

Minutes - Sunderbriar Cluster Association
Annual Meeting – January 30, 2016

ATTENDEES: Home Owners and Proxies:

ADDRESS	LAST NAME	STATUS
11500 SUNDER CT.	SCHILLIG	Owner
11502 SUNDER CT	PENG/SMITH	Owner
11506 SUNDER CT.	JONES	Owner
11508 SUNDER CT.	RAY	Owner
11510 SUNDER CT.	GRANNIS	Owner
11512 SUNDER CT.	WARD	Owner
11514 SUNDER CT.	VAID (BILL SCHILLIG)	Proxy
11516 SUNDER CT.	DANIELSON	Owner
11518 SUNDER CT.	JOON HUH & SOAH KHIM	Owner
11520 SUNDER CT.	MIXSON	Owner
11522 SUNDER CT.	TEAGUE	Owner
11526 SUNDER CT.	WOLF	Owner
11530 SUNDER CT.	BALBONI (TOM WATSON)	Proxy
11532 SUNDER CT.	FUHRMAN-SCHULZ	Owner
1650 BACHAN CT.	KOEHNKE	Owner
1656 BACHAN CT.	TUBITO (KAREN DANENBERGER)	Proxy
1658 BACHAN CT.	COMESANAS	Owner
1660 BACHAN CT.	DANENBERGER	Owner
1664 BACHAN CT.	SHIMA	Owner
1673 BACHAN CT.	CRALLE	Owner
1667 BACHAN CT.	DUGGAN (RAY BALES)	Proxy
1663 BACHAN CT.	KAHN	Owner

DISCUSSION:

Introduction:

Bill Schillig kicked-off the meeting at 9:25 AM by welcoming our new residents:

11512 – Justin & Kate Ward & Children

11518 – Joon Huh & Soah Khim

11524 – Teddy Dyer, Ryan Williams, & Daniel Dacquisto

11530 – John Watson

Agenda:

- Last Year's Minutes
- President's Report
- Treasurer's Report
- Paving/Concrete Replacement Decision
- Open Discussion
- Election of Board Members
- Close

Last Year's Minutes:

Charlene Fuhrman-Schulz read the minutes from the last annual meeting. The minutes were approved as read.

President's Report

Bill Schillig presented the president's report.

The Stream Restoration Project is continuing to be on-hold for lack of funding and stream credits. Status can be checked at the Wetlands web site:

<http://reston.wetlandstudies.info/>

Tree maintenance continues to be an ongoing task and budget item. In view of the impending road repair, it was felt that we should be conservative in how much tree work is done this year in order to not unduly deplete existing funds. Bill along with Larry Grannis, surveyed all tree actions proposed by Thrive (our primary tree contractor), and triaged them as must do, should do, and nice to do. This year's tasks are constrained to the must dos and a few should dos at a total expected cost of \$1498.50.

Some of our trees are experiencing a fungus problem that has become epidemic among oaks. We will survey our trees this fall when the fungus is easiest to identify. Those infected will likely succumb in 7-9 years and will subsequently have to be removed.

Bill has completed his Supplemental Design Standards Notebook 2015 and garnered approval by the Reston DRB. The notebook was developed to regain control of the external appearance of the cluster and covers a myriad of topics including decks, fences, balconies, windows, and the color palette. There will be a small number of hard copies available to assist home owners. Additionally, Larry Grannis will make it available through the cluster web site: www.sunderbriar.org. He expanded on a few critical points:

- Fences located between units are co-owned by the adjacent units. As such, an owner cannot unilaterally alter or replace the fence, i.e., both owners have to be in agreement and share fiscal responsibilities for the fence.
- The notebook's color palette supersedes all previous palettes. This palette is also available on-line at the cluster's web site.
- If the updated standards in the notebook result in a unit being out of compliance, the homeowner isn't required to immediately make changes. Rather, he is required to come into compliance in conjunction with his next maintenance/upkeep action, e.g., the next time the owner repaints the exterior, the colors must come into compliance. Normal repainting should be expected within the next five years. Beyond that, the owner will be formally cited for being out of compliance.

