

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

29March 2014

BOARD MEMBERS PRESENT

Akira Ikuma, President
Craig Kuhn, Vice President
Carolyn Travers, Treasurer
Ellen Davidson, Secretary

ALSO PRESENT

Michael Dees, Senior Community Manager, TWC Association Management
Elony May, Board Member-Elect

CALL TO ORDER

Mr. Ikuma called the meeting of the Glencourse Cluster Board of Directors to order at 10:48 AM.

APPROVAL OF MINUTES

MOTION: Ms. Travers moved to approve the minutes of the 11 December 2013 meeting of the Glencourse Cluster Board of Directors. Mr. Ikuma seconded. The motion passed unanimously.

FINANCIAL REPORT

Mr. Dees presented the financial report, copies of which had been distributed to everyone present. He explained that the balance in the reserve fund had dropped because of the unexpectedly high cost of snow removal and extensive tree work. There were no other unusual entries.

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

Mr. Dees informed the board that Millennium Bank, in which the cluster had an account, had been sold to Washington First Bank. The money, he assured the board, is still secure. This began a lengthy discussion of how best to invest some of the cluster's

money and in what bank. The board reached a decision that took into account interest rates and the need for easy access to funds without penalties.

MOTION: Mr. Ikuma moved to close the \$51,000 Millennium CD account and move the funds to a 24-month Virginia Heritage CD with no penalties for early withdrawal. Ms. Travers seconded. The motion passed unanimously.

Because the cluster has a considerable amount in its checking account, Mr. Dees suggested transferring \$50,000 from its operating checking account to its money market account at Washington First.

MOTION: Ms. Travers moved to transfer \$50,000 from the operating checking account and to combine it with the \$68,146 that had been in the Millennium money market account prior to the bank's sale to Washington First. Mr. Kuhn seconded. The motion passed unanimously.

HOMEOWNERS' FORUM

No homeowners were present.

OLD BUSINESS

Imprelis Update: Mr. Dees reported that he had sent a letter of inquiry to DuPont about the Imprelis settlement and the removal of the trees damaged by Imprelis but had received no reply. Weeks later, he then followed up by telephone and discussed this matter with a supervisor. DuPont officials acknowledged receipt of his letter but did not grant his request that Brickman remove the trees. DuPont's representatives explained that the companies they use to assess the health of trees are different from those contracted to remove diseased trees.

ACTION ITEM: Mr. Dees will contact DuPont every two weeks to make certain that the damaged trees are taken down before the warranty runs out in 2015. As soon as he has any definitive information, he will alert the board.

Tree Plan: The cluster is required to have a tree replacement plan to put forward to the Reston Association for approval. Mr. Ikuma stated that the board had engaged John McLeod, a landscape specialist who works for Brickman, to devise a landscape plan for the entire cluster. Mr. McLeod has already provided the cluster with a design plan for the cluster entrance.

ACTION ITEM: Mr. Ikuma will contact Mr. McLeod to ask if he will be able to continue with the project and complete a master landscaping plan.

Entrance Sign: Mr. Dees and Mr. Kuhn are working with a firm to help design a sign for the cluster entrance. Ms. Travers suggested that perhaps one entrance sign would be sufficient rather than the two indicated in John McLeod's plan.

Drainage: Mr. Dees discussed the need to rank in order of priority areas of the cluster in need of attention because of drainage problems. Mr. Ikuma asked Mrs. May to check with her neighbors to find out if there were any drainage issues at the south end of Glencourse.

Mailboxes: The board reviewed photographs of possible new mailboxes for the cluster. Mr. Dees reported that the postmaster had informed him that the cluster, and not the post office, bore the responsibility for replacing the old, leaking mailboxes. He recommended that the board purchase the new mailboxes from a company that would both remove the old mailboxes and install the new ones.

Mr. Ikuma then began a discussion of the placement of the new mailboxes. Ideally, some of them would be repositioned on the opposite side of the street in order to accommodate the new, one-way traffic pattern. Because of parking and the fire lanes and related matters, that is not feasible. The cluster might nevertheless at least be able to reduce the number of mailbox units. Currently there are more mailboxes than there are homes. This would save space and money. It would also help the post office with their deliveries.

Mr. Dees suggested choosing a dark bronze color, the most popular color in Reston. The Reston Association has already approved this. Mr. Ikuma insisted that the new mailboxes should stand tall enough to ensure that they cannot be buried under snow.

Reserve Study: There were a few changes to the study: the replacement of the mailboxes this year rather than in the future, funding for the retaining wall, which is the cluster's responsibility, and additional funds for tree work.

MOTION: Ms. Travers moved to approve the adjusted reserve study. Mr. Ikuma seconded. The motion passed unanimously.

NEW BUSINESS

GPS: Mr. Kuhn stated that he had made a number of requests to update the GPS to reflect the cluster's one-way traffic pattern.

Audit: The audit found that the cluster has funded its projects correctly and contributed properly to the reserve fund.

MOTION: Mr. Ikuma moved to approve the draft audit for 2014 as final. Ms. Travers seconded. The motion passed unanimously.

Ms. Travers and Mr. Ikuma signed the application to the Design Review Board for the bus stop on Soapstone.

MOTION: Mr. Kuhn moved to adjourn the meeting. Mr. Ikuma seconded, and with a unanimous vote, the meeting ended at 11:45 AM.