

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
April 10, 2018

<http://www.wainwrightcluster.weebly.com/>

Attendees: Heather Robertson, Damien DeAntonio, Erick Osman, Mark Waddell, Michael Wood, Ryan Gordon, John Foley and Rebecka Manglanathan.

Meeting convened at 7:38 pm at Mark Waddell's house, 1725.

A motion was made to approve the March meeting notes, which was seconded and approved.

**Financial Director's Report:**

- Checking (Reconciled as of March 31): \$36,953.62
- CD: \$16,395
- Arrears \$1,975
- Uncleared checks: \$

Washington First Bank, where the cluster had their account, was bought by Sandy Spring Bank.

Heather proposed that the cluster adopt an official record retention policy. A motion was made to pass a record retention policy of 10 years, which was seconded and approved.

**Old Business**

- **Landscaping Projects** The board reviewed the landscaping plan that Meridian Landscaping sent to Damien. The board was very pleased with what was presented, but they would like to follow up to confirm that the chosen plants are appropriate to the soil and light for each bed, as well as how often they need to be watered. To implement the 3 entrance signs would be \$5292. Since this is under the amount budgeted in the 2018 budget the board felt it is a good investment. A motion was made to approve the up to \$5300 for landscaping the entrance signs, which was seconded and approved.
- **Upper Cluster Drainage** The board would like to begin investigating what can be done to increase the drainage in the upper cluster to eliminate the pooling water. John will try to get a picture the next time it rains to document what the problem looks like and how long it takes to drain. A motion was made to approve up to \$200 for the costs of rocks and sod used in the repair, which was seconded and approved.
- **Updated House Numbers** The new house numbers have been approved by Reston DRB. The total to do all the houses at \$23 each would be approximately \$1250. A motion was made to approve up to \$1250 to purchase new house numbers, which was seconded and approved.

- **Group House Noise** No new updates
- **Concrete Work** The concrete repair and drainage fix next to are both complete and look good.
- **Cluster Clean-up** Scheduled for Saturday April 21. Jobs that are needed: curb painting, parking line painting, trash pick-up along the road left from the storm, small tree removal from behind Michael's house, maybe wildflower planting behind Kat's house. Becka will send flyers a week in advance. Heather will pick up landscape bags to pick up debris, white paint and rollers. Cluster captains are: John, Heather and Damien. A motion was made to approve up to \$250 for cluster clean up supplies, which was seconded and approved.
- **Cluster Taxes** 2015 has been redone, 2016 will be submitted as an amended return, and 2017 is complete. All will be filed this week. We have been filing a 990 easy for the past 10 years. But form 1120-H is usually filed for home owners associations. It is not clear which form is the appropriate form. The board will be looking into our official status and which form should be filed.
- **Electrical Repairs** No updates
- **Cluster side and door colors** No updates

### New Business

- **Disclosure Review Form** We used to give all documents in a notebook at closing, but now that everything is on-line, new homeowners will now receive a one pager with a summary and where to reference cluster docs on-line. Heather has drafted an agreement, board members can give specific feedback so she can update.
- **Insurance review** The recent storm claims brought to the board's attention that our coverage may need to be adjusted. The board will review at a later meeting.
- **Quickbook fees** Monthly quickbook fees have been charged directly to Eric Kemp for the last year and the cluster has not yet reimbursed. The fee was \$35/month. Heather has switched the billing to her name and will attempt to negotiate a lower rate.

### Mail

- None

### Open Forum

- No items

### Closed Session

The April monthly meeting will happen May 8th outside in the courtyard of the middle cluster.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:54 pm.

Any questions may be sent to President Mark Waddell at [markw83@verizon.net](mailto:markw83@verizon.net)

Respectfully submitted,  
Rebecka Manglanathan