Roof replacements are expected to become a necessity for many of the units in the near future. Many of the roofs were done in Oct 95 as part of a group effort. Roofing was either completely removed and replaced or the owner had a roof-over done (laying a roof on top of an existing roof). One issue was exposed by the effort, i.e., that the fire retardant plywood required next to all firewalls was deficient and had a potential for delaminating. Some owners replaced the plywood with newer fire retardant plywood. The original plywood needs to be examined for any impending roof replacements. Also, any units with roof-overs will have to do a full roofing replacement since code limits a roof to one roof-over. Based on estimates received by Jeannine Danielson, the expected cost, including plywood replacement, should fall within \$4000-\$6000. Shingles are required to match the roofs currently in place.

Some units have a problem with roof rain diverters being too small, incorrectly placed or clogged with dirt. This allows water to stream off the roof next to the unit

which can cause seepage into the basements of the owner and adjacent neighbor. The owner needs to either replace the diverter with a larger one, correct the positioning of the diverter, clean the diverter, or extend the guttering system to cover that part of the roof.

Treasurer's Report:

Zach Teague presented the Treasurer's Report.

The budget is based on an 8 year running average of expenses for risk bearing items such as snow and tree removal. A 25% risk margin is added to those expenses.

With the increase in dues last year, the budget is basically sufficient. The overall analysis indicates an overrun, but that is due primarily with an internal transfer of operating budget to the road fund. Without that transfer, we were under budget even with an overrun in snow removal. Minor overruns in ground maintenance and trash removal were due to the contracts being finalized after the budget was set and approved.

The CY2016 budget proposal was presented and approved. Barring an extreme event, the budget should balance. Appropriate margin has been included.

Paving/Concrete Replacement Decision:

Bill presented the decision briefing for the repair and replacement of our roads.

The overall road system was last milled and repaved in 1990 at a cost of \$40,000 by Dominion Paving. These roads have exceeded their expected 20 year lifespan. Some additional repair was done at the entrance to Sunder Court in 1997. Overall, the roads are beginning to show deterioration in addition to significant degradation to the concrete apron on Bachan Court. It's accepted that the roads need repair. The operative question is when, with a driving factor being funding sufficiency.

Bruce Jones asked if we knew the loading specifications for the proposed road. We had assumed that 26 years of wear was a good indicator of sufficiency, but we agreed to get those numbers from Dominion Paving.

Two proposals were requested and received: Dominion Paving and Brothers Paving and Concrete. The proposals included: milling, paving, concrete repair, and striping (white painted areas only). Cost factors were also included to cover the potential for unknown problems such as substrate repair. Proposals were provided for doing both streets simultaneously or doing one per year. Although Brothers was slightly cheaper to do each separately, they did not offer a discount to do them

simultaneously. Dominion offered a 20% discount to do them together, which was also approximately \$11,000 cheaper than Brothers. Based on this and past performance, the Board of Directors chose to go with Dominion and to do both streets at the same time. Bill also negotiated a payment schedule with Dominion based on a fall 2016 execution: \$25,677.50 down payment in Aug, \$7,000 in Sept. to cover concrete work, road repair in October, with a final payment of \$18,677.50 within 30 days after invoicing (mid-Nov.).

Based on the requirement to maintain a \$10,000 operating reserve when executing the paving contract, it was determined that we needed a steady state of \$64,000, or greater, in total available funds to be solvent with respect to fiscal requirements of the road fund. The \$54,000 for the road contract includes an additional 5% contingency reserve. The budget reaches this goal by the end of June 2016. Therefore we can execute any time after that. Current projections indicate about \$7000 remaining above the \$10,000 required reserve after covering the road repair contract.

Two options were proffered to the owners for a vote:

- Option 1: Execute the contract in the fall of 2016.
- Option 2: Execute next year.

