

Wainwright Cluster Association
Board of Directors Meeting Minutes
April 12, 2016

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Damien Deantonio, Erick Osman, Kat Waters, Erin Russell, Tom Kamstra, Eric Kemp

Meeting convened at 7:36pm at Erin Russell's house, 1715

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

Financial Director's Report:

- Checking: \$41,270
- CD: \$16,193
- Arrears: There are about 8 residents who are in arrears for a total of \$2505.

Old Business

1. **Update on Lights.** We need to follow up on the last light shield. We are in the process of making final payments.
2. **Group House drainage.** Mark will follow up with the new contact at the Reston Association.
3. **Cluster Standards.** Robert Chambliss , with RA, will put our standards on a thumb drive.
4. **Spring Cleanup.** May 14th. We don't have any needed supplies. Mark will be lower cluster captain, Eric or Heather will be available in the middle cluster, and we need to find out if Erick is available in the upper cluster. Heather to send out flyers 2 weeks before.
5. **Cardinal Lawn Grass Project.** They completed the soil and seeding yesterday. So far so good. The middle cluster is now staked off to protect it from dogs and kids.
6. **LePage Complaint.** RA responded (dated April 1st), and confirmed that we are in violation of maintenance standards. Faded, weathered, discolored, and peeling paint on the carports and carport fascia. Hearing will be on April 20th at 6:30, and RA may give us a date by which we need to repair it by. Damien and Eric K should be able to attend on our behalf and argue for leniency on a repair date, and to get clarification about which carports have which problems. Heather will give Damien a list of estimates we received for fascia board repairs, that they can use at the RA meeting to show we've been trying and we need more time.
7. **Add vinyl window to cluster standards.** Robert gave information about this to Mark about how to get started on that.

New Business

1. **Homes for sale-** 1715 and 1771 are currently for sale, and 1727 is likely going on the market. 1771 is already pending a contract.
2. **2016 Projects.**
 - a. **Concrete repairs.** Damien did a walk around to assess the damage and create a list that we can use for quotes. Damien also prepared a list of potential vendors. Heather will prepare an RFQ.
 - b. **Drainage behind lower cluster houses.** Damien will contact Cardinal about that location and the upper cluster drainage problem.
 - c. **Ivy removal.** Mark will inquire about removal methods and applications.
 - d. **Tree work.** Behind Tom's house there are several falling trees.
3. **1727 car still in carport.** Mark keeps reminding Arnu.

Mail

1. Ken Mooney would like to mulch the private area next to his house. The Board approved.
2. Mark was added to the RA "President Email line".
3. Damien will respond to an inquiry via the website about fence guidelines. Damien will advise them to check with RA, as they will definitely need to seek approval.
4. Pathway Homes also requested their quarterly invoice.

Open Forum

1. Heather and Wendy in the middle cluster will be installing a small children's tree-house looking playset behind their houses, closer to Heather's house to avoid any noise inconvenience to other neighbors. Board had no objections.
2. Heather submitted receipts for \$47 for stakes and green flagging tape. Motion was made to approve, seconded and approved.
3. The Board is seeking up to 3 new Board Member positions, starting in the next few months – one as late as September as some owners are moving out.

Closed Session

The May monthly meeting will happen May 10th at Mark's house at 1725.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:33pm.

Any questions may be sent to President Mark Waddell at markw83@verizon.net

Respectfully submitted,
Heather Robertson