

Wainwright Cluster Association
Board of Directors Meeting Minutes
50th Annual Meeting

February 9, 2016

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Dick Benjamin, Damien Deantonio, Erick Osman, Eric Kemp, Erin and Ben Russell, Tom and Nancy Kamstra, David Oakes, James Case, Ellie Fusaro, Brittney Kuzmick, Michael Wood.

Meeting convened at 7:33pm at Rose Gallery at Lake Anne Community Center.

Introductions were made after the Refreshments of all the attendees. 17 people attended, representing 15 houses.

State of the Cluster

Last year at this time, we postponed our annual meeting because of snow, which almost happened again this year.

There were 3 houses sold in 2015. We also had 2 deaths – a former president Sandy Grady (former Board President) and Laura's daughter, who was tragically killed.

Our biggest project this last year was the exterior light installation project – we consider multiple locations, different light types, and efficiencies. This was a major capital improvement project and seems to have made most residents who had lights next to their windows very happy. Another light will be installed in the upper cluster and light shields will be installed in designated locations. In the middle cluster 2 repairs were made for drainage and sidewalks. The snow wasn't too bad so far this year. Several trees were felled and Reston Association removed one large tree that was going to cause problems and we saved \$3000 in potential costs if Wainwright had to do it ourselves.

A traffic calming study was conducted and concluded that the typical speeds were within limits. After several incidents of cars being broken into – we contacted the police who encourage all residents to report these problems, regardless of whether you left the door unlocked or not.

Dick Benjamin and Ruth Ruttenberg are retiring their positions as Treasurer, and a gift was given to celebrate their efforts. We appreciate their many years of service.

Financial Report

The major expense (about half) was the light installation project, and it came in \$5000 under budget. The total expense for 2015 were \$67,356, which was about

\$14,188 under budget. We ran an expected deficit of \$17,856. Our current assets at the end of the year was \$55,265 - which can be considered the reserves, which is sufficient to cover the following years budgeted expenses. In summary the Cluster is in good healthy financial condition. Ellie complimented the Board that they ensured there was no special assessment to finance these major capital investments.

For 2016 the approved budget includes significant concrete repairs, and much of the same maintenance costs as 2015. There are still some budgeted costs for new lights (one last one) for \$2,500. The electricity costs remain the same, because - we have four times the amount of lights.

Elections

Three current Board Members are up for reelection – Damien Deantonio, Erin Russell, and Mark Waddell. Additionally Katherine Waters was elected tentatively as the new Treasurer. Owners were asked if anyone would like to join the board, no one volunteered. A motion was made to elect these 4 officers, which was seconded and approved.

Landscaping Updates

The Board approved more maintenance work to be contracted – including mulching, weeding and pruning. The Board believes that this has been very successful strategy. We pay them about \$3000 a year for professional quality work, and we were spending \$800 a year on mulch alone – doing all the labor through our non-professional volunteers. We will continue with this in 2016.

For 2016 our major plans will include grass repair in many spots (Cardinal will give us a quote), and hire a landscape architect who can give use a phased-landscaping planting plan.

If anyone has any suggestions, please send Damien an email.

One owner suggested the landscaping problem in front of 1729, as well as the increasingly problematic water/drainage problem behind the houses. Soil and Water Conservation Association may be able to help give advice to the Board – suggested by Ellie.

Damien let everyone know about a new neighborhood tool – NextDoor.com, which is a way everyone in the community can stay in touch with each other – notices, emergencies, road closures, etc. It is also being used by Reston Police. Residents are encouraged to sign up.

Future Projects

1. Grass repairs
2. Fascia board repairs on the carports
3. Drainage (Carport for 1771, in front of 1769, and behind the lower cluster houses)
4. Concrete repairs

Long Term projects – carport roof and painting repairs and asphalt repairs.

Open Session – Q&A

A suggestion was made to install one of the historic signboards (like in History Cluster) for Wainwright.

Closed Session – Board Meeting

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:38pm.

Next meeting will be at Heather's house at 1741.