Pros and cons were presented for both, but the fact that the funds allocated to the road fund were not appreciating was a driving factor, i.e., the funds were not doing any work for the cluster.

A vote of the members (one per home owner) resulted in the following:

Option 1: Total 20

- Owners present: 17
- Proxy votes: 3
 - Karen Danenberg was a proxy for Otto Tubito (1656 Bachan)
 - Bill Schillig was a proxy for Vaid (11514 Sunder)
 - Ray Bales was a proxy for Dixie Duggan (1667 Bachan)

Option 2: Total 1

- Owners present: 1
- Proxy votes: 0

Abstentions: 1 - Tom Watson as a proxy vote for Mary Balboni (11530 Sunder)

Option 1 was approved by the cluster.

Open Discussion:

Bruce Jones briefed to group on a proposal to have a cluster liaison with local law enforcement to be an interface when emergency situations arise. The proposal was approved. Appointment of the liaison positions will be made by the Board of Directors, a la Members at Large.

Election of Board Members:

Larry Grannis explained the election of the Board of Directors/Officers and facilitated the election process.

By unanimous acclamation, the following were elected to the cluster Board of Directors:

- Justin Ward (volunteered to be Treasurer)
- Bud Danenberger
- Jailing Peng
- Robert Cralle

Bill Schillig is fulfilling his remaining term.

Close:

The meeting was adjourned with a new board meeting to follow immediately.

Action Items:

1. BoD to stipulate and document duties of the cluster law enforcement liaison and appoint the ad hoc position.
2. Coordinate and finalize the road repair contract. (POC: Bill Schillig).
3. Add the Supplemental Design Standards Notebook 2015 to the cluster web site (POC: Larry Grannis).
4. Solicit the loading specifications for the road repair (POC: Zach Teague)

Minutes respectfully submitted by Larry Grannis

2/10/2016 Sunderbriar Cluster Association Board Meeting

- Attendees
 - President - Bud Danenberger
 - Vice President - Jailing Peng (not present)
 - Treasurer – Justin Ward
 - Secretary – Robert Cralle
 - Member at Large, Special Projects -- Bill Schillig
 - Cluster Member — Larry Grannis
- Meeting Purpose: to review paving contract and identify Board Member responsibilities
- Paving Contract Review
 - Color key mark up by Bill on the paving contract is as follows:
 - Red notations: Clarification and requested changes to be made in contract
 - Red lined sections: Those items that are targeted to be eliminated from the final contract
 - Green Underlines and Asterisks: Items the Board is responsible doing and knowing about
 - All Red and Green noted items were reviewed and agreed upon
 - It was discussed that the Board needs to review with the Contractor an accurate plot for the purpose of white lined parking spaces, areas for no parking and parking notations of reserved spaces and numbers to match existing.
 - It was noted that Otto has the stencils which will need to be provided to the Contractor.
 - Those items on page 2,3 with green * are those actions a Board member will need to take when it occurs.
 - Larry noted the board will need to notify garbage pick-up and recycling on paving schedule. Bill noted that these and other notifications were underlined in green in the contract.
 - It was noted that if the Board calls up the Road Runner Service for towing cars, that the Board member will need to know the “password” listed on the call sheet provided by Bill. This regards item #9 on page 3 of the contract. It was stated by the Board that extra effort will be required by the Board such as putting flyers on the cars and emailing home owners about the paving schedule.
 - Pg. 3, #11, The Board will have to call Miss Utility to mark the entire parking and roadways of both Bachan and Sunder Ct. This will have to be coordinated with the contractor's start date in September. Contact with Miss Utility should be made at least two weeks ahead of construction date.
 - Pg. 3, #13 A question was raised about permits noted in the contract. Bill will review required permitting with the contractor prior to signing the contract.
 - Terms and Conditions Page: Coordination of Work
 - #4 allowing liability of contractor for damages to be null and void was deemed not acceptable. Bill will review this with the contractor to determine reasoning by contractor.

