

WASHINGTON PLAZA CLUSTER ASSOCIATION BOARD MEETING

APRIL 14, 2016

The WPCA Board meeting was called to order by President, Geoff Hurwitz, at 7:00 in the Reston Art Gallery at Lake Anne. Those present were Board Members Geoff Hurwitz, John Hunter and John Lovaas. Also present were Van Foster (Treasurer), Fran Lovaas (Secretary) and Phil Maisel, Jon Romeyn, Lori Hunter, Tom Kamstra and Gerald Galloway

Special Requests – Phil Maisel asked to present the Board with three questions before the business meeting started:

RELAC – Can WPCA remind LARCA that when the RELAC system gets underway, Heron House needs to open the valve that controls the flow of water because it is that valve that also lets the chilled water flow to the Chimney House section of our Cluster? It seems that they delayed opening the valve last year. **ACTION** – Geoff will notify Susan Cassels, LARCA Administrator, of that problem.

SIGNS – Private property signs by A Block's front lawn need to be put up, noting that it is private Cluster land because non-Cluster people are walking dogs on the lawn. John H. also mentioned the rail tie wall. **ACTION** – John Hunter said that all of the signs in WPCA are going to be redone and that area will be included. John Hunter also noted that the cap is down on the wall near there and he will take care of that also.

DOCKS – Phil noted that RA has a rule stating that 50% of the dock space needs to be free for other boats. His small boat is being edged out. He asked that the Board issue a notice to make sure that new boat owners know this rule. Phil also mentioned that perhaps WPCA should charge a docking fee. John H. mentioned that perhaps the pontoon boats could be parked vertically so that more space for docking boats would be available. **ACTION** - None proposed

Treasurer's Report – (see attached) Van Foster said that one third of the Cluster dues, which are due tomorrow, remain unpaid. He will send out reminder notices to the unpaid members. Van also noted that we have one Cluster member who pays dues monthly with automatic withdrawal from his institution and perhaps we could let people know that this is a dues paying option. We still owe Bright Construction \$20,000. Geoff mentioned that the Company should clean up the debris from construction mess they made on A Block lawn. Van said that we should do a walk through before paying the Company to make sure all excavation is moved off of the lawn. **ACTION** – Van will send out reminder e-mails about dues and also send out a Cluster e-mail about monthly payment option after all dues are in. John Hunter will set up a meeting date to resolve the issue with Juan from Construction, copying Van Foster and Geoff Hurwitz on the email.

Reserve Study – Van has gotten three estimates and he recommended staying with Mason and Mason, the company that did the prior study. John H. asked if we need to have a meeting with

the company after the study is done. Van noted that Mason and Mason would charge for the meeting. John L. noted that if a review was needed after the Board reviews the report than it should be requested. We now have \$37,000 in reserve and our equity is \$46,022.75, but \$20,000 of that will be used to pay Bright Star Construction, the wall contractor. Geoff asked what our reserve should be, and Van said that there is no exact number but we should have a plan laid out for Cluster projects, with projected dates and costs. **ACTION** – Van will contact Mason & Mason to have study done by first ½ of year so that we can set a budget for next year.

Picnic – Fran said that a flyer was hand delivered to all of WPCA residents marking date of May 1st at 5:00 as picnic time on the K Block lawn. It was agreed that we would purchase hot dogs, burgers, rolls, chips, ice, soft drinks and paper goods (if needed). Cindy Foster has some plates, cups, etc. left over from last year's Cluster picnic and Fran will see what more needs to be bought. The food and paper goods will be purchased from Costco and the bill will be submitted to Van. We will also need grills – there are 3 possible ones on K Block, which Geoff will check on, ice chests – Fran will scope out chairs and tables which the picnic committee needs to gather, and tent canopies - Phil, Jon R. and Geoff said they might have these? It was suggested that John H. send out a follow-up e-mail with a request for RSVPs from Cluster residents. Phil Maisel suggested that we also include a map with the e-mail showing where residents live – especially for new comers. A temporary sign will be put up by the Van Gogh Bridge showing WPCA residents how to enter K Block's lawn. **ACTION** – Fran will send out an e-mail to Special Events Committee to work out picnic logistics. John H. will send out e-mail reminder with RSVP request and perhaps a Cluster resident map? Geoff will make sure grills are ready and also find out about canopies and any tables and chairs in K Block?

Cluster Clean Up – We need to find out if Genesis is going to do more mulching (price?). John L. sent an e-mail to Matt at Genesis inquiring about the price of more mulch (Genesis recommends doubling the current amount) and treatment of K Block lawn (Genesis has already done that). If the Cluster decides to mulch on clean-up day then we will have to determine amount, purchase bags and find a means of transport. We will also need lawn bags to pick up branches and leaves, plus trash bags to pick up debris. Van mentioned that the railings by B & C Blocks need painting – purchasing paint and brushes would be needed for that job. Action on this was deferred since the railings belong to RA. We talked about people on each side of the Lake taking charge of their area, plus an E Block and K Block person. Tom Kamstra will be in charge of E Block, which is mostly picking up trash in parking lot (John, Lori and John L. said they would help with that). It was also mentioned that E Block needs a security light positioned by the stairs to the Plaza on the side where the cat vet is and John H. said he would ask the new owner of the building, plus work with the Maintenance Committee on that. John H., Phil and Jeanne West (need to ask her) can help with providing tools and expertise on A, B and C Block (C Block needs to make a decision on what to plant in the open area on parking lot side). Victoria, Fran, Jon R. (?) can coordinate clean-up on H and K Blocks. Work needs to be done on the area by the Van Gogh Bridge. John H. and John L. will power wash the K Block dock on April 23rd but the boats need to be moved by the dock. John H will let the boat owners know about

this via e-mail. **ACTION** – Fran will send an e-mail to Victoria and Donna – landscape chairs – to let them about Board discussion of Cluster clean-up day. John H. will power wash K Block dock, and let boat owners know about moving boats.

