

**CABOTS POINT CLUSTER ASSOCIATION
BOARD OF DIRECTORS' MEETING
December 16, 2015**

A meeting of the CPCA Board was called to order by President John Norton at the home of Steve Cristofar on December 16, 2015 at 7:00 PM. Attending were Board Members John Norton, John Hills, Steve Cristofar, and Gary Caley.

Old Business

- Minutes from Board meeting from November 4, 2015 were approved.

Treasurer's Report

- Checking account is in good shape with \$40k balance. One late fee outstanding. Next quarter dues notice will be sent out at the beginning of January. Currently \$75k in the reserve fund, which will increase to \$88k when money is transferred from checking into a new CD at the beginning of the year.
- Two proposals have been received to prepare the reserve study. Miller Dodson (\$4,300 for reserve study) and PM Plus (\$2,400 for level one research study). A reserve study is required every every 5 years. Steve spoke with two references for each company, and both were well spoken of. Both are certified. Steve proposed moving forward with the PM Plus proposal as the lowest cost. The Board voted and approved.
- Steve completed the Cluster Contact form for the Reston Association, which was required to get the Reston Association room for the Cabots Point Cluster annual meeting. The room is booked for 3/19 from 10-noon.
- For our January meeting, Steve asked for budget estimates for the next Fiscal Year from all Board members.

Ground Supervisor's Report

- Kate Submitted via Email:
 - Kate is aware of the dying white pine on Tier 1 and will have Bonilla remove. In her email, Kate suggested not grinding stump. However, John N. suggested that it is a visible area and stump should be ground.
 - Kate asked for vote on the new proposal for clearing debris, weeds, some underbrush in natural areas of cluster. Cost \$1485.00. Board voted and approved.
 - Plants next to Etheridge's will be moved per approval in previous meeting.
 - Planting at end of Tier 4 (just before South Bay) will happen within the next 2 weeks.
- Other Items Discussed:
 - Board Discussed new light on the Cabots Point Cluster sign. Agreed the single light is good, but weak. Will look into a second, possibly larger light.

- Board to get clarification on Cardinal 2016 contract prior to approval.
- Deferred drainage work.
- Deferred bench discussion.
- Deferred tree survey.

Road Sidewalk and Homes

- John attended Reston Covenants Workshop and provided the following feedback:
 - Siding Colors.
 - Investigated possibility of adding additional colors / stain option in addition to the existing stain. The feedback was that this shouldn't be a problem, and covenants committee cited the "Old Westberry" cluster which has several stains approved. Would require Cluster Board to submit the standard to the Reston Association Design Review Board for review and approval prior to changing Cluster standards.
 - Committee members also suggested we consider writing into standards a transition plan (i.e. must change to new standard in 5 years, or upon next re-staining) if applicable. We should also consider questions like - should two houses next door be able to both have the same color or would it have to alternate, etc.
 - Alternative Roofing
 - DaVinci "Weathered Cedar" synthetic shake roofing is already approved at "Old Chatham" Cluster. In that case, it was a revision, so all residents have 10 years (or until next roofing) to change to new standard. "Chadds Ford" has 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.
 - Front Lighting
 - Asked about our house number visibility issues. Committee member said they weren't aware of another cluster with the problem, but thought a new light to enhance visibility from the street would be OK.
 - For any DRB approval request, we would want to include "Cut Sheet" from website with light specifications as well as location, design, finish and wattage of light. Would also include picture up close and far away, as well as how long residents had to comply with new standard.
 - General Feedback
 - For Reston Association DRB applications, we should identify if revision (replacing old standard) or addition (in addition to old standard).
 - General Standards (i.e. "Colonial light fixture in black or silver finish") can also be OK. There is precedence for this type of standard.

- Board discussed siding Color. John N. was in favor of approving the TWP 1530 Natural, which is a clear oil based stain that would give wood a lighter appearance than the ABR-X100. John H. showed several samples of clear and solid stains, and suggested that a third, darker alternative also be put forth before the DRB for approval, giving Cluster residents three to choose from. A light oil based stain (TWP 1530 Natural), a darker red tone oil based stain (ABR X-100 Natural), and a dark brown town water based stain (CWF Cedar Tone). Other Board members were agreeable to the possibility of requesting additional stain options for the Cluster. John N. and John H. to writeup a proposal for the next Cabots Point Cluster meeting.
- Painted Fences. No action taken.

Open Comments

- **Social** - No social events planned
- **Next Meeting** - Scheduled for Tuesday, January 12, 2016 at the home of Gary Caley.
- **New Business**: None

Meeting was adjourned at 8:10 pm.

Minutes Submitted by John Hills