

Sunderbriar Cluster Board Meeting

January 9, 2014

Meeting was called to order at 7:05.

In attendance: Karen, Charlene, Zach, Otto and Suzanne. In addition: Larry

Board member elections: need a Keeper of the Records to have a way to keep the records in perpetuity. Discussion about using the cloud such as Gmail account to store files. (sunderbriarcluster@gmail.com). Larry scanned in recent minutes that could go into the Gmail account.

Road fund: (from Otto). Check book balance: \$5,033. Long term plans on the road fund on hold.

Cost of Management Company costs: \$150 for book keeping and budget/household. All services would come in at a minimum of \$220/household.

Fire Lanes: Getting estimate for painting the fire lanes. Safety issue with trail down from North Shore and the tunnel – look at lighting. Once the fire lanes are in anyone can call the police, only the Board can authorize towing.

When we repave, we could look at removing sidewalk along Sunder and could also widen Bachan which would allow us to add the parking spaces back along either or both entrances.

Suggestion is to mark non-reserved spaces as “visitor only”. Revisit after fire lanes and reserved spaces are fully marked.

Speed Bump: Recommended by Fairfax County Police to place a speed bump at bottom of the hill. Will discuss at annual meeting as well as get a price for installation.

Drainage project: quote \$1990. 11516 continue to 11526 to create a swale to allow for drainage.

Contracts:

Contracts currently in place: American Disposal – we went with them 5 years ago. Current contract roles over year to year, and it goes up minimally per year. They also had tried to be held harmless if they hit a parked car.

State of the Art – now calendar year basis. Do the landscaping and snow removal. Watch them regarding plowing. Stay with them this year.

Thrive – tree removal

Road Runner, for towing. Probably need to renew the contract.

Main issues for the January Cluster meeting on Jan 25, 2014

Issues include: Speed bump, Painting of the fire lanes, Loss of open parking spaces due to the fire lane, Long term plans for the roads and election of officers. Without participation will need Management Company if no one volunteers, it would cost at least \$220/household.

Food for the meeting: Karen will deal with the coffee and there will be backed goods from various members.

Meeting adjourned at 8:45.

Annual Meeting - Sunderbriar Cluster Association

January 25, 2014

Attendees: William Schilling (11500 Sunder Court)
Larry Grannis (11510 Sunder Court)
Jeannine Danielson (11516 Sunder Court)
Janice and Dennis Broderick (11518 Sunder Court)
Larry Mixson (11520 Sunder Court)
Zachary Teague (11522 Sunder Court)
Dan & Janice Wolfe (11526 Sunder Court)
Marina Madorskaya (11528 Sunder Court)
Charlene Fuhrman-Schulz (11532 Sunder Court)
Suzanne Koehnke (1650 Bachan Court)
Rosemarie & Otto Tubito (1656 Bachan Court)
John Watson (1658 Bachan Court)
Karen and Bud Danenberger (1660 Bachan Court)
Anne-Marie Twohie (1669 Bachan Court)

The meeting was called to order by Karen Danenberger at 10:00 am.

Opening Remarks

Discussion regarding last year's expenses which were minor compared to the year before. Expenses beyond the normal contracts are mainly due to tree removal. Other events included a negotiation with Waterford Cluster to remove and replace the trees between Sunderbriar and Waterford Cluster.

Mae a long time resident of the cluster passed in January.

Welcoming new members to the cluster.

Stream project: all the approvals have been extended through October 2017 and we are the first on the list for stream credits. The stream restoration project went through the renewal process last year.

New website – thanks to Larry – web master. Website is up to date and we have a cluster email sunderbriarcluster@gmail.com. There is a contact form on the web site that cluster members can use to contact the board of directors.

Otto has been a great resource as treasurer for 24 years. Zach has agreed to take that position.

The minutes for 2013 annual meeting were read. Larry Grannis moved that the minutes be accepted and Jeannine Danielson seconded. Unanimously approved.

Treasurer's report:

Question was raised regarding the budget. Although we have had mild winters, expenses have been incurred due to tree damage which is reflected in the updated the numbers. The contract to remove the leaning tree was made in 2013, the actual removal and billing will happen in early 2014 at a cost of \$3000.

Snow removal for this last storm – the contracted was called and told to not come more than 2 or 3 times. We do our best to anticipate – we are in the black this year (last year we were not).

We are looking at fire lane striping and signage and anticipate a cost of approximately \$2000.

Speed bumps: Zach Teague met with Fairfax County police; the recommended place for a speed bump is at the bottom of Sunder; need to remove some of the bushes on Bachan to improve sight line.

American Disposal – A contract was signed over 3 years ago and we are in the renewal mode for this contract – which means it rolls over automatically every year. This contract for trash removal is saving us substantially every year, with only minor increases due to disposal costs and fuel – they are very limited by contract in the fees they can increase.

Working on membership participation: With membership participation, we would not need to go to a management company that would increase cost significantly for each household per year.