Page added to contract:

- Payment Schedule was reviewed on final page and approved by the Board.
- Its was stated that the 80 degree temperature noted was ambient air temp and not concrete temp.
- Bill noted he will be reviewing all these changes with the contractor
- It was noted that at least 3 people should review an [1]y and all contracts prior to signatures. Those are to be the President, Treasurer and whomever is in charge of the contract
 - There was some debate and it was decided that the person who executes any and all contracts will keep the original and the President shall have a final copy

- VDOT - It was noted that they own the responsibility for the curb cuts on our property. Damage to the curb and gutter can be forwarded to them for repair.
- Ancillary Discussions:
 - It was noted that it would be a good idea to attend RA Workshops in which things that affect homeowners associations are explained including items that may be required by law. The Reston Association Outreach people will reach out to the board to make them aware of when presentation like these occur.
 - Bill handed out copies of contractor addresses and phone numbers in order for needed information for the board.
 - Bill asked Justin to complete this list incorporating contracts that he has involving finances and legal work.
 - It was noted that some signing changes were needed on the Washington First Bank Account. Bill stated he would get the documents required for this.
 - 3 Notifications needed because of Board member changes
 - Notifying lawyers of changes. ← **Larry To Do**
 - Notify Reston Association ← **Bill To Do**
 - Notify State. It was unknown whom/where to notify to meet this requirement. On this item Justin did do Common Interest Community Board with State but Larry believed there is still something outstanding and Larry will follow up to ensure this information is passed to Justin and Jay for action, if required. ← **Larry To Do**
- Review of Duties
 - President
 - Should be main contact w/outside sources unless it's a contract. I.E. Other presidents.
 - Treasurer
 - These duties were stated to be known and were not explicitly stated.
 - It was discussed how to make some of these duties easier and it was discussed to make payments electronic, but there was some debate as to whether that would really be possible if participation wasn't 100%.
 - Details around HOA late payment fees were discussed. Larry Grannis mentioned that Zach has written a procedure on late payments and he could provide that to Justin.
 - Secretary
 - Noted to send out minutes to Board.
 - The request is to do it as a Word Document.
 - Final copy will go out to Larry to post on Cluster Web Site - <http://www.sunderbriar.org/>
- Annual meeting Minutes from 1/30/16 were voted and approved by the Board
- Law Enforcement Liaison was discussed (as proposed by Bruce at Annual Cluster Meeting)
 - It was noted that procedure(s) would be required to comply with this request such as:
 - What does the Position do. A description of it.
 - Spell out what he can or can't do in name of the Cluster
 - Guidelines for the position, etc.
 - The local police would have to be notified about this liaison position
 - Things that would have to be approved by the board
 - Establishing this position (which has yet to be fully defined)
 - The Board has many concerns having to do with the scope of this position without specific documentation around it.

- Larry will talk to Bruce to come up with a draft documentation concerning this position to address these concerns
- Justin noted that he was interested in having their driveway assessed with this upcoming paving work and Bill reviewed the details on this answer which had been sent out in an email. This email went out to the entire cluster earlier in the past 48hrs.
- Bill noted the desire for a contractor to asses Roofs. Bill will be asking the various homeowners for permission by the homeowners before the assessor walks on a homeowners roof. Bill will send out an E-mail and get permissions to do this. Jeannine Daniels had expressed a desire to be present when this occurs.
- Parking Authorizations
 - Justin confirmed that he will be sending out the *Parking Notice of Permission to Use* form to residents without garages
- Disclosure Package
 - Proposal was made to raise the Cluster Disclosure Package charge from \$50 to \$100
 - Board voted and approved this change to \$100
- State of the Art bill
 - Was reviewed with Board. Various items on the bill were called out and discussed
 - It was found that the 18hrs was disputable and that Justin would dispute the charge and propose 10hrs for the amount of hours charged
 - It was also found 28th and 29th were noted to be erroneously charged.
 - Other contractors/providers were discussed. Bud will discuss with other Cluster Presidents other options
- Taxes
 - Justin noted he contacted Joan Clark (Tax Prep used last year) and her quote was discussed.
 - It was noted that services last year were satisfactory and the Board agreed to continue to use her services.
 - The board then voted to use her services for taxes this year. Justin will inform the board if she accept the proposal to do this work
- Bill presented an invoice for re-imbusement for the fee for the room used for the annual meeting. -
- Meeting ended at 9:11 PM

