

Wainwright Cluster Association
Board of Directors Meeting Minutes
Dec 12, 2017

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

Attendees: Heather Robertson, Damien DeAntonio, Mark Waddell, Michael Wood, Carol Ann Marquez, Ryan Gordon, and Rebecka Manglanathan.

Meeting convened at 7:34 pm at Damien DeAntonio's house, 1707.

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

Financial Director's Report:

- Checking: \$38,716.38
- CD: \$16,383.640
- Arrears \$4,155
- Uncleared checks: \$188

Heather has gone through the box of financials from Eric/Dick. Includes budgets back 50 years. Taxes will need to be filed for 2016 and 2017. Heather will contact Dick and Ruth about documents needed for filing. Heather is still reconciling 2017 up through September. Since Heather took over the books in October, Damien will reconcile October 2017 and beyond.

Old Business

- **Concrete Work**, Michael has a walk through with Angel tomorrow to look over the work they did. The work in the lower and upper cluster looks good, but there are some appearance issues with the work in the middle cluster that need to be discussed.
- **Fall Cluster Cleanup Report** A list of non-participants were billed by Heather for the \$75 non-participation fee – the fees total to \$750. Ryan is being reimbursed for \$258.88. A motion was made to approve the catering cost, which was seconded and approved.
- **Nancy Kamstra** Mark commended Heather for organizing the neighbors to provide food for the family while they stayed in the house and settled matters. Tom is back in the house with his daughter. The funeral will be at St. Anne's on Sat Dec 16th. The board would like to provide flowers for the service or a donation in honor of Nancy. Heather will check with Anne. The board approved a budget up to \$150.
- **Tree Removal** Damien needs to respond to an email about the tree behind 1741. Also a tree in front 1769 that need to be trimmed.
- **How to update and upgrade prices of community** Michael has started working on a design for a sign on the path as historical marker, similar to Hickory cluster's sign. The concept will be presented at the annual

meeting. This will need to be presented to Reston DRB. Nancy Kamstra had agreed to be the historian for the cluster, so their may be historical documents in their house. Heather will check with the family to see what they may have come across. The board would like to place it at the bottom of the hill where walkers have a good view of lower cluster and up the hill, or by path to the middle cluster. Carol Ann offered to connect Michael with the architect who designed Wainwright cluster.

- **Side color and door color** No action but keep discussing.
- **House numbers** Erick got an estimate for new house numbers - \$22.95 per house – the board would like to ask for a sample – since house numbers are documented in the clusters standards any change will need to be approved by Reston DRB – Erick will also ask for sample color chips – there will be a vote at the annual meeting to decide on new format and new color - installation will also be discussed at the annual meeting in February.
- **Landscaping** Wendy and Damien met with a landscape architect to discuss the entrance signs and developing a multi-year plan. The board is waiting to receive a plan.
- **Landscaping Venders** Contract with Cardinal will increase by \$295 for 2018. Damien contacted 8 new companies and received 4 responses. He scheduled walk throughs with Sunrise, Bladerunner and Shenandoah. Shenandoah's proposal was more than Cardinal and didn't include all of the work that is needed. Sunrise was the most expensive. Bladerunner came in at a similar rate as Cardinal, but with slightly fewer services. Overall Cardinal is cost competitive and has provided good service so the board decided to stay with them. Damien showed the board the current contract for Cardinal which is \$13,948 for the year. A motion was made to approve the landscape contract, which was seconded and approved.

New Business

- **2018 Budget** Heather will reach out to Eric Kemp for the 2017 budget and update for 2018.
- **Snow removal contract** Heather found the 2017-2018 contract in the financial box but no retainer check was sent. The retainer is \$500. A motion was made to approve the retainer, which was seconded and approved.
- **Group House Noise** Erick contacted Pathway homes but did not receive much help. Mark will with check with Ruth and Erick to determine next steps.
- **Trash service** Trash removal price is increasing by 3%.
- **Houses with overgrown landscaping** Should the cluster send notices asking for residents to fix notable issues? We could offer to help during spring clean-up. Damien will send a draft email to Becka to review and edit.
- **Cluster Handbook** The board would like to stop printing handbooks and send electronic versions and/or direct residents to the website. We will

- need to add a separate acknowledgement form to closing to confirm that new residents have received handbook information to be signed.
- **Treasurer Reimbursement** Heather spent \$60.92 to upgrade the financial storage system. A motion was made to approve her reimbursement, which was seconded and approved.

Mail

- Bladerunner
- Delux check printing
- Old Dominion Settlements

Open Forum

- No items

Closed Session

The January monthly meeting will happen January 9th at Becka's house, 1761.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 9:18 pm.

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

Respectfully submitted,
Rebecka Manglanathan