Checkbook balance at the end of 2013: \$11,790. Road Fund: \$33,000 in CDs. A statement was made that we currently co-mingle the road fund with operating reserves. Larry Grannis strenuously objected to this fiscal approach, citing discussions from the previous year's annual meeting in which it was recommended that we sequester the road fund from operating expenses.

Need crack sealing and striping

Fire Lanes need to be striped to be in compliance with Fairfax County and we will lose parking along both entrances to Bachan and Sunder. Fairfax County has been pushing to have all clusters to be in compliance. We are looking at ways to mitigate the loss of parking when we do the repaving.

Bill Schilling – suggested an alternate to more parking and will also challenge increases in assessments. Interested in 2 projects – one is parking.

Cluster cleanup – canceled several years ago due to lack of participation. Reinitiate on a voluntary basis obviating the requirement for any assessments for non-participation. Make a list of things that needs to be done and set up the date. May organize pot luck. Assessments were the issue in the past – some just could not make it and were being assessed.

Elections

The cluster voted to approve two new members to the Board - Bill Shilling and Dennis Broderick. Zach Teague, Charlene Fuhrman-Schulz and Suzanne Koehnke have volunteered to remain on the Board. The candidates were approved unanimous.

Adjourned 11:26

The Sunderbriar Cluster Board met immediately after the cluster meeting adjourned to elect officers. Officers are: ; Dennis Broderick, president; Bill Schilling, vice-president; Zach Teague, treasurer; Charlene Fuhrman-Schulz, secretary and Suzanne Koehnke, member-at-large. Approved unanimous and meeting was adjourned at 11:45.

Sunderbriar Cluster Board Meeting

March 12, 2014 @ 7:30 pm

11518 Sunder Court

Agenda

Meeting was called to order at 7:30 p.m.

1. Review minutes from Annual Cluster meeting with corrections. Dennis motion to approve and seconded by me – unanimously.

2. Comments on January annual meeting items:

- Speed bump: in lieu of a speed bump look at plastic slow down sign – see Wainwright Cluster.
- Cluster Cleanup: we can identify what needs to be done as part of the cluster walk through.

3. Financial Status, Proposed 2014 Budget, and CPA Tax Preparation. The anticipated income for 2014 is \$29,050 and the draft budget is \$27,725 leaving a contingency of \$1325. Our road fund has approximately \$38,000 in it.

- The last quote for paving was \$43,200 and is a couple of years out-of-date. Seeking a new quote – anticipate that the cost will increase. Based on current information we are \$5,000 short.
 - Does not include yellow stripes and signs for fire lane compliance.
 - Also no budget for consideration of short term road fix with doing crack and seal.

Letter to Mohammed: He has indicated that he will pay the bill for the tree removal for \$2743.

Charlene made a motion to adopt the budget as presented. Seconded by Zach and was adopted unanimously.

4. CPA tax preparation: Will use same CPA as years past; however we will explore other options for CPA services in the future.

5. CD papers: signing of paperwork – Dennis, Bill and Zach will be signing authorities for Washington First Banks accounts which include 3 CDs and the checking account. Zach, Bill and Dennis will go to Wells Fargo this weekend to transfer that CD to the new board. That will complete the full transfer from Otto to the new Board.

6. FY2014 Home Assessment Values: Bill finalized letter to Tim Shirocky at Department of Tax Admin to amend tax assessment to be in align with more realistic increase in value. A copy of the letter will be attached to the minutes.

7. Document Retention Policy/Guidelines: Minutes and governing documents need to be permanent and we are legally required to maintain certain records for specific periods of time. Larry will do the research and come back with a proposed resolution.

8. April 12th Walk-Through: Karen with Bill and Dennis will do the walk through.

9. Cluster cleanup and picnic for April 26.

10. Signage: bid is \$324.22 for 2 fire lane signs. Also need to repost the “towing sign”. Need to purchase materials for posts, etc at approximately \$150. Charlene moves to accept, Zach seconded and approved unanimously.

11. Towing Contract: Need to sign new contract.

12. Fire lane yellow striping – Dominion Paving bid is for \$1875. CertaPro Painters bid at \$1500. Need additional information to make a recommendation. Target completion date is end of April. Need to determine where we put the yellow line to be sure we are in compliance with the fire lane code. Need 20’ drive lane plus 8’ for parking, to be closest to asphalt as long as we meet fire lane codes.

13. The crack sealing – one bid for \$3610 from Dominion Paving. Need more information.

14. Road repaving plan: decided more information would be needed to review options and to present to the cluster.

Meeting adjourned at 10:00 pm.

Sunderbriar Cluster Board Meeting

May 22, 2014 @ 7:30 pm

11518 Sunder Court

Agenda

Meeting was called to order at 7:30 p.m.

