

**Bayfield Station Cluster Association
Board of Directors Meeting Minutes
July 12, 2017**

1. Call to Order

- A. The meeting was called to order at 6:01 P.M. by Eric McErlain – President; LeeAnne Jackson – Treasurer; 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. Chris and Patti Kaiser were in attendance. Traci Rae and Elaine Mazur arrived at 6:35 p.m.

2. Agenda

- A. Eric McErlain asked if there were any amendments to the agenda. Discussion of Draft Newsletter for July 2017 was added as item H. Color variance for deck (Kaisers) was added as item I. Tree pruning was added as item J. Eric McErlain made a motion to approve the agenda as amended. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

3. Meeting Minutes

- A. The minutes of the May 10, 2017 Board meeting were reviewed. LeeAnne Jackson had some suggested edits to the minutes. Eric McErlain made a motion to approve the meeting minutes as amended. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

4. Review Monthly Financial Reports

- A. June 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
Deferred to September Board meeting.
- B. Lake Newport Soccer Field
Eric McErlain has been in touch with Eric Carr regarding the soccer field. The Reston Association Parks and Recreation subcommittee was formed and Eric Carr suggested that Eric McErlain become a member. The subcommittee will be meeting in late July.
- C. Cluster Standard Update – Fence Stain
Ami Cuervo submitted her concerns for the selection of stain for the fences. The Board decided to table further discussions until the September Board meeting.

6. New Business

- A. Fence – Power Washing & Staining Proposals
The proposals from Nova Deck Doctors and Powerwash Plus were reviewed. Sarah Helander will go back to each company for further clarification on each proposal. The Board will resume discussion of the fence power washing and stain proposals at the September Board meeting.

B. Watering Proposal

The Board reviewed the proposal submitted by Peter's Landscaping regarding watering of the new plantings at the corner of Bennington Woods and Reston Parkway. Donna Sanson made a motion to approve watering the plants but the cost should not exceed \$1,000. The motion was seconded by Eric McErlain.

C. Landscape Enhancement Proposal

The Board reviewed the proposal from Peter's Landscaping for the Bayfield Station property behind 11750-11758 Bayfield Ct. for cleaning up the area, planting liriopse, and adding mulch. This proposal was looked at in conjunction with the proposal for removal of poison ivy and the application of mulch. Eric McErlain made a motion to accept the proposal for the removal of poison ivy, removal of unwanted vegetation, and installation of natural wood chips for \$2,520. LeeAnne Jackson seconded the motion.

D. No Soliciting Sign Proposal

The Board reviewed the proposal from Peter's Landscaping for the creation and installation of 2 new "no soliciting" signs adjacent the sidewalk along Reston Parkway. Eric McErlain made a motion to accept the proposal from Peter's Landscaping for \$350.00. Donna Sanson seconded the motion.

E. Poison Ivy Control Proposal

This item was discussed under item C above.

F. Neighborhood Watch Update

No update provided

G. National Night Out Discussion

Christi Fath, Neighborhood Watch Coordinator, submitted a request in advance of the meeting for the Board to consider participating in National Night Out on August 1, 2017. Donna Sanson agreed to work with Christi Fath to coordinate the event. Traci Rae also volunteered to help. Sarah Helander will contact Concord Green to see if they would like to make this a bigger community event.

H. Draft Newsletter for July 2017

Eric McErlain made a motion to approve the draft newsletter for distribution. Donna Sanson seconded the motion.

I. Color Variance for Deck (Kaiser – 11791 Bayfield Ct.)

The Kaiser's have received approval from Reston Association for the replacement of their deck with Trex decking material. They would like to have a white deck but the Cluster Standards stipulate that the deck railings must either match the color of the wood trim on the home or be of a natural wood color. Donna Sanson made a motion to support replacement of the deck with a natural wood color of the Trex material. LeeAnne Jackson seconded the motion. Eric McErlain registered opposition to the Board decision.

J. Tree Pruning

There is no money budgeted for additional tree pruning at this time. Trees were trimmed earlier in the year.

7. Homeowner Forum

- A. Elaine Mazur (11776 Bayfield Ct.) expressed concern about the work done by our previous landscapers and damage that was done to her front yard.

8. Executive Session

Eric McErlain made a motion to adjourn the regular Board Meeting and move in to the Executive Session at 7:26 P.M. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

A. Delinquency Report

- a. Reviewed list of outstanding Cluster Dues

B. Homeowner Request

- a. Reviewed two requests from homeowners regarding landscaping of the neighborhood and front yard maintenance.

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. No motions were made.

10. Adjournment

- A. Eric McErlain made a motion to adjourn the Board Meeting at 7:34 P.M. The motion was seconded by Donna Sanson and approved by all Board members in attendance.

ACTION ITEMS:

- Sarah Helander –Contact NOVA Deck Doctors and Powerwash Plus for clarification on their proposals for the powerwashing and staining of the fences.
- Sarah Helander –Distribute July 2017 Newsletter
- Christi Fath and Donna Sanson – Coordinate the neighborhood activities for National Night Out on August 1.
- Sarah Helander – Contact Concord Green regarding a larger community event for National Night Out.