

**Bayfield Station Cluster Association
Board of Directors Meeting Minutes
January 11th, 2017**

1. Call to Order

- A. The meeting was called to order at 6:05 P.M. by Angela Guinee – Secretary; LeeAnne Jackson – Treasurer; and Donna Sanson – Member-at-Large - in attendance. This constituted a quorum for the meeting. Eric McErlain – President arrived at 6:20 P.M. Sarah Helander from TWC Management Co. was also present.

2. Agenda

- A. LeeAnne Jackson requested that one additional item be added to the January 11th agenda: Cluster Lights for the Common Area was added to New Business. LeeAnne Jackson moved to approve the amended agenda. The motion was seconded by Donna Sanson. The motion was as approved by all Board members in attendance.

3. Meeting Minutes

- A. The minutes of the October 6th Board meeting were reviewed. Donna Sanson made a motion to approve the meeting minutes with one edit. Angela Guinee seconded the motion. All Board members in attendance approved the meeting minutes.

4. Review Monthly Financial Reports

- A. December 31, 2016 Financial Reports are correct.

5. Old Business

- Tree Line Project between Bayfield Station and Lake Newport Soccer Field
 - No new updates. The board will continue to work with RA to ensure more trees/shrubs are planted in the area and that the health of the trees planted in April 2016 is maintained.
 - Eric McErlain will contact Claudia at RA to ensure Bayfield Cluster donations to Friends of Reston have been properly credited to this project.
- Trash, Recycling, and Yard Waste
 - Trash and Recycling have been better after the Trash, Recycling and Yard Waste flyer was distributed to all residents. There is still a problem with some residents putting out their garbage too early.
 - We need to redistribute the Trash, Recycling and Yard Waste flyer to the neighborhood since new residents have moved into the Cluster.
- Neighborhood Watch
 - No one has volunteered for this position. The board will continue to talk to our neighbors about filling this position.
- Replacement Stepping Stones
 - Sarah Helander will get a price quotation from Peter's Landscaping. The stones will be replaced once the quotation is received and approved.

6. New Business

A. Landscape Discussion

- a. Trees or other large shrubbery is needed at the corner of Bennington Woods Drive and Reston Parkway. Sarah Helander will contact Peter's Landscaping to discuss what should be planted there and obtain a price quotation.
- b. Dead trees in the neighborhood need to be removed and replaced. Sarah Helander will get a price quotation from Reston Tree Service for removal of dead trees.

B. Cluster Newsletter

- a. Eric McErlain would like to send shorter more frequent communication with Cluster owners and residents. The board agreed that a monthly email "Blast" would be a good method of communicating current information and issues.

C. Communication with Owner/Tenants

- a. Email seems to be the best way to communicate with the Cluster. When no email address is available, a letter will be sent via regular first class mail.
- b. We should be contacting tenants (as well as owners) if property is rented.
- c. Sarah Helander will send the board an updated owner/tenant contact list.

D. Removal of Holiday Decorations

- a. All outside holiday decorations should be taken down by January 30th, 2017

E. Tenant Move-Out Guidelines

- a. Several owners in the Cluster have expressed concern about move-in and move-out of tenants from rental units.
- b. Eric McErlain will send an email to all owners and residents explaining issues with tenant move-ins and move outs. The email will expand on the following:
 - i. Moving Truck Etiquette – when moving in or moving out
 - ii. Trash disposal – when moving out
 - iii. Contact and Vehicle Information – when moving in

F. Fence Reserve Fund

- a. Bayfield Station legal counsel has provided a legal opinion that each individual owner is responsible for the maintenance and upkeep of the fences surrounding their property's backyard.
- b. A previous board president, at the BSC Annual Meeting, mentioned that there was a differing legal opinion that determined the fences were the Cluster's responsibility. Sarah Helander searched for, and was unable to find, the Cluster's record of this legal opinion. Sarah Helander also contacted the previous board president for a copy of this legal opinion but was unable to get a copy.
- c. Donna Sanson made a motion to move all \$5,000 from the Fence Reserve to General Reserves. Eric McErlain seconded the motion. The motion was approved by all Board members in attendance.
- d. Sarah Helander mentioned that it was time to do a "paper-only" update of the reserve study.
- e. Owners will need to be notified about the decision regarding the fence maintenance.

G. Cluster Standard Update – Fence Stain

- a. The current Cluster Standard for Fence Stain is expensive and only available from one vendor (with limited operating hours) located in Fairfax County.
- b. Sarah Helander will furnish the current fence stain product information and distributor name/address to Donna Sanson, who will endeavor to pick up a sample and stain chip.
- c. The board will decide on a locally available, economically priced durable stain that closely matches the current standard at the March 8th, 2017 board meeting. This new stain will then be put forward to the RA Design Review Board to officially change the Cluster Standard.

H. 2017 Annual Architectural Inspections

- a. The board will conduct inspections in April 2017. The board will divide properties evenly among the board members (25 houses each). Two board members will be inspecting each house. Violations will only be listed if the problem can be seen from common property (i.e., the sidewalk, land outside the rear fences, etc...)
- b. The board will discuss inspections at the May 2017 board meeting. After violations are discussed and confirmed by all board members, Sarah Helander will dispatch the Architectural Review – Notice of Violations to owners.
- c. All repairs should be completed by August 31st, 2017.

I. Cluster Lights for the Common Area

- a. Eric McErlain proposed that the post lights in the common area be replaced with the new Cluster Standard Post Light by August, 2017.
- b. Sarah Helander will secure a price quotation from Stover Electric for common area post light replacements. The quotation will be discussed at the March 8th, 2017 board meeting.
- c. Sarah Helander will also investigate a discounted rate with Stover Electric to install replacement fixtures purchased by owners.

7. Homeowner Forum

- A. None

8. Executive Session

Eric McErlain made a motion to adjourn the regular Board Meeting and move in to the Executive Session at 7:08 P.M. The motion was seconded by LeeAnne Jackson and approved by all Board members in attendance.

A. Delinquency Report

- a. Reviewed list of outstanding Cluster Dues

B. Status Report

- a. Reviewed Cluster Accounts that have been referred for legal action

Eric McErlain made a motion to adjourn the Executive Session at 7:15 P.M. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

9. Executive Session Motions

- A. None.

10. Adjournment

- A. Eric McErlain made a motion to adjourn the Board Meeting at 7:16 P.M. The motion was seconded by Angela Guinee and approved by all Board members in attendance.

ACTION ITEMS:

- Eric McErlain – Contact RA (Claudia) about the Friends of Reston donations
- Eric McErlain – Draft and send out Move-In/Move-Out Guidelines to owners/tenants
- Board – Redistribute the Trash, Recycling and Yard Waste flyer to the Cluster
- Sarah Helander –Landscaping
 - Obtain a price quotation from Peter’s Landscaping for broken stepping stones. Once quotation is approved, have stones replaced
 - Obtain a price quotation from Peter’s Landscaping for landscaping at corner of Reston Parkway and Bennington Woods Drive
 - Get a price quotation from Reston Tree Service for removing dead trees on common property.
- Sarah Helander – Send board an updated contact list for owners, tenants and residents
- Sarah Helander – Lighting
 - Obtain a price quotation for purchasing and installing new Cluster Standard Post Lights in the common area (confirm price is for both actions)
 - Investigate a discounted rate with Stover Electric to install replacement fixtures purchased by owners
- Sarah Helander – Provide current Fence Stain Standard and vendor information to Donna Sanson
- Donna Sanson and Angela Guinee – Find economical and local replacement for current fence stain for March meeting