6/2/2016 Sunderbriar Cluster Association Board Meeting

- Attendees
 - President – Bud Danenberger
 - Vice President – Jailing Peng
 - Treasurer – Justin Ward
 - Secretary – Robert Cralle
 - At Large – William Schillig
 - Cluster Members – Larry Grannis, Joe Fromal, Dan Wolfe, and Charles Peters
- Stream Bed Issue
 - Bud has been going back and forth with RA on this issue. Emergency Fence has been installed. Members discussed that a better fence would have a significant cost but wouldn't address the root cause.
 - It was noted that 4 Clusters are now ahead of this cluster and at one point we were first.
 - There was consensus in that it was unknown why we were dropped in priority but there was a strong desire to find out why
 - Issue 1: How did we drop in priority.
 - Issue 2: The interim Solution:
 - Clarification was provided that no blockage is occurring in the creek. There is sediment in front of the large pipe under the paved cross over from Sunder Ct. to the RA pathway, but water has not jumped the pipe yet.
 - As late as last year water was running over tree roots at the bottom of the stream which was about 2 feet from the surrounding grass area. At some point the stream water diverted and undercut the roots and dug into the softer earth material. We now have a 9ft drop with about two feet of water at the bottom. Bill in discussion with Jay Schmertz the Construction and Repair Manager of Reston Association asked why not put in River Rock to build up the stream bottom. He mentioned that most likely that would require a new permit.
 - Dept of Transportation owns the Storm Water Sewer Pipe from Fairway Drive, under Bachan Ct. and empties into the head of the creek just inside Sunderbriar cluster.
 - Where the creek exits Sunderbriar Cluster, at the tree line, the creek is on Reston Association property.
 - There was a general consensus that this should be presented as a liability issue and some discussion over whether a lawyer would be feasible which resulted in a concern over cost so this was dropped
 - Request was made for Joe to check <unsure>
 - Bill proposed that we communicate to RA what the original conditions were of the stream bed and what it is now, 8 or 9 feet lower in the hope to raise the priority of this issue.
 - Action Items:

- Joe (Guest member) would check who is right regulator (permitting authority) and tell Bud
 - Bud will
 - find out how we dropped 4 places and also ask for completed forms (DRB Package)
 - ask for us to be re-evaluated because of the drastically change)
 - circulate a draft on this before it is moved forward
- Online Dues (Justin & Larry)
 - Larry gave a review of a PayPal business model.
 - Justin reached a determination that Venmo would be best among a comparison of many different vendors and assured it is similar to PayPal in function and better in pricing.
 - There is a gap of information here because the secretary had an emergency phone call
 - Justin proposed a few board members to pay via Venmo and a lot of questions were posed and answered regarding how it would work
 - Cralle and Jailing volunteered to do Venmo
 - The board voted and granted Justin permission to setup a Venmo account
 - Action Items
 - Justin to setup Venmo Account for cluster
 - Justin to communicate to volunteers to pay via this method
- Cluster Due notification
 - Justin said he'd like to notify people that future dues payments communications would occur via email
 - He will ask for clarification from people about whether they'd prefer email in the future or continue via mail notifications
- Erosion Issue between 2 properties (Charles and Dan (Cluster members))
 - Erosion is reported to be very bad between 2 properties when heavy rain as described by Guest member
 - Guest Member asked our present lawn maintenance contractor for a solution. "He would cut a swall and fill it w/heavy rocks right to the drain.." This contractor offered to do this for \$2375 is the estimate.
 - Bill reviewed the proposal that has been received by the board
 - Bill then talked about another solution (referred to Pachysandra) that is proposed by a landscape architect from Meadows Farms for another area of the cluster. Bill proposed using tree money to fund this alternative proposal at a far lesser cost, but this proposal will not move forward till the road issue moves forward thereby clarifying funding for the project. The board agreed that this will be the plan.
- Ad-hoc Installing a Tree Topic
 - Guest attendee (Dan) wanted to know if he could put a particular tree in a particular spot (that was known to Bill)
 - Guest was willing to fund and put in a Nellie R Stevens tree.
 - The board agreed in principal but did not grant approval.

