

Birchfield Woods Cluster Association
Board Meeting Minutes
September 17, 2003

The following individuals attended the meeting:

James Juran, President
Victor Tchiprout, Vice President
Mary Tchiprout, Secretary
Keary Buhler, Board Member
Dick Fagan, Board Member
Lee DeLong, Improvements Committee
Julie DeLong, Walkabout Committee
Patrick Barker, Resident

The meeting was called to order at 7:30pm

Design review Board application for screened porch

- Screened in porch design accepted, however the lower screened in-porch was not in the BWCA design standards. A request was made for the BWCA porch design guidelines to include a lower screened in porch. Board members agreed to make changes to design guidelines.
- A paragraph of suggested draft language to the design guidelines will be drafted and represented to the Board.

The draft minutes from the previous meeting were accepted.

Finance Review

- Review of existing financial allocations and expenditures

Discussion of Bradford Pear tree damage + future action

- Two trees were cut down at the request of the owner of #1627.
- Review of Blade Runners work on trees so far- 3 trees have fallen down and two have been taken down. Of the 9-10 Bradford pear trees 6 have been deemed to be a possible hazard and could fall. The other 3 do not need to be taken down.
- The cost is \$350 to take down tree, \$125 to remove the stump, and \$150 to replace the tree. Estimated to cost \$3,900 to replace 6 trees. It has been estimated that it would cost \$1,875 to replace the 3 immediate trees only. Pruning of the trees has not been recommended.
- Board decided that tree by cluster entrance will be trimmed. Residents near unit 1547 will receive questionnaire regarding their opinions on removing that tree in their area. 2 other trees will be cut down immediately. 5 trees will be replanted. To cut down 2 trees and replant 5 will cost \$1,750. \$500 was authorized for pruning of the tree by the entrance. Money will be allocated from the tree reserve.
- James will submit application to Reston Association for trees that are to be cut down.

Approval of Contracts

Sidewalks

- Almo was chosen as the company to do the sidewalk repairs. Lee spoke with other homeowners associations that they have done work with previously. Almo gave an estimate of \$4,724.00. They were asked to include sealant in their proposal.
- Discussed possibly revising proposal to include dip in the sidewalk that floods when it rains.
- The Board authorized \$1,000 in additional concrete work. Money will be allocated from the walk and lighting fund.
- Work will be completed by November 1st. It is expected to take 2-4 days to complete.

Retaining Wall

- Lee spoke with low bid, Terra Engineering Services. He will be coming out to test and examine the wall. Home owners will be made aware of his services and given the opportunity to ask questions and give comments through Board members.

Painting of Light Poles

- Poles need to be repainted and sanded where rust has formed. A handyman will be contacted to do the painting and electrical work.

Delinquent Assessments

- A check was received from one of the delinquent homeowners. Other delinquent homeowners will receive a letter from attorney.

Walkabout Update

- The 8 units with possible RA Oversight were reviewed. 6 of the 8 units will be sent as RA Oversight.

Social

- A Halloween community social was discussed. A social event will be held on Saturday, October 25th in the afternoon. The previous coordinator of last year's social event will be contacted for information on how the event was run.

Next Meeting

- Meetings will be moved to Tuesdays for the next few months.
- Next Meeting- Tuesday, October 21st at 7:30pm. It will be held at Julie Schoenman's house #1621.