

Sunderbriar Cluster Association

January 10, 2015

Attendees: Schillig (11500 Sunder Court) (Vice-President)
Smith (11502 Sunder Court)
Jones (11506 Sunder Court)
Broderick (11518 Sunder Court) (President)
Mixson (11520 Sunder Court)
Teague (11522 Sunder Court) (Treasurer)
Wolfe (11526 Sunder Court)
Madorskaya/Peters (11528 Sunder Court)
Fuhrman-Schulz (11532 Sunder Court) (Secretary)
Koehnke (1650 Bachan Court) (Member at large)
Tubito (1656 Bachan Court)
Comesanas (1658 Bachan Court)
Danenberger (1660 Bachan Court)
Robinson (1662 Bachan Court)

The meeting was called to order by Dennis Broderick at 9:30 am.

Opening Remarks

Opening remarks were given by Dennis Broderick. The Board was introduced to meeting attendees.

Minutes from the Jan 25, 2014 Annual Cluster meeting were read. Karen Danenberger moved for approval and Dan Wolfe seconded. Passed unanimously.

An overall assessment of the state of the cluster was presented by Dennis Broderick and Bill Schillig. Accomplishments for 2014 include:

- Compliance with fire code – Involved a team effort to complete the striping, install signs, and coordinate with the fire marshal. We did lose several parking spaces as a result of complying with the fire code.
- Bill Schillig, with the support of the Board, led and successfully engaged Fairfax County in redoing our property assessments.
- The voluntary cluster clean up day was successful, followed by a cluster picnic. We will hold another voluntary cluster clean up day this spring.
- Bill and Karen did last year's walk through which resulted in many compliance letters being issued. Most items have been fixed. Karen and Bill will do the walk through again this year.
- Bill also was able to get the cluster reimbursed for tree removal costs incurred of during an emergency the previous year when a tree fell on a residence house.
- Bill worked with the Reston Association Design and Review Board to get approvals for updates on our color pallets and standards as well as adding new standards to include synthetic siding.

We had a good year. Going forward, the recommended priorities for next year and beyond include:

- Bring revenue in inline with projected expenses

- Prepare for the repaving of cluster roads in the next 3 years
- Build contingency fund to accommodate unexpected expenses and to do this without the need to have a special assessment
- Continue with tree trimming and removal
- Continue to update and modernize cluster standards

There is a list of trees to come down of which three trees need to come down soon. Tree removal was postponed until 2015 to get the 10% discount. Larry and Zach will work on some of the smaller ones and may do some trimming as many are in need trimming. Bill did the walk through with the arborists so we have a list of trees that need to be dealt with, with the most dangerous first and then we will select again next year. Tree expenses will be a cost for the foreseeable future.

Need to look at alternatives for modernizing cluster standards – such as garage doors, lighting....want a team to look at this and lead an investigation of options.

At the top of Sunder – when you look to the right if there is a car parked blocking sight of oncoming traffic. Zach has volunteered to work with the police to review the situation and make a recommendation to VDOT to paint the curb and post signage. The board will also relook at signage to get people to slow down when driving within the cluster on Sunder Court- the portable sign is still an idea.

We have an issue with parents dropping off children for childcare services. Safety is the primary concern. Bruce will coordinate with Ann Marie to establish whether the county has been contacted regarding this matter.

Financial:

2014 budget – in general we came in under budget. Miscellaneous income is the money Bill collected for the tree that fell on the house. The funds went into the road fund. We are over budget for the snow removal and the road maintenance.

We have \$42,385 in the road fund. The budget is 45,000. In addition, we need a reserve to deal with any unexpected costs that could be associated with road repair.

The budget was presented along with a review of past expenditures. The case was made that dues need to be raised in order to be fiscally responsible in terms of ensuring the road fund and creating a reserve. A motion was made and seconded and passed unanimously to raise the dues to \$250 per quarter.