- The board decided that the area would be reviewed so that it was clear where the spot would be.
- Action Item: Bill would review this spot with the guest member (Dan)
- Planting occurring next to Suzanne's House
 - Issue : There is significant water and sediment runoff from this area. A proposal to use Pachysandra to slow down the water flow is suggested by the landscape architect of Meadows Farms.
 - "Meadows Farms would be responsible for modifying the soil in order that the Pachysandra could take hold.
 - The contractor would also put in 3 cherry trees to help beautify that area.
 - The landscape architect said we could do this in Fall.
 - Bill's proposal is for a \$2K job.
 - No decision were made on this.
- Cluster Clean-Up
 - Latest Cluster Clean-up attendee performance had a lot of room for improvement
 - Board discussed past Clean-up performance and how to resolve it
 - Bill proposed going back to the \$40 which had been done in the past. The Board was in general agreement if the funds generated from the people who did not participate in the clean-up would go directly to cluster maintenance. The Board decided to bring up this issue at the next annual meeting.
 - Action Item
 - Board to bring up at the next annual meeting
- Re-Paving Project
 - Bill met with surveyor and reviewed the clarifications he provided during this review of the project to the board
 - Bill asked permission from the board on re-striping. On the western end of Sunder Ct. there are 13 spaces. A pathway coming from Bachan Ct. dead ends directly in the middle of the 12th parking space. Bill would like to cut off 9 in. from each of the 12 parking spaces in order to align the pathway between the 12 space the 13 space. .
 - The board voted and agreed this could be taken care of in the existing contract
 - Action Item : Bill will ensure this is part of the contract
 - Bill reviewed the length of time to get Asphalt done
 - Bill reviewed the length of time to get Concrete done -
 - Bill gave reviewed the entire schedule with the board
 - July 6th Justin needs to transfer first payment 33+thousand dollars to checking account
 - Bill will notify residents on 7/6 about project
 - Board meeting on 7/13 to review project
 - Bill will get verification from contractor that present schedule is correct.
 - Invoice needs to be paid on 8/1
 - 8/11 Bill will notify residents on construction schedule (email + Flyers)

- 8/30 - Larry and Bill will mark up the concrete to be replaced
 - 9/1 - Bill will notify Miss Utility about Bachan Court
 - 9/6 - Bill will notify Trash and residence about Bachan
 - 9/9 - Bill will notify the towing company (\$30 charge to put car on street) if needed
 - 9/11 - Bill will email and put flyers on cars about no parking starting 6:30AM for next day
 - 9/12 - Concrete work will begin
 - 9/14 - People will allowed to get back into Bachan Ct. but not to travel on the concrete till 7 days have gone bye.
 - 10/2 - Bill will email Bachan Court & Sunder court (flyers too)
 - 10/7 - Bill will notify Miss Utility
 - 10/17-10/19 - Parking will not be available
 - Some details missed here..
 - 10/27 - Final painting
- Roofs
 - 3 Bidders were below the \$6700 paid out by Jeannine for her roof replacement. All bidders are in the range of 5-6 million dollars in yearly jobs. The "base" bid was reviewed and compared among the three bidders. Base contract additions were also reviewed.
 - The contractor Bill assessed as being the most acceptable and/or compliant was [Dry Home](#) and their Base replacement cost was approximately \$4600.
 - Action Item: Bill will finalize his contract and then communicate to other interested cluster members that have expressed an interest in replacing their roof.
- Landscape Contract
 - Action Item: Jay will determine when this contract starts and ends and communicate back to the board this information.
- Parking Issue
 - Cralle noted that at his residence and his neighbor have had recent incidents (also increasing in frequency) of contractor parking in front of their parking spaces and blocking access. The question is what to do
 - Both Bill and Bud suggested to call them when this occurs.
 - Action Items
 - Cralle to communicate to affected parties about calling Bill and Bud
 - Bud to discuss this issue with Anne Strange from the next cluster
- Sightline coming out of Sunder Court
 - Bill had the first sign coming out but that is a State Issue (not county issue)
 - Action Item: Bill will find the phone number from whom to call for the State

