

**Bayfield Station Cluster Association
Board of Directors Meeting Minutes
September 13, 2017**

1. Call to Order

- A. The meeting was called to order at 6:02 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. and was also present. Homeowners Amalia Cuervo and Bett Baldwin were also in attendance.

2. Agenda

- A. Eric McErlain asked if there were any amendments to the agenda. Recruitment of New Board Members was added as item D under New Business. Eric McErlain made a motion to approve the agenda as amended. The motion was seconded by Angela Guinee and approved by all Board members in attendance.

3. Meeting Minutes

- A. The minutes of the July 12, 2017 Board meeting were reviewed. LeeAnne Jackson had one suggested edit 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. August 31, 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. Claudia from RA sent a note regarding an available balance in the Friends of Reston account from Bayfield Station donations for additional trees. Amalia Cuervo will coordinate with Claudia to determine the best trees to buy and plant.
- B. Lake Newport Soccer Field
 - a. Eric McErlain has been added as a member of the Reston Association Parks and Recreation subcommittee.
- C. Cluster Standard Update – Fence Stain
 - a. Amalia Cuervo submitted her concerns for the selection of stain for the fences. She would like to be able to use a solid color on the inside of her fence to best protect the wood.
 - b. It was confirmed that repair and maintenance of the fences in were individual homeowner responsibility
 - c. The board discussed the possibility of having at two standards for fence stain/painting. One uniform standard for the outside of the fence and one that would allow owners to use a semi-transparent or solid stain on the inside of their fence. Sarah Helander will ask a vendor for more information about the proposed stain (Ready Seal) and ask RA about allowing two standards for fence stain.

6. New Business

- A. Neighborhood Watch Update
 - a. Great neighborhood turnout for the National Night Out on August 1, 2017
 - b. Donna Sanson recommended using the Next Door App/Website to distribute and access information for the North Point area. Information about the Next Door App will be put in the next newsletter.
- B. Asphalt Cracks
 - a. Homeowner Mary Brett raised concern about overweight truck deliveries in our neighborhood that may be causing damage to our asphalt parking lot.
 - b. Sarah Helander will look into what the maximum vehicle weight (GVW) is for our parking lot. It was recommended that the GVW be posted at the front of the neighborhood.
 - c. Sarah Helander will utilize an engineer and get quotations for the repair of the existing cracks in the asphalt.
- C. 2018 Draft Budget
 - a. Amalia Cuervo voiced her concerns about fence staining being individual homeowner responsibility and how that would create a very inconsistent look for the neighborhood.
 - b. LeeAnne Jackson made a motion to approve the 2018 Budget. The motion was seconded by Eric McErlain and approved by all Board members in attendance.
- D. Recruit New Board Members
 - a. Each Board Member should ask 3 people to consider joining the Board.

7. Homeowner Forum

- A. Bett Baldwin (11780 Bayfield Ct.) expressed concern about the diseased trees along the row of 11780-11788. The trees in the front yards are homeowner owned and each owner must submit a DRB application to RA to have the tree removed.
- B. Amalia Cuervo (11762 Bayfield Ct) expressed concern about the uniformity of annual inspections with regards to weeds and unkempt yards. The Board assured Amalia that weeds and other yard issues were listed as violations during the annual inspections.
- C. A concern was raised about the liriopie between the curb and sidewalk (11750-11788 Bayfield Ct) being overgrown with weeds and the problem of toys left around the neighborhood. Sarah Helander will speak with Peter's Landscaping about the weeds. The Board also confirmed that notes were sent to owners about toys and other items left out in the neighborhood.
- D. Amalia Cuervo (11762 Bayfield Ct) expressed concern that the mulching and poison ivy removal behind 11750-11778 had not been completed. Sarah Helander confirmed that the poison ivy has been treated and will speak with Peter's Landscaping about the completion of that project.

8. Executive Session

Eric McErlain made a motion to adjourn the regular Board Meeting and move in to the Executive Session at 7:04 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. Annual Inspection Results
 - a. Reviewed Annual Inspection items that were completed and items that remain undone.

Eric McErlain made a motion to adjourn the Executive Session at 7:29 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 7:30 P.M. The motion was seconded by LeeAnne Jackson and approved by all Board members in attendance.

ACTION ITEMS:

- Sarah Helander –Contact vendor for more information about a proposed stain (Ready Seal) and ask RA about allowing two standards for fence stain.
- Eric McErlain –Include information about Next Door App for next Newsletter
- Sarah Helander – Contact engineer and get quotations for repairing existing cracks in parking lot asphalt. Will look into what the maximum vehicle weight (GVW) is for the parking lot with the engineer and contractors.
- All Board Members – Ask 3 neighbors to consider joining the Board at November’s Annual Meeting.
- Sarah Helander – Contact Peter’s Landscaping about:
 - Overgrown lirioppe and weed problems between the sidewalk and curb for 11750-11778 Bayfield Ct
 - Completion date for removal of poison ivy and mulching of area behind 11750-11778 Bayfield Ct
 - Completion date of No Soliciting signage