**SUNDERBRIAR CLUSTER ASSOCIATION
PROPOSED BUDGET 2014**

1/8/2015

Revenue	
Cluster Dues	\$ 29,040.00
Interest	\$ 10.00
TOTAL REVENUE	\$ 29,050.00

Revenue	Actual	Difference
Cluster Dues	\$ 29,040.00	\$ -
Interest	\$ 7.32	\$ (2.68)
Road Fund Interest	\$ 324.17	\$ 324.17
Late Fees	\$ 2.00	\$ 2.00
Misc Income	\$ 3,478.19	\$ 3,478.19
Total Revenue	\$ 32,851.68	\$ 3,801.68

Expenses	
Annual Meeting	\$ 150.00
Cluster Cleanup	\$ 400.00
Corporate Fees	\$ 100.00
Fed Income Tax	\$ 200.00
State Income Tax	\$ 100.00
Insurance	\$ 375.00
Office Expenses	\$ 300.00
Professional Fees	\$ 600.00
Ground Maintenance	\$ 8,000.00
Trash Removal	\$ 7,000.00
Trees	\$ 8,000.00
Snow Removal	\$ 2,500.00
Road Maintenance	\$ -
Road Funds	\$ -
Contingency	\$ 1,325.00
TOTAL EXPENSES	\$ 29,050.00

Contract
Contract

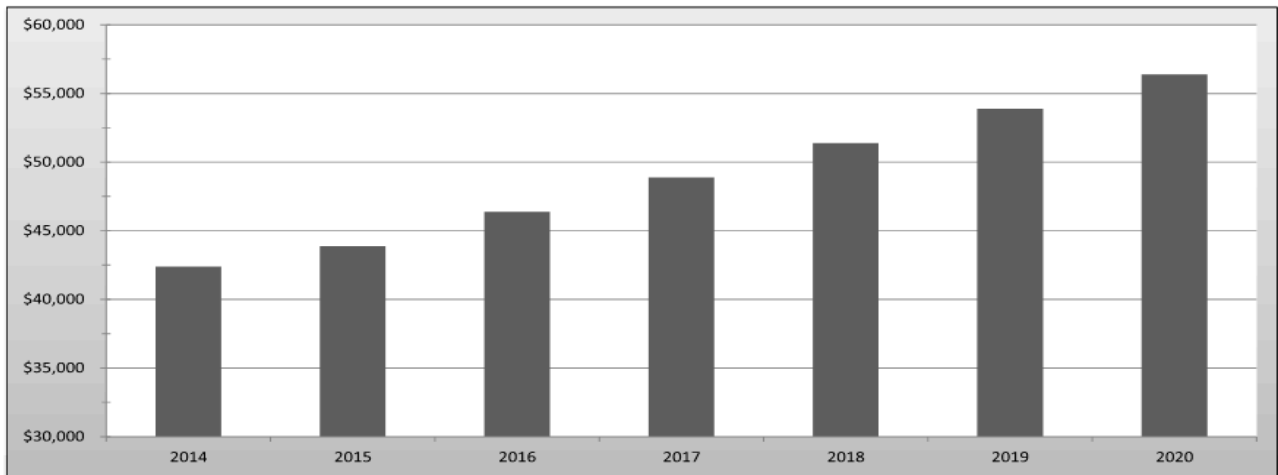
NOTE 2

Expenses	Actual	Difference
Annual Meeting	\$ (78.47)	\$ 71.53
Cluster Cleanup	\$ (365.03)	\$ 34.97
Corporate Fees	\$ (25.00)	\$ 75.00
Fed Income Tax	\$ (80.00)	\$ 120.00
State Income Tax	\$ (135.00)	\$ (35.00)
Insurance	\$ (375.00)	\$ -
Office Expenses	\$ (390.88)	\$ (90.88)
Professional Fees	\$ (473.00)	\$ 127.00
Ground Maintenance	\$ (7,969.50)	\$ 30.50
Trash Removal	\$ (6,968.76)	\$ 31.24
Trees	\$ (3,522.50)	\$ 4,477.50
Snow Removal	\$ (4,294.72)	\$ (1,794.72)
Road Maintenance	\$ (2,490.34)	\$ (2,490.34)
Road Funds	\$ (4,000.00)	\$ (4,000.00)
Misellaneous	\$ -	\$ 1,325.00
Total Expenses	\$ (31,168.20)	\$ (2,118.20)

