

**CABOTS POINT CLUSTER ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
November 18, 2014**

A meeting of the CPCA Board was called to order by President John Norton at the home of Mike Norvell on November 18, 2014 at 7:00 PM. Attending were Board Members Steve Cristofar, Gary Caley, John Hills, Mike Norvell, and John Norton.

**New Business**

- No new business.

**Old Business**

- Minutes from Board meeting from October 21, 2014 were approved.

**Treasurer's Report**

- Cluster currently has over \$20k in the bank, \$74k in the reserve fund. All Q2 dues paid.
- Paid bills:
  - o Concrete work paid (\$7,907).
  - o Merrifield pruning (\$500).
- Upcoming bills:
  - o Reimbursement to Steve C. for trees delivered and planted (\$525).
- Executive Session was called by Steve Cristofar to discuss payment of late fee.
- Budgets:
  - o We have spent \$46k against total budget of \$66k, which includes the contribution to the reserve fund and concrete work.
  - o Mike N. asked for an account on breakdown of what has been spent on grounds to date for next meeting.
- Budget call:
  - o Steve C. asked for estimates for next year's estimates including Snow, Grounds, Trash and any other vendors in contract.

**Ground Supervisor's Report**

- Completed Work
  - o Merrifield pruning has been completed. Trimmed back viburnum, cleaned out the lower areas of the plants, and pruned crabapple tree. John H. asked about future pruning of shrubs in Tier 3 next to parking area.
  - o There are two leaf pickups, the first has been completed and a second planned for mid December. John Noted Cardinal could improve by picking up dead branches, and Gary added they should not blow leaves into wooded areas.
  - o Five (5) 4-5 foot Norway Spruce trees were planted by Ivandale Tree Farm for the

Cluster (one in Tier 3 and 4 in Tier 1).

- Planned Work
  - o To be determined.
- Possible Future Work
  - o Weeding and landscaper recommendations for large flower beds along the lakefront.
  - o Weeding and cleaning various cluster areas during off season.
- Other
  - o Mike to follow up on issue with drainage erosion between Cabots Point and Owl's Cove.

### **Road Sidewalk and Homes**

- Roads and Sidewalks
  - o Completed concrete work on the 23rd. Board agreed Dominion did a good job around the cluster.
  - o Pothole in Tier 2 was filled by Dominion when doing the concrete work. There are many new cracks in our roads around the Cluster. May need to consider for next summer getting another resealing. Last was 2-3 years ago, at a cost of less than 10k.
- Snow Removal
  - o John H. contacted Perfect Landscaping and validated rate schedule for Snow Removal.
- Homes
  - o More discussion about use of Enviroshake as alternative to cedar shakes. Board agreed to keep it on the schedule for Annual Meeting.
  - o Board discussed investigation of a darker stain option for Cluster homes, specifically for older wood, but also an option for newer wood that would provide more protection than the ABR-X100 stain. John H. suggested a semi-transparent stain like CWF Flood Cedar Tone (which was an old standard). Mike N. suggested use of a solid stain. Board to look at Turtle Pond and South Bay to review examples of solid stain. Could be a topic for the Annual Meeting.

### **Social**

- Gary discussed a progressive dinner at the beginning of next year.

### **Open Comments**

- Communications Plan - John H. noted that the Board's primary channel for communication is meeting minutes. Steve and John noted that we also do more, sending out email communications for key events, and notifications around important topics for the Cluster. John H. asked if there was more the Board could do, i.e newsletters, Facebook, Twitter, Blog, or enhancements to the website. John N. asked - what does

Facebook and Twitter give us that email doesn't? John H. noted that email threads are good for residents to ask and communication information like contractors, which is why emails are not bcc. Mike Savage had suggested (via email) improving the website, possibly using a "Blog" format. Board agreed it would make sense to make improvements to the website that would facilitate new functionality like a forum. John H. to follow up with Mike Savage.

- **Next Meeting** - Scheduled for Wednesday, January 21, 2015 at the home of Steve Cristofar.
  
- **New Business:**
  - o Board agreed to contact Reston Association about re-use of the RA provided room for the Annual Meeting.

**Meeting was adjourned at 8:30 pm.**

Minutes Submitted by John Hills