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

Respectfully submitted,
Heather Robertson

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1	-					2/11/16 15:16
2						
3	VII. Financial Statement and Budget					
4	Page 1 of 4 (January 2016)					
5						
6						
7	OPERATING BUDGET, JAN. 1 THROUGH DEC. 31, 2015					
8						
9	Fixed Expenses		2015 Budget	Funds Used	Balance	
10	Insurance		\$ 1,428	\$ 1,467.00	\$ (39.00)	
11	Trash		10,167	9,444.96	722.04	
12	Grounds		12,000	9,973.00	2,027.00	
13	State Registration Fee & Annual Rpt		<u>50</u>	<u>25.00</u>	<u>25.00</u>	
14	Total Fixed Expenses		\$ 23,645	\$ 20,909.96	\$ 2,735.04	
15						
16	General and Administrative					
17	Legal Costs & CPA		\$ 500	\$ -	\$ 500.00	
18	Stationery, Postage & Misc		500	537.90	(37.90)	
19	Tributes & Sympathy Flowers		<u>200</u>	<u>-</u>	<u>200.00</u>	
20	Total General & Administrative		\$ 1,200	\$ 537.90	\$ 662.10	
21						
22	Cluster Maintenance					
23	Trees		\$ 5,000	\$ 3,900.00	\$ 1,100.00	
24	Snow Removal		3,000	4,085.80	(1,085.80)	
25	Light Fixtures and Electric		40,000	34,487.09	5,512.91	
26	Cluster Cleanup		2,000	284.74	1,715.26	
27	Carports (Termite Control)		<u>200</u>	<u>-</u>	<u>200.00</u>	
28	Total Cluster Maintenance		\$ 50,200	\$ 42,757.63	\$ 7,442.37	
29						
30	Capital Expenses					
31	Asphalt Repairs		\$ -	\$ -	\$ -	
32	Landscaping		5,000	3,151.47	1,848.53	
33	Carports Repairs & Painting		500	-	500.00	
34	Concrete Repairs		<u>1,000</u>	<u>-</u>	<u>1,000.00</u>	
35	Total Capital Expenses		6,500	3,151.47	3,348.53	
36						
37						
38	Total Expenses		\$ 81,545.00	\$ 67,356.96	\$ 14,188.04	
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42	VII. Financial Statement and Budget					
43	Page 2 of 4 pages (January 2016)					
44						
45						
46	FINANCIAL STATEMENT AS OF 31 DECEMBER 2015					
47						
48						
49	Assets					
50	Cash:					
51	Checking Account (as of 31 December 2015)					\$ 35,803.00
52	Accounts Receivable:					
53	Unpaid Dues and Fees					3,300.00
54	Reserve for Capital Expenditures					
55	Money Market Account				-	
56	CD 24 Month				16,162.64	
57	Total Reserve for Capital Expenditures					<u>16,162.64</u>
58	Gross Assets					\$ 55,265.64
59	Accounts Payable: (Obligated funds - Advance Payment)					<u>-</u>
60	Net Assets					<u>\$ 55,265.64</u>
61						
62						
63	INCOME STATEMENT FOR YEAR ENDED 31 DECEMBER 2015					
64						
65						
66	Income					
67	Assessments 2014 and before					\$ -
68	Assessments 2015					48,885.00
69	Late fees; non-participation fees; bad check charges					390.00
70	Charge for disclosure packages					80.00
71	Interest earned on CD - 18 Month					120.73
72	Interest earned on Money Market					-
73	Interest earned on Checking Account					24.56
74	Total Income					\$ <u>49,500.29</u>
75						
76	Expenses					
77	Fixed					\$ 20,909.96
78	General & Administrative					537.90
79	Cluster Maintenance					42,757.63
80	Capital Expenses					<u>3,151.47</u>
81	Total Expenses					\$ <u>67,356.96</u>
82						
83						
84	Net Income (Total Income - Total Expenses)					<u>\$ (17,856.67)</u>
85						

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86						
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88	<u>VII. Financial Statement and Budget</u>					
89	<u>Page 3 of 4 pages (January 2016)</u>					
90						
91						
92	FINANCIAL ANALYSIS FOR 2016					
93						
94						
95	Projected Income					
96	2016 Dues				\$ 50,400	
97	2016 Interest (estimated)				246	
98	2016 Fees (estimated)				<u>1,000</u>	
99	Total Projected Income				\$ 51,646	
100						
101	Projected Expenses					
102	Budgeted (see page 4)				<u>\$ 51,309</u>	
103						
104	Operating Balance (Projected Income-Projected Expenses)				\$ 337	
105						
106	Net Assets					
107	see page 2				<u>\$ 55,266</u>	
108						
109	Year End Balance (Net Assets + Operating Balance)				<u>\$ 55,603</u>	
110						
111						
112	Checkbook Balance (12/31/15)		\$ 35,803.00			
113						

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114						
115						
116	VII. Financial Statement and Budget					
117	Page 4 of 4 pages (January 2016)					
118						
119						
120	APPROVED 2016 BUDGET			PROJECTED 2017 - 2019		
121						
122	FIXED EXPENSES		<u>2016 *</u>	<u>2017 *</u>	<u>2018 *</u>	<u>2019 *</u>
123	Insurance		\$ 1,485	\$ 1,545	\$ 1,606	\$ 1,671
124	Trash		\$ 10,574	\$ 10,997	\$ 11,436	\$ 11,894
125	Grounds		13,000	13,000	13,000	13,000
126	State Registration Fee		<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
127	Total Fixed Expenses		\$ 25,109	\$ 25,591	\$ 26,093	\$ 26,615
128						
129	GENERAL and ADMINISTRATIVE					
130	Legal Fees & CPA		\$ 500	\$ 500	\$ 500	\$ 500
131	Stationery & Postage & Misc		500	500	500	500
132	Tributes & Sympathy		<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
133	Total General & Administrative		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
134						
135	CLUSTER MAINTENANCE					
136	Trees		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
137	Snow Removal		4,000	3,000	3,000	3,000
138	Light Fixtures and Electric		2,500	1,000	1,000	1,000
139	Cluster Cleanup		1,000	2,000	2,000	2,000
140	Carports Maintenance		<u>500</u>	<u>200</u>	<u>200</u>	<u>200</u>
141	Total Cluster Maintenance		\$ 13,000	\$ 11,200	\$ 11,200	\$ 11,200
142						
143	CAPITAL EXPENSES					
144	Asphalt		\$ -	\$ 25,000	\$ 25,000	\$ -
145	Landscaping		2,000	5,000	5,000	5,000
146	Carport Repairs		-	-	-	10,000
147	Concrete Repairs		<u>10,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
148	Total Capital Expenses		\$12,000	\$31,000	\$31,000	\$16,000
149						
150						
151	Total Expenses		<u>\$ 51,309</u>	<u>\$ 68,991</u>	<u>\$ 69,493</u>	<u>\$ 55,015</u>
152						
153	NOTES TO ABOVE BUDGET:					
154	1. Where applicable, a 4% cost increase was assumed.					
155	2. Reserve account is for major repair expenses.					
156						
157						
158						
159						
160	(* Projected)					