

**Sunderbriar Cluster Annual Meeting**  
**January 24, 2009**

Attendees: Janice & Dennis Broderick  
Otto Tubito  
Larry Mixson  
Karen Danenberger  
Dan & Janice Wolfe  
Jeff Mishler  
Larry Grannis  
Mary Beth Howe  
Elia Morales  
Jeannine Danielson

Larry made a motion to open the meeting with Karen's second. The meeting began with the reading of the minutes from 2008. Janice read the minutes, Larry motioned to accept the minutes and Karen seconded. Everyone attending voted to accept the minutes.

Larry began by saying that it was an uneventful year. There were two cars with outdated tags, but were taken care of because of Karen's notice to them. Karen volunteered that if anyone needed to report a car to notify her and she would take care of it. Larry also said that speeding had not been an issue this year. A comment was also made that the parking seemed to be less of a problem than years past. Larry said he was going to make sure that a fire lane stripe be painted this year. Larry said overall the cluster appearance was pretty good. He commented that a couple of property violations had been taken care of (Mae's fence and Bruce Jones' external light fixture). There were other property violations that still need to be addressed such as hanging gutters on one residence on Bachan Court, cluttered front doorway on Bachan Court, gutters at another residence on Sunder Court, and trash can in front of a residence on Sunder Court. Larry stated that he will begin taking action on property violations by reporting these violations to the Reston Association. Larry Mixson commented that he has tried to get contractors to come out and fix his overhangs, and was having a hard time getting someone to come out.

Otto stated he filed for a change in cluster standards for front entry doors and was rejected. He explained how the standards came about from way back. Larry and Otto also explained why the DRB required DRB approval any time a household changed their color scheme from one approved palette to another approved palette, and that the issue would be corrected this year.

Larry complimented Karen's superb work on negotiating the new trash contract. Karen announced the new trash contract would be with American Disposal. She said we would begin with the new company the first week in February. Karen said the cluster would save \$2640 a year with American Disposal. She explained how increases would go up, but right now the fee is set for the three-year contract. Janice Wolfe began a conversation about holiday pickups. She stated the newspapers printed one thing, and she was not

aware of AAA's holiday policy. Karen emphasized that American Disposal would not pickup on Thanksgiving Day, Christmas Day, and New Year's Day, plus other days that county trash facility would be closed. Karen reminded everyone to put out all recycle bins for AAA on Monday so that AAA could collect them. If there is a charge for non-returned recycle bins, the cluster will pick up the cost.

There was more discussion on the external lights. Otto stated the Board had submitted a new external light fixture to the DRB. Dan said he didn't remember seeing the new light fixture, and Otto said he would send a copy to those who wanted to see the new light fixture.

Larry wanted everyone to know that Bill Schillig was mainly responsible for all of Sunderbriar residents getting our tax assessments lowered. Larry talked about the events that led to Bill's initiative to get Fairfax County to reassess our cluster. Larry applauded the hard work Bill had done in getting all of his research together to present to Fairfax County. Otto said that Bill had compared 20 years of tax assessments for Sunderbriar Cluster and Orchard Lane Cluster. Everyone at the meeting was very appreciative. Bill and Larry were reimbursed for their expenses.

Larry stated that the Articles and By Laws were not done yet, but said he and the Board would finish them up by February and send them to the lawyer for review before sending out to the residents. Larry said they are on the website as well.

Larry gave a tour of the Sunderbriar website. The website is an open website for all to view. No names, phone numbers, or email addresses would be posted on the website. There were four main areas: The Sunderbriar Board members, Governing Documents, Meeting Minutes, and Resources. Larry explained each area, and encouraged everyone to send him information that might be useful for the website. Larry also said he would update the roster.

Otto gave the treasurers report. (See attached)

There was a question regarding the increase in the landscaping cost from last year to this year. Karen said she has a letter from Tim stating that the charge would now be \$649 a month (a small increase from last contract). Karen said we are now paying for leaf removal in the common area and the front of the residences. The cluster has signed a 2-year contract with Tim. Snow removal is also included in the contract.

Otto also explained the ordeal he encountered when going to the bank to get a statement on the four cluster CDs. One of the CDs was inadvertently sent to the State of Virginia Unclaimed Accounts by the bank. Otto requested that the bank retrieve the money at no expense to the cluster. Otto will send a detailed letter to the Reston Association regarding this issue.

Larry stated that the parking assignment letters will go out soon. He explained that these are required letters to go out to the residents who get parking assignments.

Karen stated that Thrive will charge \$400 to take down a tree and grind the stumps in front of (?) house. There is also a dead tree in front of Paula's house that will cost \$255 to take down and level the stump. Nick will be billed by Thrive to take down his dead tree.

Cluster clean-up will be held on April 25<sup>th</sup>, 2009. The Brodericks will host the picnic afterwards.

Jeannine asked what procedure should be taken to get a street light at the corner of North Shore and Sunder. Karen stated she would have to apply to Reston Association. Jeannine said she would do the research to see if this would be possible.

Jeff stated that he would like to see a good scrubbing of the entrance signs this year.

Dennis asked if there was more information on the Church project across the road. Someone said that electrical work was currently being done.

Elections were held for three Board positions: President, Secretary, and Member-at-large. Larry stated he wouldn't mind continuing as President if everyone agreed. Janice nominated Jeannine for a Board position. Janice moved that all nominations be accepted. Larry and Jeannine were voted in by acclamation. A notice would be sent to the residents about one more Board position. Some of the members said they would speak with other residents about the vacant position. Karen stated that the Board did not need five members. Three are only required.