REVENUE vs EXPENSES	\$0.00
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Balance	\$ 1,683.48
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- NOTE 1) CLUSTER DUES ASSUMES \$220.00/QUARTER (\$880.00 ANNUAL)
2) ROAD FUND RESERVES INCREASED BY CD EARNED INTEREST ONLY.



Year End Savings 2014

Savings Account	\$ 37,776.29
CD	\$ 4,609.05
Total	\$ 42,385.34

Savings Needed

Road Fund	\$ 45,000.00
Operating Reserves	\$ 10,000.00
Total	\$ 55,000.00

	Yearly Savings	Total Savings
2014		\$ 42,385.34
2015	\$ 1,500.00	\$ 43,885.34
2016	\$ 2,500.00	\$ 46,385.34
2017	\$ 2,500.00	\$ 48,885.34
2018	\$ 2,500.00	\$ 51,385.34
2019	\$ 2,500.00	\$ 53,885.34
2020	\$ 2,500.00	\$ 56,385.34

**SUNDERBRIAR CLUSTER ASSOCIATION
PROPOSED BUDGET 2015**

1/8/2015

Revenue	
Cluster Dues	\$ 32,010.00
Interest	\$ 5.00
TOTAL REVENUE	\$ 32,015.00

Expenses		
Annual Meeting	\$ 150.00	
Cluster Cleanup	\$ 400.00	
Corporate Fees	\$ 100.00	
Fed Income Tax	\$ 150.00	
State Income Tax	\$ 150.00	
Insurance	\$ 375.00	
Office Expenses	\$ 300.00	
Professional Fees	\$ 600.00	
Ground Maintenance	\$ 8,000.00	Contract
Trash Removal	\$ 7,200.00	Contract
Trees	\$ 8,500.00	
Snow Removal	\$ 3,000.00	
Road Maintenance	\$ 500.00	
Road Funds	\$ 1,500.00	
Contingency	\$ 1,090.00	
TOTAL EXPENSES	\$ 32,015.00	

REVENUE vs EXPENSES	\$0.00
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- NOTE
- 1) CLUSTER DUES ASSUMES \$220.00/QUARTER FOR QUARTER 1 (\$970.00 ANNUAL)
 - 2) CLUSTER DUES ASSUMES \$250.00/QUARTER FOR QUARTERS 2-4 (\$970.00 ANNUAL)

Other business.

A question was raised regarding drainage issues. Should the required drainage repairs be done before the road repair work? Zach will ask the contractors for a review. Want to ensure that the drainage and storm sewer are working properly. Even more of a muddy mess along the back of the cluster along Sunder because our landscapers are using blowers and they take the topsoil away. Also cables are above ground and should be buried. A couple of members are willing to do extra raking (Charles and Bruce) in order to have the landscapers not blow the topsoil along with the leaves away in the fall.

Suggested that we have a directory on a voluntary basis, list cars and let residents know about citizens advisory committee and other monthly meetings.

Elections:

Time for elections – Bruce volunteered. Bruce, Charlene and Zach to take the 3 open positions on the Board (Bud and Otto – moved and seconded unanimously).

The cluster voted to approve one new member to the Board – Bruce Jones. Bill Schillig, Dennis Broderick, Zach Teague and Charlene Fuhrman-Schulz have volunteered to remain on the Board. Suzanne Koehnke will leave the Board. The candidates were approved unanimously.

