

Bayfield Station Cluster Association

Annual Meeting Minutes Wednesday, November 8th, 2017

The meeting was called to order at 7:06 P.M. by Eric McErlain – President; Angela Guinee– Secretary; Donna Sanson – Member at Large - were in attendance. Sarah Helander from TWC Management Co. was also in attendance.

- I. Call to Order – Verification of a Quorum
 - a. Introduction of current Board to membership
 - b. Verification of a Quorum was made by Sarah Helander with five owners in attendance and five owner proxies received.
- II. Review and Approval of Minutes of Cluster Annual Meeting held November 9th, 2016
 - a. Motion to approve the minutes was made by Eric McErlain; the motion was unanimously approved.
- III. Financial Report
 - a. The Cluster is currently solvent by approximately \$571.00. No fee increases were announced for 2018.
 - b. Reserve fund is in good shape per recommendations from the reserve study commissioned for Bayfield Station.
 - c. The 2018 Final Board approved budget was presented to homeowners.
- IV. Board of Directors' Election
 - a. No owners expressed interest in running for the three vacant Board of Directors positions. In light of the lack of replacement candidates, the Board will continue to function with only 3 out of 5 positions filled for 2018.
 - b. Current Board members will continue to reach out to owners in our community to fill the remaining two Board positions.
- V. Old Business
 - a. Change Cluster Fence Stain Standard
 - i. The Board continued to discuss the desire to change our current Fence Stain Standard to be more locally accessible and reasonably priced.
 - ii. A legal decision in 2016 indicated the fences and their maintenance are the responsibility of the individual owner, not the HOA. While this decision removes the responsibility for painting/staining the outside of the fences from the HOA, Angela Guinee recommended continuing with the historical decision for the HOA to continue painting/staining the outside of all community fences in an effort to keep the fences in good condition and maintain a uniform tidy look throughout the community.
 - iii. Eric McErlain expressed concern for the increased frequency and cost of staining the outside of the fences since they are no longer painted and are now covered in an oil-based transparent stain.
 - iv. Angela Guinee will discuss fence stain options with Taycha Wolfries at Reston Association and present options at the January Board Meeting.
 - b. Dead Trees at the Corner of Reston Parkway and Bennington Woods
 - i. Sarah will continue working with Peter's Landscaping to get the two trees replaced.
 - c. Barrier Trees Between Cluster and Lake Newport Soccer Fields
 - i. No updates.
 - ii. The Board will continue to work with our community liason, Amalia Cuervo, and Reston Association in the Spring to continue replanting the area.

VI. New Business

a. Change Cluster Roofing Standard

- i. The Board has received several requests from our community to allow architectural shingles. Our current Cluster Roofing Standard allows for only 3-tab shingles in either black or brown (based on each home's current color roof).
- ii. Sarah Helander sent correspondence to the Bayfield Station community asking for input regarding the Board's proposed change to allow architectural shingles and 3-tab shingles. All correspondence received (5 or 6 owners) was all positive in support of the change.
- iii. Eric McErlain moved to submit a DRB application to RA to allow architectural shingles in addition to 3-tab shingles. The motion was seconded by Donna Sanson and approved by all board members in attendance.

VII. Homeowner Forum – General Discussion

- a. No items brought forward.

VIII. Adjournment

- a. The next Board meeting will be on Wednesday, January 17th, 2018 at 6 P.M. at the TWC offices.

Eric McErlain made a motion to adjourn the meeting. The motion was seconded and approved by all board members in attendance. The meeting was adjourned at 7:41 P.M.