July 13th Sunderbriar Cluster Board Meeting

- Attendees
 - President – Bud
 - Vice – Jailing Peng (not present)
 - Treasurer – Justin Ward
 - Secretary – Robert Cralle
 - At Large – William Schillig
 - Cluster Members – Larry Grannis
- Money Status
 - Estimates and major balance changes were reviewed among the group
 - A contracted work scenario of Paving work was discussed. Would it be feasible to move work to the 26th of October was the question posed. Justin reviewed this scenario and it was estimated that doing so will still allow us to be above the 10K cushion.
- Paving Project Review
 - It was decided that in the upcoming pre-construction/work meeting (Aug 30th) to ask the contractor to see if a schedule modification may be beneficial to him.
 - Bill asked for status from concrete contractor regarding the 15th of August which he has yet to receive
 - It was agreed to move concrete Markup to 8/23 (Larry & Bill will attend this)
 - On the 30th 9AM meeting with Jay Schmitz a decision was needed about how far into the Reston Pathway down to the lake work is needed.
 - The surveyor work diagram was reviewed among the group to review work that will be done and the added cost for this pathway work (by Dominion) was reviewed and it was noted that the cost would be minimal. Reston Association would pay for the small asphalt pathway at the end of Sunder Ct. Up to North Shore Dr.
 - The startup date may get moved for the Asphalt from Oct17 to Sept 26 based upon a decision in the Aug 30th meeting.
 - Bill noted he would be calling Miss Utility.... change from 9/1 to 8/30.
 - Bill voiced the question regarding when to ensure people have moved their cars. Everyone agreed this should be Sunday instead of Monday morning. The hope is to be done by 6:30PM Sunday.
 - Bill discussed the need to inform people to not drive cars over the concrete till adequate time has passed, approximately 7 days.
 - The estimate is that final invoice will be on Nov 7 was noted.
 - Bill then reviewed the following
 - Possible mod's to concrete that are likely to occur
 - Cost of Asphalt may vary by time of job
 - There may be additional painting required for path.
 - We may need other painting work... where access goes into Reston Pathway

- We did not include any painting of fire lanes on Bachan or Sunder Ct.
Bill will get a price estimate for this work
- Question was posed for when we'll have >\$5K after Paving work and it expected to be around mid October.
- Other Projects...
 - Erosion by D.Wolf's house <-- Bill reviewed his idea for a solution to this (involved pachysandra) and will call Meadows Farms to get an estimate on this.

November 17th 2016 Sunderbriar Cluster Board Meeting

Attendees

- President – **Bud**
- Vice – Jailing Peng (not present) (**Brian Smith** as proxy)
- Treasurer – **Justin Ward**
- Secretary – **Robert Cralle**
- Cluster Members – Larry Grannis <-- Not present
- Member-at-Large – **William Schillig**

Roadwork Recap

- Bill noted that the final bill of \$55K was higher than anticipated and the board should consider increasing the amount set aside per year in anticipation of a larger cost to repeat the work in 20yrs.
 - The last time road work occurred it was 40K about 22yrs ago so it was noted that by extrapolating 20yrs from now that would be approx 70K and per year savings should be adjusted to account for this.
 - It was decided to set aside \$3000 in 2017 with the potential for a higher amount if other cost savings are achieved.

