

Bayfield Station Cluster Association
Board of Directors Meeting Minutes
May 10th, 2017

1. Call to Order

- A. The meeting was called to order at 6:01 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. Owner Amalia Cuervo arrived at 6:10 P.M and Sarah Helander from TWC Management Co. was also present.

2. Agenda

- A. Eric McErlain moved to approve the agenda. The motion was seconded by LeeAnne Jackson and approved by all Board members in attendance.

3. Meeting Minutes

- A. The minutes of the March 21, 2017 Board meeting were reviewed. Eric McErlain made a motion to approve the meeting minutes. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

4. Review Monthly Financial Reports

- A. April 30, 2017 Financial Reports are correct and show that the Cluster is in good standing.

5. Old Business

- A. Tree Line Project between Bayfield Station and Lake Newport Soccer Field
 - a. Amalia Cuervo provided an update on what RA has done with direction from Amalia Cuervo and Roe Buchannan from Arbor Glen Cluster.
 - i. RA has done more planting. There is still more work to be done – small tweaks.
 - ii. There is a concern that RA wants to cut the honeysuckle growing in that area. It currently provides some green coverage and Amalia has requested that the honeysuckle not be removed.
 - iii. Kate Fulkerson from RA has also noted that in addition to the area behind the goal post, the area behind 11750 Bayfield Court needs more work.
 - b. LeeAnne Jackson will draft a memo regarding a plan with RA about the planting in this area and a request for notification from RA about the planned work in this area.
 - c. Sarah Helander will ask Peter's Landscaping for an estimate for cleaning, edging, mulching and what to plant along the Bayfield Station boarder with the wooded area behind Lake Newport Soccer Field.
- B. Trash, Recycling, and Yard Waste
 - a. Residents are doing a better job of putting their trash out on the proper days and ensuring it is protected from animals.
- C. Neighborhood Watch
 - a. Christi Fath will attend the May Neighborhood Watch meeting and provide a report for the next board meeting.

D. Cluster Standard Update – Fence Stain

- a. The board discussed how to finance the staining of the outside of the fences every 5 years. The possibility of a special assessment was raised.
- b. Amalia Cuervo expressed concern about the proposed transparent stain. She would like to use a semi-transparent stain to better protect the wood. Amalia also recommends not using another oil-based stain.
- c. Sarah Helander will get 3-4 estimates for cleaning and staining the fences. She will talk with the contractors about what type of stain they think would be best for the fences. The estimates and the stain replacement will be discussed at the next board meeting

E. Lake Newport Soccer Field

- a. Eric McErlain spoke with the two candidates that won the RA election (John Mooney and Eric Carr). Eric Carr has asked Eric to join a task force to help Reston Soccer find an alternate location for their clubhouse and turf fields.

6. New Business

A. Stepping Stones

- a. There are probably 3-4 limestone stepping stones that need to be replaced in the neighborhood.
- b. Sarah Helander will look at sample stones later this week with Peter's Landscaping.
- c. Eric McErlain made a motion to spend up to \$100 to replace stepping stones. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

B. Common Area Post Light Replacement Proposal

- a. Stover Electric provided a quotation of \$1733.00 to replace all 6 common area post light fixtures with the new Cluster light standard.
- b. Eric McErlain proposed to spend an extra \$112.00 to use LED bulbs in the new lights. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

C. Tree Maintenance

- a. Reston Tree Experts provided a quotation of \$2500.00 to remove several dead trees, prune the common area trees and grind stumps.
- b. Eric McErlain proposed to accept the proposal. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

D. Common Area Pest Treatment Proposal

- a. Pest Now provided a quotation of \$784.00 to spray the cluster common areas with a Yard Guard treatment to protect against mosquitoes, fleas and ticks (it is also effective against ants).
- b. The board discussed if this treatment was effective last year and how homeowners can help by eliminating standing water in their backyards.
- c. Eric McErlain will create a flyer/newsletter entry with helpful tips on how homeowners can eliminate standing water and control mosquitoes/pests.
- d. Eric McErlain proposed to accept the proposal. The motion was seconded by Donna Sanson and approved by a majority of Board members in attendance.

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 6:51 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. Annual Inspection Letter Discussion
 - a. Reviewed results of the Annual Architectural Review letters
- C. Discussed a homeowner Request for installation of NO SOLICITING signs at the two entrances off the path parallel to Reston Parkway.
- D. Discussed a homeowner Request for replacement of Tot Lot mulch, sand for the sandbox, and new cover for the sandbox.

Eric McErlain made a motion to adjourn the Executive Session at 7:33 P.M. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

9. Executive Session Motions

- A. Eric McErlain made a motion to spend up to \$100 for two NO SOLICITING signs to be placed at the Cluster entrances off the Reston Parkway bike path. The motion was seconded by LeeAnne Jackson and approved by all Board members in attendance.
- B. Tot Lot – Donna Sanson made a motion to:
 - a. Obtain an Engineering Study on how to address the water and drainage issues at the Tot Lot
 - b. Procure Delivery of playground mulch on June 2nd (community event to spread mulch on June 3rd)
 - c. Purchase additional sand for the sandbox (Angela Guinee will purchase sand)
 - d. Research replacement sandbox cover (Angela Guinee will research)

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 7:34 P.M. The motion was seconded by Angela Guinee and approved by all Board members in attendance.

ACTION ITEMS:

- LeeAnne Jackson –Draft a memo regarding a plan with RA about the planting in this area and a request for notification from RA about the planned work in this area.
- Eric McErlain – Draft and send out Bayfield Station Newsletter including the following items
 - Tree Line Project Update
 - Neighborhood Watch Update/Contact
 - Trash, Recycling and Yard Waste
 - Mosquito/Pest Management
- Eric McErlain – Draft and send out Move-In/Move-Out Guidelines to owners/tenants (outstanding Action Item)
- Sarah Helander – Obtain 3-4 estimates for cleaning and staining the fences, talk with the contractors about what type of stain they think would be best for the fences
- Sarah Helander –Landscaping
 - Obtain estimate for cleaning, edging, mulching and what to plant along the Bayfield Station boarder with the wood behind Lake Newport Soccer Field
 - Review sample(s) from Peter’s Landscaping for broken stepping stones, select and have installed
- Sarah Helander – Obtain price quotation and purchase (if under \$100) two NO SOLICITATION signs
- Sarah Helander – Contract for playground mulch for the Tot Lot to be delivered June 2nd
- Angela Guinee – Purchase sand for Tot Lot sandbox
- Angela Guinee – Research replacement sandbox covers