The meeting was adjourned.

Respectfully Submitted,

Janice Broderick

Sunderbriar Cluster Board Meeting Minutes  
24 January 2009

Attendees: Larry Grannis  
Karen Danenberger  
Otto Tubito  
Jeannine Danielson

Current Board Members:

President	Larry Grannis
Vice President	Karen Danenberger
Treasurer	Otto Tubito
Recording Secretary	Jeannine Danielson
Member-at-Large	Mary Beth Howe (Otto reported by phone call)

Larry mentioned the following things to do:

- Update web site, to include:
  - Outdoor light standard
  - Color Palette
  - E-mail address for contacts
- Send out parking assignment letters
- Meet with lawyer for Articles of Incorporation and By-Laws

The Board agreed to and confirmed the upcoming Events:

Cluster Walk-through	April 18, 2009
Cluster Clean up	April 25, 2009

After the meeting, Otto will contact Mary Beth to see if she would volunteer for Member-at-Large.

Next Board Meeting: 1 April 2009 at Otto's house

Respectfully submitted,

Jeannine Danielson

Approved: By all Board Members via e-mail

Sunderbriar Cluster Board Meeting Minutes  
31 March 2009

Attendees: Larry Grannis  
Karen Danenberger  
Otto Tubito  
Jeannine Danielson  
Mary Beth Howe  
2 homeowners

The meeting was a planning session for the upcoming events:

- Cluster Walk-through on April 18, 2009  
Meet at Larry's house 10 a.m.  
Karen will bring the letters/notices from last year
- Cluster Clean-up on April 25, 2009

Topics for the Clean-up:

Painting the parking space numbers  
Painting the yellow curb on Bachan Court  
Painting of electrical box on Bachan Court  
Clean/Paint the Sunderbriar sign  
Mulch near Bill S. and Lori on Sunder Court  
Pruning  
Creek clean-up

Larry mentioned the following things to do:

Update web site, to include the Color Palette  
Send out parking assignment letters  
Meet with lawyer for Articles of Incorporation and By-Laws

Otto mentioned that state and federal taxes have been filed and paid. The tax was on interest earned.

Discussion was held on the \$9,000 cash in the bank account. This does not include 2009 Second Quarter dues. Options are to put the cash in a CD or a one-time reduction of the quarterly dues.

Mary Beth will review the red-lined Cluster Bylaws and Articles of Incorporation documents. A meeting with the lawyer will need to be scheduled.

Respectfully submitted,

Jeannine Danielson

Approved: by Board members via email

Sunderbriar Cluster Board Meeting Minutes  
30 April 2009

Attendees: Larry Grannis  
Otto Tubito  
Jeannine Danielson  
Mary Beth Howe  
Bill Schillig

Bill Schillig requested a board meeting to discuss the upcoming Fairfax County Public Hearing regarding the United Christian Parish of Reston. The church has requested a building expansion and increase in parking spaces.

Bill obtained a drawing of the new site plan. Bill is concerned about the removal of trees and increased traffic lowering the cluster property values. Trees will be removed right up to the street. A storm water pond is planned for run-off. This will be seen from the street. Also, there is a safety issue with the requested addition of a new entrance on North Shore Drive. With the curve in North Shore, traffic may not slow down and see the cars waiting to turn at the new entrance.

The Planning Commission Public Hearing is scheduled on May 6, 2009 at 8:15 P.M. Bill will attend with the support of the Sunderbriar Cluster Board.

Respectfully submitted,

Jeannine Danielson

Approved: Approved by Board members via email

Sunderbriar Cluster Board Meeting Minutes  
16 December 2009

Attendees: Larry Grannis  
Karen Danenberger  
Otto Tubito  
Mary Beth Howe  
Jeannine Danielson

The Sunderbriar Cluster Annual Meeting will be held on 23 January 2010 at the home of Larry Grannis. Otto will include the announcement with the next cluster dues bill.

Parking permission letters were reviewed and signed. They will be mailed with the next cluster dues bill.

Parking violations and towing letters were discussed. All vehicles must be in running condition and have valid license plate tags. Two vehicles are in violation. They will be tagged and given two weeks to comply or be towed.

The annual Cluster Cleanup will be held on 24 April 2010. A planning Board Meeting will be held on 17 April 2010.

The annual Walk-Through will be conducted on 17 April 2010. We will meet at Larry's house at 10 am.

The Cluster Bylaws and Articles of Incorporation have been reviewed and draft updates have been written into the original. The new draft will be passed to our attorney by the end of 2009.

A request from the Ray and Jones homes has been received by Larry G. They would like to remove a tree on their personal property. A suggestion was made to send the request for approval to Sarah Marsden at the Reston Association. The Sunderbriar Cluster has no financial responsibility for the tree removal.

A homeowner question was received regarding the Tim Dennis backyard patio. The Board discussed the design of the patio. The Board has the understanding that patio was approved by Reston Association. Since the patio has been in place for several years, the Board agreed that it is too late to request any changes.

The checking account has a current balance of \$10,788.08.

Next Board Meeting: 23 January 2010 at Larry's house after the annual meeting

Respectfully submitted,

Jeannine Danielson

Approved: By all Board Members via e-mail