

CABOTS POINT CLUSTER ASSOCIATION
Annual Cluster Meeting
Draft Minutes
March 19, 2016

The Annual Meeting of the Cabots Point Cluster Association was called to order by President John Norton at 10:05 AM at the Reston Association Headquarters at 12001 Sunrise Valley Drive. Board Members John Norton, Steve Cristofar, Kate Sherwood, Gary Caley and John Hills were present. 17 properties in Cabots Point were represented by at least one homeowner; 2 others were represented by proxy. A quorum (at least 16 homeowners) was present.

The agenda for this meeting was as follows:

Opening Remarks (John Norton, President)

- Announcements
- Highlights of the past year

Old Business

- Approval of the March 28, 2015 Annual Meeting minutes (reading if required)
- Treasurer's Report (Treasurer Steve Cristofar)
- Grounds Supervisor's Report (Grounds Supervisor Kate Sherwood)
- Other old business

New Business

- Election of 1 Board member
- Approval of the Annual Budget for Fiscal Year 2017 (April 2016 to March 2017)
- Cluster Cleanup – April 23
- Roads, sidewalks and homes
 - Alternative roofing materials
 - Board application for 2 new stain options
- Other new business

Adjournment

OPENING REMARKS BY PRESIDENT—

Announcements – John reminded everyone to please sign in and update any information

on the sign-in and phone directory, including email addresses.

Checked for quorum. 19 households were represented.

John N. welcomed our newest residents: Knox Singleton in 2171, Robin Stiglitz in 2177, and Kathy Thomas in 2163. Kathy Thomas was present and introduced herself.

John N. introduced the Board members for those new to the Cluster: John Norton-President, Gary Caley-VP, John Hills-Secretary, Steve Cristofar-Treasurer, and Kate Sherwood-Grounds.

John N. noted there was one Board position to fill at this meeting – John Hills' position is up this year. John serves as Secretary, and is willing to continue to serve on the Board. John N. asked if anyone else would like to run for the open Board position.

John added the Board is always looking for help from other residents. The needs of the Cluster don't demand a great deal of time, effort, or attention, just an open eye and willingness to help out occasionally. If you have just a little spare time and an interest in maintaining the beauty of Cabots Point, come speak to one of us today or email any Board member if you are willing to help out – or if you have ideas on how we can improve the appearance of the Cluster.

Highlights of the Past Year – The one major area of effort the Board addresses each and every year is Cabots Points' grounds – our landscaping and tree care. Kate has done an excellent job on Grounds this year. She will report on work done and on plans for this year later.

Recently, the Board obtained the approval of RA's Design Review Board for two additional stains residents can use on their houses. You should all have received an email in the last two weeks explaining the three choices you now have.

Also, John thanked those individuals who have helped out on particular issues, such as Mike Savage who has continued to update our website which includes most of the available information about our Cluster, including the Handbook, the by-laws, and the Board minutes. Take a look at www.cabotspoint.org. Comments on the information available there are appreciated.

Just a reminder: **All members are responsible for complying with the rules and standards in the Cluster Handbook.** The standards govern the appearance of the

outsides of your homes. They are contained in the Cluster Handbook which is available on the Cluster website. Please do not begin any work on your house until you understand what the standards require. Virtually any change needs Board approval and probably RA approval. If you have any questions, please contact a Board member.

Other Notes:

- We have a storage rack for canoes & kayaks next to the main Cluster dock, and space is available. The fee is \$25 per canoe/kayak per year, payable beginning 1 April.
- Boats moored on the lake require a small dock, the design of which is in the Handbook.
- Maintenance of each dock is the responsibility of the dock user. Some of these docks are beginning to show their age. Please check your dock for maintenance issues.
- Please place trash for garbage pick-up in appropriate containers early in the morning of each collection day. Plastic bags alone are not sufficient as animals can rip them open.
- Also, please obey the parking rules. If you have questions about where you can park, please ask a Board member or consult the Handbook.
- Finally, the next Cluster Clean-up is scheduled for April 23. Please take some time to come outside and spruce up the Cluster.
- Steve added - Effective March 1, Republic has resumed yard debris pickup on Wednesdays through the end of November. Also the county is in the process of issuing a regulation that yard debris be put in clear bags and not trash bags so they can see it is yard debris.

