

## Canterbury Woods Civic Association Meeting Minutes

Date: January 7, 2013

Location: Braddock Hall

Board Members Present: Liz d'Alelio, Susan DiMaina, Andy Kokkinis, Kathy Anderson

Topic: Meeting with Committee Heads

1. Meeting started at 7:38 p.m.
2. Liz started by introducing the CWCA board members and thanking the committee heads (CHs) for attending. She stated that the purpose of the meeting was for the board members to learn what the CHs do, discover if the CHs need any help or resources with their responsibilities, and to hear whatever input/suggestions the CHs may have for the upcoming year.
3. Tom Reinkober discussed his two committees.
  - a. The Adopt-a-Highway
    - i. CWCA is responsible for picking up trash on the north side of Braddock Road between Wakefield Chapel Road and Stone Haven Drive.
    - ii. Takes place 4 times per year.
    - iii. Usually 14-17 people show up. Typical volunteers include CW residents, Boy Scouts, Annandale High School students for community service. Younger volunteers are welcome for trail trash pickup (not Braddock Rd) if they have parental supervision.
  - b. Entrance/Marker Maintenance
    - i. CWCA is responsible for maintaining the grounds surrounding the markers on Wakefield Chapel Rd and Southampton Dr
    - ii. Marker maintenance takes place 2 times per year.
    - iii. Usually 14-16 people show up. Most of the equipment, such as backpack leaf blowers, is readily available.
    - iv. Tom reported that he and Paul Wenner installed blue flagstone on the markers, improving their looks by quite a bit.
    - v. CWCA also pays to have the grass mowed in the median on Woodland Way across from Holy Spirit church. A CWCA resident provides this service. He mows only when needed, saving CWCA money over professional services that want a weekly commitment throughout the mowing seasons.
4. Susan DiMaina – Dues database
  - a. She maintains a list of all paid CWCA members.
5. Kerry Hartley – Block Captain
  - a. Coordinates the block captains.
  - b. Susan has put together a draft of a document to distribute to the block captains outlining their responsibilities.
6. Paul and Laurie Coughlin – Fall Picnic

- a. Laurie has coordinated this in the past, especially procuring the food through a catering business. However, she will not be able to be the primary person for organizing it (Inger Maslin and Liz Brocato organized it this past year) since the picnic is usually on a Sunday and her children's sports activities preclude her presence at the picnic on Sundays. Someone else may have to take this position over.
  - b. Mihee Courey mentioned that Chinese families have a difficult time attending the picnic since their children generally go to Chinese school on Sunday afternoons. There was a light mention of moving the picnic from Sunday, in which case Laurie could stay on as the coordinator. **Action Item:** the board will need to decide on which day to host the picnic so that a CH can be definitely established.
7. Teryl Pomeroy – Holiday Party
- a. She coordinates with Red Fox Forest Civic Association to host the annual holiday party in December. She plans to continue in this role.
8. Cassandra Smith – Neighborhood Watch (NW) and Community Emergency Response Team (CERT)
- a. She describes what these programs do. In particular, CERT only takes action when there is an extreme emergency situation that occupies first responders (fire/EMS) so that neighborhoods need to take on some of these responsibilities.
  - b. She has communicated with the award winning Camelot and Reston CERTs to see what she can learn from them to apply to the CWCA CERT.
  - c. She advised that NW would probably ramp up slowly. Tom Reinkober mentioned that since CW does not have much crime that she may have difficulty summoning regular volunteers to walk on patrol. He suggested starting with the residents who do walk a lot already and inquire if they would be willing to be a little more diligent/alert and to wear the orange NW hat while on their walks.
  - d. Tom mentioned that some CW residents attended CERT training back in 2002-2003. Cassandra should reach out to them for advice.
  - e. Cassandra has been in contact with the West Springfield police station regarding providing NW and CERT training to CW residents. **Action Item:** She will find out the minimum number of participants and the time commitment.
  - f. Cassandra expressed an interest in posting NW and CERT information on the CWCA website.
  - g. Liz Brocato indicated she has the contact information for Red Fox Forest NW. Liz Brocato also mentioned that we should spread word of the NW and CERT through the website, community email, etc. to bring more awareness to them.
9. Paul Wenner – Architectural Control Committee (ACC)
- a. Paul explained that the covenants are documented but that since we are not a homeowners association, we have no power to enforce the rules.
  - b. The ACC can provide guidance on what falls within the acceptable guidelines and to be flexible to accommodate items that may not exactly meet the rules. The ACC will try to dissuade residents when their plans may egregiously violate the rules.
  - c. There is currently very little inquiry from residents to the ACC, probably about only one per year.

- d. **Action Item:** Paul will write up a short “Did You Know...” on a couple ACC rules for inclusion in the next newsletter.
10. There was a sidebar discussion on publishing in the newsletter the fact that residents can purchase water line insurance from Dominion VA Power. It seems that there has been a rash of water pipe breakages in the neighborhood lately.
11. There was a sidebar discussion on the removal of the foot bridge leading to the pool. This bridge has been moved to a shorter crossing in LRCA. While our bridge is technically supposed to be replaced by the end of 2013, Liz Brocato was told that it is hoped to be replaced this spring, ideally before the pool opens on Memorial Day.
12. Liz Brocato – Directory
  - a. Liz can continue in this role.
  - b. The last time she asked the Block Captains to help verify the directory.
  - c. Tomr Reinkober will assist Susan DiMaina in selling ads in the directory. Tom is confident that the directory could bring in \$5000 in ad revenue.
  - d. Kassandra Smith brought up the idea of pairing with the CWES PTA when they solicit business for the Cougar discount card.
  - e. The topic of moving the directory publication to the fall was brought up as a carryover conversation from the November 14, 2012 meeting. Tom Reinkober pointed out that moving the publication to later in the year would delay the revenue from the ads. Also, separating the delivery of the directory from the dues form (usually delivered together) may remove perceived value of CWCA membership, possibly jeopardizing dues revenue. **Action Item:** the board will consider the timeframe for soliciting dues and delivering the directory.
13. Susan DiMaina – Webmaster
  - a. Everyone loves the web site!
  - b. She expressed a need for a tech savvy person to assist her, since her tech savvy teenage resource will be going away to college this fall.
14. Language Liaisons
  - a. Mihee Oh Corey
    - i. Speaks Korean and Spanish
    - ii. She mentioned that Fairfax County will provide free translation of written materials into foreign languages. This may be helpful for newsletters, dues forms, and the web site.
    - iii. **Action Item:** Kerry Hartley will find out from her block captains if anyone in CW is in need of having our communications translated.
  - b. Allie Blumstein
    - i. Speaks Chinese
  - c. Karen Pham (not present)
    - i. Speaks Vietnamese.
15. Susan DiMaina announced that the web site does give information that we will post jobs for hire. Contact information will be in whatever form (email, phone number, etc.) the resident wishes. Parent decide the best contact information for their children.

16. Mihee asked how event information is distributed/communicated. She mentioned that some of her friends did not know that certain events were taking place. Methods of communication include
- a. Community e-mail
  - b. Newsletter mailings
  - c. Postcard mailings
  - d. The CWCA web site
  - e. Signs posted on the main neighborhood streets.
17. Meeting adjourned at 8:48 p.m.

Submitted by Andy Kokkinis

January 7, 2013.