

**Bayfield Station Cluster Association
Board of Directors Meeting Minutes
March 21st, 2017**

1. Call to Order

- A. The meeting was called to order at 6:09 P.M. by Eric McErlain – President; LeeAnne Jackson – Treasurer; Angela Guinee – Secretary and Donna Sanson – Member-at-Large were in attendance. This constituted a quorum for the meeting. Sarah Helander from TWC Management Co. was also present.

2. Agenda

- A. LeeAnne Jackson requested that one additional item be added to the March 21st agenda: Review Outstanding Action Items was added to Old Business. Eric McErlain moved to approve the amended agenda. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

3. Meeting Minutes

- A. The minutes of the January 11, 2017 Board meeting were reviewed. Eric McErlain made a motion to approve the meeting minutes with one edit. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

4. Review Monthly Financial Reports

- A. February 28, 2017 Financial Reports are correct and show that the Cluster is in good standing. One outstanding invoice for snow removal was paid to Peter's Landscaping.

5. Old Business

- A. Tree Line Project between Bayfield Station and Lake Newport Soccer Field
 - a. Amalia Cuervo from Bayfield Station and Roe Buchanan from Arbor Glen have joined forces to work with Reston Association (Claudia and Patricia) to determine next steps for the reforestation of this area.
 - b. This item will be featured in the next Bayfield Station Newsletter/Email Blast. The Board expressed much appreciation for Amalia C. and Roe B.'s efforts on this project. Thank you Amalia and Roe!
- B. Trash, Recycling, and Yard Waste
 - a. LeeAnne Jackson created a new flyer to highlight recent changes in the Trash, Recycling and Yard Waste schedules. Donna Sanson and Angela Guinee will help distribute the flyer to the neighborhood.
- C. Neighborhood Watch
 - a. Christi Fath has agreed to be the Bayfield Station Neighborhood Watch Coordinator. Thank you Christi!
 - b. LeeAnne Jackson will provide Neighborhood Watch materials from the previous coordinator.
 - c. This item will be updated in the next Bayfield Station Newsletter/Email Blast.

- D. Cluster Standard Update – Fence Stain
 - a. The current Fence Stain Cluster Standard is an oil-based, transparent stain. It is only available from one vendor in the area. The current cost of the stain is considerably more expensive than local (e.g. Home Depot) alternatives.
 - b. After reviewing several fence stain samples, the Board is recommending replacing the current fence stain with: Behr Cedar Natural Tone, transparent penetrating oil-based stain (#4001) available from Home Depot.
 - c. Angela Guinee will write up information to send to Bayfield Station owners to review and provide comments.
 - d. Updating the Cluster Fence Stain Standard will be voted on at the May 10th, 2017 Board Meeting and if approved submitted to RA DRB for approval.
- E. 2017 Annual Architectural Inspection
 - a. Inspections will be conducted April 9-28th, 2017.
 - b. Sarah Helander will send email notification of the inspection dates to owners and residents.
- F. Review Outstanding Action Items
 - a. All outstanding items have been addressed except for the following:
 - i. Eric McErlain will develop Move-in/Move-out Guidelines for owners/tenants
 - ii. Sarah Helander is waiting on a price quotation to replace broken stepping stones
 - iii. Sarah Helander is waiting on a price quotation to purchase and replace the common area post lights with the updated cluster standard

6. New Business

- A. Planting Proposal at Corner of Reston Parkway and Bennington Woods Drive
 - a. Peter's Landscaping provided a price quotation of \$5,210.00 to remove a dead Leyland Cypress and Burning Bush, grind all stumps and prepare bed for planting; install 10 Green Giant Arborvite (\$1,500 less for 5 trees); install 10 Lowboy Pyracantha and install 15 Nepeta. An additional cost of \$200 was proposed to remove two additional dead Leyland Cypress trees in the general area.
 - b. Eric McErlain made a motion to accept the bid from Peter's Landscaping to include only 5 Green Giant Arborvite and the removal of two trees for an additional \$200. The total expense would be \$3,910.00. The motion was seconded by Donna Sanson and approved by all Board members in attendance.
- B. Lake Newport Soccer Field
 - a. The proposal by Reston Soccer Association to install artificial turf, stadium-type lights and a clubhouse was suspended indefinitely by a vote of the Reston Association Board on February 23rd, 2017.
 - b. The neighboring communities will need to monitor and be more involved with Reston Association business to ensure this proposal (and other proposals that adversely affect our community) is not resubmitted.

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 7:19 P.M. The motion was seconded by Angela Guinee 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
- C. Homeowner Request

Eric McErlain made a motion to adjourn the Executive Session at 7:24 P.M. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

9. Executive Session Motions

- A. Angela Guinee made a motion to submit one delinquent homeowner account to the Cluster legal representative for collection. The motion was seconded by Eric McErlain and approved by all Board members in attendance.

10. Adjournment

- A. Eric McErlain made a motion to adjourn the Board Meeting at 7:25 P.M. The motion was seconded by Angela Guinee and approved by all Board members in attendance.

ACTION ITEMS:

- LeeAnne Jackson, Donna Sanson and Angela Guinee – distribute updated Trash, Recycling and Yard Waste Flyer to residents
- LeeAnne Jackson – provide Neighborhood Watch materials to Christi Fath.
- Angela Guinee – write up proposed change to the Cluster Fence Stain Standard for distribution to the community
- Eric McErlain – Draft and send out Bayfield Station Newsletter including the following items
 - Tree Line Project
 - Neighborhood Watch
 - Trash, Recycling and Yard Waste
- Eric McErlain – Draft and send out Move-In/Move-Out Guidelines to owners/tenants (outstanding Action Item)
- Sarah Helander - Notify Cluster owners and residents of the dates for the Annual Architectural Inspection
- Sarah Helander –Landscaping (outstanding Action Item)
 - Obtain a price quotation from Peter’s Landscaping for broken stepping stones. Once quotation is approved, have stones replaced
 - Get a price quotation from Reston Tree Service for removing dead trees on common property.
- Sarah Helander – Lighting (outstanding Action Item)
 - Obtain a price quotation for purchasing and installing new Cluster Standard Post Lights in the common area (confirm price is for both actions)