OLD BUSINESS

- **Minutes** of the March 28, 2015 Annual Meeting were unanimously approved as submitted.
- **Treasurers Report (FY16)** – Steve Cristofar gave the treasure’s report.
 - Steve began with the current FY, ending April 2016. This fiscal year we will breakeven (barring another blizzard), despite the projected deficit of \$2k. Our budget was \$63k, expenditures will be about the same. Our income is primarily from dues, kayak fees, mini-dock transfer, late fees and interest.
 - Our major expenditures are grounds (over half of our budget, at or below budget). Fortunately when we had the big snows, there was not significant tree damage. Our snow removal cost came in well above budget. We had an

unanticipated expenditure for our reserve study, which is required by state law. We had budgeted 6k for road repair (sealing and crack sealing) which was not done; but we may need to do that in the coming year. Our checking account is between \$20-30k, pending our reserve fund deposit of \$12,800 once CDs mature. Currently have interest of approx. 1.25%.

- Mike asked if the reserve fund was in one CD, Steve replied it is spread out over 4 CDs because of timing.

- **Ground Supervisor's Report -**
 - We have had spring cleanup, and Kate felt Cardinal did a good job noting Cardinal is back on their regular schedule. The last few weeks, Cardinal has also done clearing of several of the wild areas.
 - Not significant planning in the past year. We are trying to plant a new tree for every tree that comes down. We are currently ahead of that plan due to several trees planted last year. We have also planted several shrubs in open areas. We had a few trees come down this past year including one that came down at the intersection with South Lakes. That initial clearing was done by Fairfax (VDOT) and later cleaned up by Bonilla. Kate did not feel any more planting would be done in the next week to FY end, but new plants will go in over the next few weeks. That includes:
 - Down hill for tier 1, after the split, above the road flowering shrubs like rhododendron, azaleas, and hollies.
 - On the opposite side (gully between us and Owls Cove) we will plant several flowering trees that will give a continuum of spring flowering trees along that side. Jack asked if that was our property. Kate replied that it is our property into the gully 10-12 feet. But the trees would go along the roadside (our property).
 - We are continuing to work on erosion control, mostly on Tier 1, and Tier 3 to Tier 4 along the road. There is wash coming along the sidewalk in Tier 4. We have gotten a quite for timbers to help erosion, and will be extending more downspouts down to the road to minimize the water coming down the hills.
 - Kate is always looking for help.
 - Jill noted that in the gully between us and Owls Cove is very active during heavy rains, which is silting in the area behind their home. RA has been notified, but there has been no action. Mike noted he took it to RA last year, and also that Wetlands had performed a study, but there has been no action by RA. The lake will not be lowered until 2018 for dredging. Previously was RipRap, but that is now silting in. Kate noted in other

neighborhoods, boulders are used to line the outlet. Mike asked if the Board could send a letter to RA requesting action. Kate also suggested involving residents of Owls Cove who are also effected.

- Shane had a comment about the trenching behind Tier 3, the ground weren't settled. There was excessive pooling after the last rain. Kate will have Cardinal look into the issue.

NEW BUSINESS

- **Election of Board Members** – John Hills is willing to run. Mike nominated John Hills to be voted in by acclimation. John Norton seconded motion. By a show of hands, all households were for the motion, none apposed. John Hills was voted unanimously onto the Board.
- **Annual Budget (FY17)** –
 - For FY17, Steve estimated an income stream around \$62k and expenditure stream of \$65k, giving an excess of cost of \$3k. The budget projected slightly less on grounds, and assumed an expenditure of \$6k on road crack sealing, as well as a slight increase in recycling and trash. Snow and ice is difficult to predict, we are estimating \$3,500 for upcoming year.
 - Steve noted that on the FY17 budget, at the request of the grounds supervisor, we have broken out ongoing from new plantings and trees.
 - There is no proposed dues increase.
 - John motioned to approve the FY17 budget. Motion was made and seconded, and approved unanimously.
- **Reserve Study**
 - Our reserve study was performed by a professional company at a cost of \$2,400. Steve noted that in the past some quotes had been up to \$10,000. A reserve study is required by the State of Virginia every 5 years. The reserve study estimated in 2018 we will have to spend some money (\$20-\$25k) on road repairs where pavement is starting to break up. Steve reminded the group that our road is private, and 2004 was the last time the entire road had been milled (new top layer). The study estimated \$150k in 2021/22, which Steve noted was actually later than our original estimate for this work. The study indicated we are on track to come close to that \$150k number by that time; but that may require dues increase in coming years.
 - For history, in 2004, there was a small reserve fund, so a bank loan was required and repaid over 4-5 years, so we are in far better shape now than we have been in the past.

