

## Cluster Meeting Minutes 1-10-2023

Present at the December board meeting: Brian Atkinson, Jon Rojas, Anne Baghdanov, Martin Dapot, Sara Theile Reid, Jason Askew, Jane LeGros, Keith London, Michael Biesecker, and Dilant Patel.

- Call meeting to order at 7:32 PM.
- Membership Forum:
  - The Bylaw committee will be rescheduled. The new date will be sent out to the committee.
  - No unauthorized signs are allowed in the cluster common areas.
- Motion to Approve December minutes as is at 7:51 PM.
- Landscape Committee:
  - An invoice was sent to TWC requesting funds for the removal of the pine tree.
  - The landscape committee will send a wish list for the rest of the fiscal year to present during the February meeting.
  - Jane will reach out to TWC for a list of new arborists.
  - Motion to approve landscape report as is at 8:03 PM.
- Budget and Finance Report:
  - Keep an eye on trash coverage finances throughout the year for next fiscal year's financial planning.
  - Motion to approve budget and finance report as is at 8:14 PM.
- Old Business:
  - EV document discussion:
    - Made a few minor changes to the cluster EV standards document.
    - Will resend the document to the cluster lawyer for final approval.
  - Cardinal Contract:
    - Discussed drainage cleanup behind 1516 Park Glen and will add it to the contract.
    - The Landscape committee is asking to approve the Cardinal Landscape contract running January 1 through December 31, 2023, for a total of \$35,798.
      - Motion passed to approve \$35,798 for the Cardinal Landscape contract at 9:17 PM.
  - Treasure Sara Theile Reid is asking to move cluster reserves from Truist Bank to Capital Bank money market fund that totals up to \$203,000.
    - Motion passed to approve up to \$203,000 to move reserve funds from Truist to Capital Bank money market fund at 9:36 PM.
- New Business:
  - Parking lot painting and stripping. Parking spot lines are not evenly sized between spots.
    - Reach out to TWC about Dominion line problems.
    - Park Glen bump is getting bigger and water is leaking out.
  - Snow contract- a cluster board member will be put on the contract.
- Upcoming events.
  - Landscaping Committee Meeting January 18<sup>th</sup> at 7:30 PM.
  - February 15 Board of directors meeting at 7:30 PM on Zoom.
- Motion to adjourn at 9:55 PM.