

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
December 6, 2016

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

Attendees: Mark Waddell, Heather Robertson, Damien Deantonio, Erick Osman, Tom Kamstra, and Eric Kemp.

Meeting convened at 7:42pm at Heather Robertson's house, 1741.

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

**Financial Director's Report:**

- Checking: \$28,305
- CD: \$16,269
- Arrears \$2805, but should be below \$2000 in the next two weeks.

**Old Business**

1. **Tree Work.** 2 trees have been removed, and the holy tree behind 1745 has been trimmed. There are several trees that are still due to be trimmed, as well as stumping. So far, so good.
2. **Light issue Middle Cluster.** Signboard light is out in the middle cluster, Heather reminded to contact Outdoor Illumination. We received the invoice for the repairs in the upper cluster for \$1725.35. All the lights in the upper cluster in the parking lot went dark. The Board plans to contest the bill - at least ask why/what it took so long to determine the fault. We are unaware of what solution they implemented and if there is a guarantee on the repairs they did. Heather to follow up.
3. **2017 Cluster Budget approval.** Eric presented the YTD operating budget through December 5, 2016. As expected, we are OVER our planned budget for this year, mostly due to the unexpected \$25,000 for carport repairs, as well as unplanned drainage work in the upper cluster. All other expenditures are reasonably within the budget estimate.

Eric then presented all of our income sources for the year and our current balances. We estimate that by the end of the year, we will have spent approximately \$13,000 more than budgeted. The board all agreed that we will not plan any major capital improvements in 2017 to give us a bit more time to recover from this year's unexpected large expenditures, and delay the concrete repairs and asphalt repairs scheduled in 2017 until 2018 or beyond.

The board worked through revisions to the draft 2017 budget with a goal of saving money next year – fewer expenditures than income. The Board

reviewed a proposed 2017 budget that included minimal capital expenditures (including \$5,000 for landscaping and \$2500 for concrete repairs), but consistent cluster maintenance costs. The board reviewed the budget for a total of \$46,791 in expenses, and \$50,400 in income, leaving us a contribution to reserves (building it back up) by approximately \$3,000.

The board considered whether raising quarterly dues next year, but the Board opted to delay that decision for another year at least, preferring to be more prudent in expense decisions next year, and be disciplined about assessing non-participation fees for cluster clean-up.

The board motioned to pass the proposed budget, which was seconded and approved.

### **New Business**

1. **2017 Annual Meeting** . The board proposed to have the annual meeting on February 7<sup>th</sup>. Tom will make the reservation for the Rose Gallery at the Reston Community Center.
2. **Snow Contract**. The snow contract was sent to the wrong house, so there was a delay in signing it. There is a possibility that the current service provider will retire his services entirely next year, and we should contact Governor's Square and Colson Cluster to negotiate a group rate/ service for all 3 clusters for next year if need.
3. **Fascia Board**. Eric K. will follow up with Blue Door Painters about concerns in lower cluster about movement in the joints of the fascia board, and then inspect middle and upper cluster joints too.

### **Mail**

1. Damien received 2 emails via the website – one inquiring about the known middle cluster sign board light that is out, and one from Kathy Hudgins about disaster recovery training/community funding pool informational sessions.

The January monthly meeting will happen January 10<sup>th</sup> at Erick Osman's house at 1773.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 9:23pm.

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

Respectfully submitted,  
Heather Robertson