Misc

- It was discussed that a future meeting should discuss in more detail the investment strategy for future funds

PathWay

- It was reported that Jay Schmitz (RA Construction Repair manager) is still trying to lock in a date to get the pathway fixed.

Cluster Roofing

- Those who got roofs repaired under this contract were (base contract was \$5500) noted as being available to the board for future reference and William Schillig had the information.

Paving Information

- Bill Schillig noted that the information and data regarding paving the pathway is available for future need

Sunderbriar Cluster Design Standards Notebook

- Question was made what to do with SunderBriar Cluster Design Standards Notebook
 - Bill noted that roof information should be added to this book
- Bill noted that he will be keeping the original Supplemental Design Notebook.
- Larry noted the need that we needed 2 more than the original and the board agreed that 2 more was reasonable.

- Bill noted that he paid for (out of his pocket) various materials to help with enforcing/explaining the cluster Design Standards and
 - Colorboard samples from this will last a long time and Bill can lend out these when needed and keep them in his possession when not being used.
 - A bill of \$515 was submitted to Justin for evaluation for re-imbursement

Tree Update

- Bill noted that the oak tree in the middle of the parking lot of Bachan Ct has been marked in his review for leaf scurge..
- Bill also noted he marked a pine tree with white paint that is leaning toward Fairview Drive that is dying and needs to be removed. There is a small tree along North Shore Drive that is dead and is marked with white paint. These can be done this winter when the tree service is cheaper

2017 Budget

- Road Fund has been tapped out but we underspent on all other categories
- On trees, \$8500 was budgeted but only \$2500 was used.
- Overall we'd budgeted to spend \$84555 (incl/ \$54000 in road work) and have currently spent \$74229 (as of 11/17).
- Total Assets are about ~\$17,000 (including the 10K contingency) (as of 11/17)
- The belief is that \$3-4K will carry over for next year.
- Budget for next year
 - \$33K is the estimated cost AND income for next year. (Road fund is being assumed to be at \$3K)
- Misc.. Bill noted that of trees that could have leaf scurge he has marked one small tree and another pine
- 9yr avg for tree's is estimated to be \$6200 and we are going to plan on \$8500.
- Noted that the annual meeting should have a completed budget ready for it
 - Was noted that we budgeted \$150 a year for the space for the annual review. \$165 was the cost last year.
- It was discussed and decided that the meeting will occur at 1660 Bachan
- Jan 28 – Date that was decided to be date for Annual Cluster Meeting

Contract Discussions – Snow Removal

- \$3K is what is being budgeted (last year \$3200 was budgeted)
- Snow and Ice contract was sent to Board members previously and has been signed and executed
- Brian will follow up with Jia to determine expiration of State of the Art contract and also if see if contract is set to Auto-Renew.
- Misc. Noted that there is still a pending Q4 Cluster Dues from one member
- Blade Runner was the only other contractor that submitted a bid for Cluster work
- Bud will contact Cardinal to see if they would submit a bid

Misc

- Zach noted that last year the cluster had an umbrella clause but it was noted to have increased significantly (\$370 to \$640) - Justin will review the contract to see whether further action is needed to investigate this increase.
- Cluster Cleanup -
 - It was discussed that there is a need to cleanup the woods
 - It was decided to bring up as a discussion at the annual meeting as to whether to impose a fee for those who don't participate in the Cluster Cleanup
- Parking
 - It was noted that cars are parking where they shouldn't.
 - Suggestion – A Cluster Tag to be made available to solve the problem of not being able to identify whether a car is a cluster car or not.
 - It was decided that parking issues would be raised at the annual meeting to gather feedback
- Trash Removal
 - No changes were decided to be made on this.
- Cluster Fees
 - Scheduled to go out at Dec 15 - Bud will provide information regarding the annual meeting with this cluster fee notification