Adjourned at 11:26 am

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

Proposed Agenda for Sunderbriar Board meeting March 12, 2015

- Called to order at 8:15. Bill, Zach, Bruce, Dennis and Charlene were present.
- Finalize and approve meeting minutes from annual meeting
- Review financials : All first quarter dues paid.
 - For the year we are -\$400 above our budgeted amount.
 - Paid 0 in taxes and saved money on accountant
 - Trees work will be done 3/19 to 3/23. Notices will be handed out early in the week.
- Finalize document retention policy - We forgot to sign it at the annual board meeting and need to do this. Finalized - Larry made changes for the Boards signature.
- Umbrella Insurance - Discuss need for this insurance
 - Motion by Charlene to purchase umbrella policy for an additional \$215/year. Seconded by Bruce. Motion passed unanimously.
- Date for walk-through: earlier April, Zach will coordinate Bill and Karen
- Date for cluster clean-up: April 25 or May 2 - April 25 preferred. Dennis will coordinate tasks and materials required. We will ask for the trees that are cut down to be mulched. Dennis will host the after clean up gathering.
- Establishment of a cluster standards update committee: Dennis will identify areas that need to be focused on and ask for volunteers to look at the options.
 - Garage doors
 - Roofs
 - Palette colors
 - Deck stain and trex
 - Balcony
 - Lights
- DRB disapproval of the proposed color for Jones' deck: the cluster wants to have pewter grey added to our palette for the decks so that it looks like the simulated color of weathered wood. We as the board can get it added to the pallet. Bruce has a signature approving the color from Reston Assoc. Bruce will put the deckover on. Dennis and Charlene seconded a motion to add

deckover and solid color pewter to our color pallet for decks.

- Other items as presented at meeting: we have a full listing of everyone's email and phone numbers for the boards use. Zach will update listing as people move in and out.
- Meeting adjourned at 9:30

Minutes for Sunderbriar Board meeting April 22, 2015

- Called to order at 8:15. Bill, Zach, Dennis and Charlene were present.
- Finalized and approved meeting minutes from March 12, 2015 meeting
- Resignation of Bruce Jones. Appoint Suzanne to replace Bruce Jones as member at large.
- Clarification on the walk-through: earlier April, Zach will coordinate Bill and Karen
- Date for cluster clean-up: April 25 or May 2 - April 25 preferred. Dennis will coordinate tasks and materials required. We will ask for the trees that are cut down to be mulched. Dennis will host the after clean up gathering.
- Discussed the need to establishment of a cluster standards update committee: Dennis will identify areas that need to be focused on and ask for volunteers to look at the options.
 - Garage doors
 - Roofs
 - Palette colors
 - Deck stain and trex
 - Balcony
 - Lights
- DRB disapproval of the proposed color for Jones' deck: the cluster wants to have pewter grey added to our palette for the decks so that it looks like the simulated color of weathered wood. We as the board can get it added to the pallet. Bruce has a signature approving the color from Reston Assoc. Bruce will put the deckover on. Dennis and Charlene seconded a motion to add deckover and solid color pewter to our color pallet for decks.
- Other items as presented at meeting: we have a full listing of everyone's email and phone numbers for the boards use. Zach will update listing as people move in and out.
- Meeting adjourned at 9:30

Meeting Minutes for Sunderbriar Board, July 8, 2015

- Called to order at 8:15. Bill, Zach, Dennis, Suzanne and Charlene were present.
- Dennis resigned as president. Charlene nominated Suzanne as interim president and Zach seconded the motion. Unanimously approved.
- Financials: Zach gave treasurer's report. Last CD moved to checking account. \$42,400 in savings account.
- Review Bachan Court for paving and possible curb repair/replacement. Create timeline for entire road paving and repair to be presented at the annual meeting in January.
 - Bachan first; Sunder second
 - Get cost estimates – is there a difference between fall versus spring paving.
 - Options to cover the cost include taking a loan and special assessment
- Bill prepared, updated and reviewed cluster standards with regards to color palette along with the standards for front yards, fencing, decks and balconies.
- Meeting adjourned at 9:30