drafted an Exterior Paint Scheme document using the RA-approved paint schemes for Lowe's Olympic, Sherwin Williams, and Benjamin Moore brands. There were issues with Benjamin Moore's color matching, which were subsequently removed from the list. A homeowner had additional issues with Olympic paint not matching his paint chip. Ms. May discussed the issues with the RA and paint experts from Olympic and Sherwin Williams and all involved agreed that formulas will not be provided to homeowners. The Reston Association Covenant's Office approved the final Exterior Paint Scheme document, which listed the Olympic and Sherwin William's color names. The document will be posted to the Glencourse Cluster website.

MOTION: Mr. Ikuma moved to adjourn the meeting and enter executive session. Mr. Kuhn seconded, and the meeting ended at 12:15PM with a unanimous vote.