

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
December 8, 2015

[www.wainwrightcluster.weebly.com](http://www.wainwrightcluster.weebly.com)

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

Meeting convened at 7:34pm at Dick Benjamin's house, 1765.

A motion was made to approve the November annual meeting notes, which was seconded and approved, with a note that overall the 2015 resulted in an estimated \$16,000 deficit because we collected fewer annual revenues/dues than what we expended, and we used our reserves – but this was planned and anticipated.

**Financial Director's Report:**

- Checking: \$39,669
- CD: \$16,153
- Arrears: \$3,900 in arrears.

**Old Business**

**1. Update on Lights**

3 light shields have been ordered (\$68 each) and will be delivered soon (don't know the exact delivery date yet), they were unfortunately bundled with another order. The new light for the upper cluster is expected to be delivered by mid January and we will wait to schedule Outdoor Illumination until we receive and inspect the delivery. Heather wrote to Outdoor Illumination seeking clarification on the bill for the repairs – but we have not heard back with answers. Heather will follow up again.

**2. New Package for Sales.** On hold.

**3. Drainage near Group Home** –Mark will call Brent.

4. RA/Lower Tree – Mark has scheduled a time for Reston Association arborist to come and discuss the tree.

5. **Finalize 2016 Budget** –The Board reviewed the 2016 projected budget based on the decisions we discussed at the last meeting, including adjusting amounts based on forecasts and clarifying names of budget categories. Additional changes made in this meeting included moving the anticipated costs for the final light to the 2016 budget by \$2500, and carrying forward changes we made to the 2016 budget out to the other years which follow, to provide consistency for future budget estimates. The total estimated budget for 2016 is \$51,309, which was motioned for approval, seconded and approved.

## **New Business**

1. **Tree Work.** The board approved by email an additional amount of \$1575, for a total tree work is \$3825. This was officially motioned, seconded and approved.
2. **February 9, 2016.** The annual meeting will be held at the Lake Anne Community Center, starting at 7pm, in the Rose Room. Budgets for expenses will be discussed and approved next month.

## **Mail**

1. The trash collection notice of a 3% increase in January 2016.

## **Open Forum**

1. Ellie shared a concern about updating our contact list to ensure we have a way to stay in touch with neighbors in the event of emergencies, cluster news, etc. In January we will contact all the residents/owners to update their contact details and whether they want to receive information.
2. Heather shared a way to help make your voice heard in Richmond and in Fairfax County about the budget crisis for the Public Schools – she distributed a flier for a quick and easy way to write an online letter to the Board of Supervisors and the Commonwealth.

## **Closed Session**

The January monthly meeting will happen January 12th at Mark's house at 1725.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:35pm.

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

Respectfully submitted,  
Heather Robertson