Landscaping – Neither Landscaping Chair was present at the Board meeting, so the three people (Geoff, Fran and John L.) who did the walk through with Matt and Juan with Genesis, discussed what was covered by the inspection of the Cluster grounds. Fran sent out a report on the walk through to the Board and the Landscape Chairs. The Landscape chairs have not met with Genesis for almost two years and it was mentioned by John L. that we need to do a walk-through with the landscape company every Spring to determine what needs to be done in the coming year and to keep the Company on task. Due to work and other constraints, the Landscape Chairs have not been able to meet with the Landscaping Committee regularly and discuss the work that the Company is doing. A suggestion was made to have the Landscaping Committee meet and work out an arrangement to improve the communications with the current landscaping company. If the current Chairs do not have time for this, perhaps the Committee will have to reorganize itself. The Genesis three year Contract will be done in December of this year. We will have to get at least three bids for competing for our Cluster landscaping company. Geoff said he look at the RA website for the list of landscape companies. Van said that we need to have a professional arborist come out to survey the Cluster trees and give us an idea as to what care they need and cost estimate. Then we need to get two or three bids on the cost of tree trimming and care. There was a discussion about K Block and where Cluster land starts and residents' land ends – this was in reference to the tree, weeds and vines on canal side next to Jimmy's house. Still undetermined as to ownership. **ACTION** – Fran will send an e-mail to Victoria and Donna and ask when we can get the landscape committee together.

Capital Projects – Walls – John H. said that he submitted a nine year plan to RA and the Cluster for repairing/replacing all of the damaged Cluster walls (including tree removal, if needed). Year one is done and four walls were fixed. The huge project between A and B Blocks cost \$180,000. This year we will do a smaller project (alternating large and small projects yearly). He mentioned that E Block wall is scheduled for September, including the huge tree removal behind it. John L. suggested that this should be held off until LARCA finished their disruptive masonry work next to and in H Block parking lot. This has been under construction with start and stop work for over two years. There appeared to be agreement.

Standards Committee – Fence colors were discussed and Jon R. wanted to know what Cluster colors are acceptable. John H. said that he will post the colors on the website for fences and doors. The fence color on Geoff's fence is not on the list but has been grandfathered in. Also, John H. mentioned that round dowels are acceptable for fences and they cost a lot less than hexagonal ones. John H. said that he would get the Standards Committee together to discuss Cluster signage with an inventory of what is needed (Bunker, Donna and John H. were on that Committee). Jon R. and Gerald said that they would be willing to work on that?

Signage – John H. said that all of the Cluster signs need to be replaced. He would ask the Standards Committee to inventory signs and work with Michelle Schoening on design and color ideas. **ACTION** – Cluster standards for fences and doors will be put on website by John H. John H. will call a Standards Committee meeting to discuss Cluster sign replacement and he said that he is willing to advise the group but not work as a committee member – John L. agreed to do the same.

Website – John H. said that the credentials to our WPCA website are lost and we do not have the administrative password. John H. is going to work on this. Gerald G. suggested the possibility of hiring a company to manage the website. John H. agreed that this would be good but that our money is tied up in walls. John R. mentioned that since we are a Historic District perhaps we could get a grant? John L. noted that Lake Anne did receive a Federal Grant many years ago when Martha Penino was the Supervisor. Geoff suggested that we approach the American Institute of Architects for a grant writer or talk to Congressman Gerry Connelly. John H. said that he has read all of the Cluster documents but no has tried before and Tom K. said that it would be extremely unlikely to get one. We would need a vision. John L. said that perhaps we could ask a company like Google, which is Reston based, to get a grant writer? Van noted that responses to MailChimp emails go to web@washingtonplazacluster.com, but no one was sure who gets these. **ACTION** – John H. will find out how to use Cluster Website and start posting.

New Business – John H. said that Mike Pritchard is looking for a replacement for his position on the Board. His term is up in January. Jon Romeyn said that he might be interested.

Geoff adjourned the meeting at 8:55. The next meeting is scheduled for May 12th at 7:00 at the RAGS location.

CLUSTER ACTIONS TO BE IMPLEMENTED

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| John H. – | Meet with Standards Committee on Signage (inventory, cost & design)
Replace cap on Chimney House wall
Meet with Bright Star Construction to resolve A Block lawn issue
Send out e-mail reminder with RSVP note for Cluster picnic
Find out how to use WPCA website and put up Cluster standards, Board minutes, picnic info, etc.
Power wash H Block dock after notifying boat owners about moving boats
Inquire about E Block security light |
| Van - | Send out e-mails about delinquent dues payers
Send out e-mail about monthly payment option |

Move on contacting Mason and Mason for Reserve Study

Geoff -

Notify LARCA about opening up HH valve when RELAC is turned on

Check on grills, chairs, tables and canopies in K Block for picnic

Look at RA Website for list of landscaping companies for next year's bids

Walk through A Block lawn with Bright Construction to make sure debris is cleaned up

Fran -

E-mail special events committee about picnic

Inventory paper goods with Cindy Foster

Buy picnic food at Costco with picnic committee members

Find more chairs and tables for picnic and put up temp sign by Van Gogh Bridge for picnic

E-mail Victoria and Donna re: landscaping and Cluster clean-up

John L. -

Notify Board of Genesis response to inquiry about mulching, pachysandra treatment on B Block and K Block tree and overrun area on canal side lawn

Help with Standards Committee

Power wash K Block dock with John H.