1. Review minutes from the March 12, 2014 Board meeting. Charlene moved that the minutes be approved as written, seconded by Bill, unanimous approval.
2. Collection policy for people who are late with quarterly payments consistency of policy with luster by-laws. Dennis moved that we follow the by-laws which allow us to charge interest after 30 days. Charlene seconded motion. Unanimous approval. By-laws below:

Section I. Annual Assessment. As more fully provided in the Deed of Dedication, each member is obligated to pay to the corporation annual assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, that assessment shall bear interest from the date of delinquency at the maximum rate permitted by Virginia law, and the corporation may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his dwelling unit or lot."

3. Dan Wolf "concrete siding" samples and paint palette via the approval process. Bill will submit hardy plank country lane red and the Navaho Red solid stain to the RA for incorporation into the Sunderbriar color palette. Natural tone cedar for the front deck to be reviewed. Bill will work with Larry to update the website with the approved palette. Bill has moved to delete transparent stain from the palette. Suzanne seconded. Fine
4. Status of Tax Appeal: Everything is in order and progressing. Notification anticipated by July.
5. Any remaining action associated with the fire lane painting such as a letter to residence. Dennis will over paint the white lines on Bachan access. Bill will add a number on Sam's second parking space. Dennis will check on a "Reserved" stencil.
6. A resident's request to designate a visitor parking space for service delivery personnel. At this time, the Board will not take any action. Zach will notify Jeannine.
7. Moving forward with getting a movable "slow speed" sign for at the bottom of Sunder Court entrance. Dennis made a motion to purchase a "slow speed" movable sign as an alternative to a speed bump. Charlene seconded, unanimous approved.

8. Cluster standards that need to be updated such as garage doors, fencing between units, deck stains, trexx approvals. Invite Tom Shima to participate in a discussion about updating cluster standards. Discussion deferred to a separate meeting. Date to be determined.
9. Status of walk-through and remaining issues. Bill will review and notify of any remaining issues.
10. Meeting with State of the Art: Is coming on Wed to discuss the drainage issue behind Sunderbriar. 2012 quote is out of date. Zach and Bill will meet with them and discuss the issue for the full breathe of the Sunderbriar side. Grass isn't growing – so suggestions to improve overall appearance of the back area. Research what the flower maintenance consists of.
11. Trail Repair – Bill to write letter to stop RA from driving on it and Bill will confirm with Larry ownership of said trail.
12. Meeting adjourned at 9:17 motion by Dennis and seconded by Suzanne.

Sunderbriar Cluster Board Meeting

August 13, 2014 @ 7:30 pm

11518 Sunder Court

Agenda

Meeting was called to order at 7:30 p.m.

1. Review minutes from the May 22, 2014 Board meeting. Charlene moved that the minutes be approved as written, seconded by Dennis, unanimous approval.
2. Formal Adoption of Dues Collection Procedure: (July 14,2014)

Dennis moved that we adopt the new dues collection procedure as shown below and Charlene seconded the motion: Unanimous approval.

Section I. Annual Assessment. As more fully provided in the Deed of Dedication, each member is obligated to pay to the corporation annual assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, that assessment shall bear interest from the date of delinquency at the maximum rate permitted by Virginia law, and the corporation may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his dwelling unit or lot.

3. Mid-Year Financial Review: Collected \$24,126 and spent \$19,615. Will look for new tax accountant for next year since current accountant is nonresponsive. At this point we are on track. Will reassess again at the beginning of the 2015. Will not renew the CD's – will look for savings account. Provide Zach with drivers' license copies for each of the signers on our bank accounts.
4. Assessments should be completed by the end of August. We will be getting letters and have to either agree. If not, go to appeals board. The county will take into account grounds, garage space, renovated versus non-renovated units.
5. Drainage Quotes - Do we want to do any of these? No. What can we do ourselves? There are a couple of items we can do ourselves next year, time permitting
6. State of the Art Proposal - Lawn work. They have recommended aeration and seeding and fertilizing for all lawn areas for \$1140. Need confirmation that all lawn areas are covered. Dennis made the motion and seconded by Suzanne.

7. Notification of the change of board members to Reston Association, the state corporation, the insurance company, tax accountant, cluster attorney and the Reston community outreach.
8. Charlene will attach the July 8, 2014 RA approval of color palette country lane red and the Navaho Red solid stain for hardie plank.
9. Look at painting decks on a case by case basis based on meeting cluster standards. Do have to go through approval process. Language needs to be added to the cluster website outlining the process for approval for anything that happens to the exterior of a unit. Bill will research the difference between individual approvals versus standard approval for cluster.
10. Bill is still working on obtaining a movable "slow speed" sign.
11. Ask State of Art to cut front yards. Remind individual homeowners that the area behind units is cluster property because of liability issues that will be discussed at our annual meeting.
12. In October have an open meeting and invite cluster members to identify any items for discussion.
13. Trail Repair: Identified as an issue. Liability issue. Bill to approach RA to see if they will consider repairing.
14. Meeting adjourned at 9:00 motion by Dennis and seconded by Suzanne.