

**CABOTS POINT CLUSTER ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
January 12, 2016**

A meeting of the CPCA Board was called to order by President John Norton at the home of Steve Cristofar on January 12, 2016 at 7:00 PM. Attending were Board Members John Norton, John Hills, Steve Cristofar, Kate Sherwood and Gary Caley.

**Old Business**

- Minutes from Board meeting from December 16, 2015 were approved.

**Treasurer's Report**

- PM Plus will be out mid to late February to walk the cluster and initiate the reserve study. A reserve study is required every every 5 years.
- \$12,800 reserve fund contribution will be made soon. Reserve fund is currently \$75k, which will increase to \$88k when money is transferred form checking into a new CD
- One late fee outstanding.
- Checking account is in good standing with approximately 40k.
- 17 Quarter 4 Dues have been received.
- Budget calls for grounds and snow removal for the next fiscal year.
- The room for the annual meeting is booked for 3/19 from 10-noon.

**Ground Supervisor's Report**

- Approximately \$3,700 remaining discretionary spending in grounds budget. Kate suggested several projects around the neighborhood including:
  - \$1,500 for new azaleas, rhododendron, and holies and Ground Cover behind the entrance sign at the entrance of Tier 1, as well as along the road to the right as you come down the hill towards tiers 3/4.
  - \$500 for ground cover and sweet violet behind the sign at entrance between tiers 3/4 and up the left side into Tier 3.
  - \$1,200 for fixing / burying drains below Tier 3
  - \$500 for tree removal contingency
- Completed work:
  - Dead white pine in Tier 1 (along entrance) was removed, stump is scheduled to be removed.
  - Board agreed the solar light on the entry sign improved visibility, but lasted only an hour or two after sun-down. Kate and John will be researching options for a second stronger light.
  - Tree study deferred until the trees leaf in the Spring.
  - Kate commented new baby spruce by the Southlakes sidewalk are very close

together (about 10 feet).

- Kate to have discussions with Greg from Cardinal to give more detail in the proposed contract to include beds included in maintenance.

### **Road Sidewalk and Homes**

- John attended Reston Covenants Workshop and provided feedback on siding colors, front lighting and alternative roofing. Board discussed feedback.
  - Siding Colors. Board discussed extending the current stain standard from one stain to three. This would include a new lighter stain option for new wood, and a darker stain option more forgiving for older wood.
  - Front Lighting. Board discussed adopting a general standard that would allow residents to add lighting to improve visibility of their house numbers.
  - Alternative Roofing. John N. suggested waiting for the annual meeting to get feedback and put it to a vote. John H. to get the samples from DeVinci, and Steve will bring from Enviroshake.
- Board decided to propose new Siding stain and Lighting standard immediately, and postpone any roofing changes until after the Annual meeting.

### **Open Comments**

- **Social** - No social events planned
- **Next Meeting** - Scheduled for Tuesday, February 9, 2016 at the home of John Hills.
- **New Business**: None

**Meeting was adjourned at 8:10 pm.**

Minutes Submitted by John Hills