- The current balance on reserve fund is \$75k, which will be \$88k after this next contribution. Much sidewalk repair work was done last FY (\$8-\$9k), and we are hoping no more will be required in the near future.
- **Other**
 - Jill N. asked if the speed bump at the bottom of the hill into Tier 4 could be removed. Phyllis felt she liked the speed bump to slow people down as they come up the hill, making leaving Tier 3 safer. Mike suggested possibly putting another speed bump at the top of the hill between Tier 1/2. John H. added he had been in favor of a speed bump into Tier 3, but had settled for using a movable sign, but appreciated having the Tier 4 speed bump, especially with his children now on bicycles.
 - Mike N. added a request to stop allowing RA to addle eggs on our property, or at least allow Geese to have 1-2 eggs. John N. noted they had already been given permission this year, but perhaps next year.
- **Cluster Clean Up**— Scheduled for April 23. Board will provide further notice with details, but we encourage residents to cleanup around your homes and cluster property. Kate added it was a good time to perform any maintenance around your home like weeding, and if you see improvements that can be made on Cluster property.
- **Other New Business** –
 - Alternative roofing. John H. described samples of DaVinci Shake roofing materials provided by RA. Materials were passed around for residents to see up close. The Board had begun investigation of synthetic based on residents interest, as well as a recent development where a homeowner had been denied home insurance; State Farm citing the wood shake roof. The material cost of the synthetic is typically more expensive, but the claim is synthetic shake will last much longer than wood.
 - John H. noted DaVinci “Weathered Cedar” synthetic shake roofing had been approved at “Old Chatham” Cluster; all residents have 10 years (or until next roofing) to change to new standard. “Chads Ford” had also been approved for synthetic shake roofing as an added standard, meaning residents can use both. If we consider alternative roofing, we should consider if we want to provide it as an alternate or replacement standard.
 - Peter noted that he was concerned about moving away from natural materials. That a synthetic look to homes could negatively impact curb appeal.
 - Gary countered that curb appeal may be impacted by moldy and deteriorating roofing.
 - Mark B. asked what happens if DaVinci goes out of business.

- John asked for show of hands from residents who would support the Board continuing to investigate, alternative roofing material. 9 residents were for further investigation, 8 residents were against.
- Ryan Williams noted he would want more investigation, including more options, as well as seeing it first hand on a roof prior to committing.
- Stains
 - John highlighted new stains (TWP and Flood CWF Cedar Tone). recently approved by Reston DRB for use in Cabots Point.
 - Jill N. noted that siding was inconsistent throughout the Cluster. Mike N. suggested waling through South Bay where opaque (solid) stain is used. We are getting further away from that, mix of colors on siding. Noted that opaque stain would make it easier to match homes.
 - John H. suggested that the Flood CWF Cedar Tone is a fairly dark brown transparent stain that could be used on older wood and would help hide mold and sun damage more than either the ABR-X100 or the TWP, which are both fairly light stains.
 - Mark added note on cleaning siding, suggested using Oxyclean, nontoxic and very easy to use and does a nice job of cleaning cedar siding. Could be applied, and then removed with low power pressure washer and hose.
- Standards
 - Peter asked if Board could engage the remainder of residents on updating lighting fixtures. John N. noted the change was made to the new light fixtures due to failure and fire hazard. John N. agreed Board could remind those residents who have not yet upgraded.
 - Peter brought up window standards, was concerned about new windows which are single pane on the small windows which is a different look. Ryan W. noted older windows had a slider (double pane), but they are more expensive. The issue with the smaller windows is they are mostly custom made. Gary added they just had theirs replaced and it was was custom to fit standards. John N. noted residents who have replaced sliders with alternatives have gotten DRB approval to do so. Gary found it was more expensive for the single pane than the double pane on the larger top windows. Peter asked if there are standards for windows, and if not, asked if they need to be clarified. John N. said we do not have standards in our handbook for windows, which means replacements should be consistent with initial design, and in the past the DRB has ruled that use of various panes, various materials, etc. has been allowed. He did not know what role the Board has at this point. The major departure is changing from sliders to single pane. John said the Board would discuss more, but added without having a proposed change before us, difficult to know how to address. Peter noted one

way would be to have a recommended provider that has a product that folks feel is competitive, and good quality that would give a uniform look.

- Ryan W. suggested making available a way for residents to see what other residents have had approved.
- Ryan also added that someone should explain to Konstantine the standards in the handbook. John H. noted the history of the stains, where Konstantine has been driving the standards, by using non-approved stains and ultimately forcing the Cluster to adopt new de-facto standards. Mark suggested sending a letter.
- Shane asked about running natural gas. Jack noted had run to his house. John H. added they had investigated running a line behind Tier 3, but did not due to expense.

Meeting was adjourned at 11:40.

Minutes Submitted by
John Hills, Secretary