

Wainwright Cluster Association
Board of Directors Meeting Minutes
February 7, 2017
ANNUAL MEETING

www.wainwrightcluster.weebly.com

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

Resident Attendees: Becka Manglanathan, Nancy Kamstra, Dick Benjamin, Laura Avis, Ruth Ruttenberg, Wendy Quaye, Glennann Godden, Kit Case, Michael Wood, Lauren Celine, Penelope Waddell, Myrna Schwabb, Claudia Osman,

Meeting convened at 7:29pm at the Rose Gallery at the Lake Anne Community Center we the meeting began with 3 special guest speakers.

Sherri Hebert, from Lake Anne/Tall Oaks District Director for Reston Association opened the meeting – introducing herself (newly elected), how to get in touch with her, and distributed her cards. She shared that the Lake Anne dock is going to be renovated next year, in phases, in response to a question from one of our residents.

Cathy Hudgins, County Supervisor – shared a little bit about the effect the arrival of the Metro in Reston, and the transportation improvements (estimated at \$2.5B) that will be needed to improve access and the quality of our roads. Mrs. Hudgins shared a map of developments in Reston (land use and proposed new possible “crossings” across the toll road might occur in the future) and a recent newsletter for our district. She also shared a map of where all the new developments are going to occur, and which ones are approved, in process, and are at a pre-application stage. She also shared a financial impact of these improvements, using a service district approach (a way for the developers to partially finance the improvements/services), and also shared the possibility of rezoning of some of the apartment properties. Residents asked about funding a new homeless shelter, new library development, school funding, occupancy rate of commercial real estate, and other indirectly/directly related impacts of new development.

PFC Horita, Crime Prevention Unit at the Reston District Station. She asked residents if they had noticed anything suspicious...Eric suggested investigating the activity occurring on Wainwright, evidenced by the constant amount of disposed condoms found there. She explained how to keep our properties secured, such as keeping car doors locked and removing electronics and assets. She recommended considering changing the numbers on our houses to be reflective so the police can quickly identify the houses in emergencies. She also suggested walking in groups and during the day to stay safe walking around Reston. She shared a list of resources of communication avenues with the Reston police.

State of the Cluster

We had 5 houses sell in 2016, and most houses stayed owner-occupied.

2017 Budget Review

Financial Director's Report:

- Checking: \$24,846
- CD: \$16,259
- Arrears \$1605.

Eric presented the 2016 estimated, our expenses to date, and the budget for 2017 and planned budget for future years. Eric confirmed that quarterly dues are not changing.

Grounds and Special Projects

Damien reported that the landscaping budget was kept minimal in 2016 to cover the costs of the carport repairs. We repaired the drainage along the R.A. path in the upper cluster, with a rock bed, and lower cluster french drain to prevent flooding. Cardinal continues to provide the extra maintenance on pruning, mulching and weeding, which the Board believes is better quality/better looking that residents doing it ourselves.

Elections of Board Officers

Erick Osmann, Ryan Gordon (joined, but has not been officially elected) have been voted in. Becka Manglanathan/Wendy Quaye and Michael Wood have decided to join the Board. Proposed elected board members were motioned for approval, all were seconded and approved.

2017 Projects

- Concrete repairs
- Updating the cluster standard (adding vinyl windows)

Open Forum

A request to provide a copy of the resident list with contacts.

Monthly Cluster Meeting

The March monthly meeting will happen March 14, 2017 at Mark Waddell's house, 1725.

A motion was made to adjourn the meeting at 9:20. The motion was seconded and passed. The meeting adjourned at 9:20pm.

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

Respectfully submitted,
Heather Robertson

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1	-						
2							
3	VII. Financial Statement and Budget						
4	Page 1 of 4 (January 2016)						
5							
6							
7	OPERATING BUDGET, JAN. 1 THROUGH DEC. 31, 2016						
8							
9	Fixed Expenses		<u>2016Budget</u>	<u>Funds Used</u>	<u>Balance</u>		
10	Insurance		\$ 1,428	\$ 1,539.00	\$ (111.00)		
11	Trash		10,574	9,913.68	660.32		
12	Grounds		13,000	19,192.00	(6,192.00)		
13	State Registration Fee & Annual Rpt		<u>50</u>	<u>25.00</u>	<u>25.00</u>		
14	Total Fixed Expenses		\$ 25,052	\$ 30,669.68	\$ (5,617.68)		
15							
16	General and Administrative						
17	Legal Costs & CPA		\$ 500	\$ -	\$ 500.00		
18	Stationery, Postage & Misc		500	292.86	207.14		
19	Tributes & Sympathy Flowers		<u>200</u>	<u>-</u>	<u>200.00</u>		
20	Total General & Administrative		\$ 1,200	\$ 292.86	\$ 907.14		
21							
22	Cluster Maintenance						
23	Trees		\$ 5,000	\$ -	\$ 5,000.00		
24	Snow Removal		4,000	4,385.00	(385.00)		
25	Light Fixtures and Electric		2,500	2,809.66	(309.66)		
26	Cluster Cleanup		1,000	920.66	79.34		
27	Carports (Termite Control)		<u>200</u>	<u>-</u>	<u>200.00</u>		
28	Total Cluster Maintenance		\$ 12,700	\$ 8,115.32	\$ 4,584.68		
29							
30	Capital Expenses						
31	Asphalt Repairs		\$ -	\$ -	\$ -		
32	Landscaping		2,000	-	2,000.00		
33	Carports Repairs & Painting		-	25,496.59	(25,496.59)		
34	Concrete Repairs		<u>10,000</u>	<u>-</u>	<u>10,000.00</u>		
35	Total Capital Expenses		12,000	25,496.59	(13,496.59)		
36							
37							
38	Total Expenses		<u>\$ 50,952.00</u>	<u>\$ 64,574.45</u>	<u>\$ (13,622.45)</u>		
39							

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41							
42	VII. Financial Statement and Budget						
43	Page 2 of 4 pages (January 2016)						
44							
45							
46	FINANCIAL STATEMENT AS OF 31 DECEMBER 2016						
47							
48							
49	Assets						
50	Cash:						
51	Checking Account (as of 31 December 2016)					\$ 18,171.00	Estimate
52	Accounts Receivable:						
53	Unpaid Dues and Fees					2,505.00	Estimate
54	Reserve for Capital Expenditures						
55	Money Market Account					-	
56	CD 24 Month					16,269.14	Estimate
57	Total Reserve for Capital Expenditures					16,269.14	Estimate
58	Gross Assets					\$ 36,945.14	
59	Accounts Payable: (Obligated funds - Advance Payment)					-	
60	Net Assets					<u>\$ 36,945.14</u>	
61							
62							
63	INCOME STATEMENT FOR YEAR ENDED 31 DECEMBER 2015						
64							
65							
66	Income						
67	Assessments 2015 and before					\$ -	
68	Assessments 2016					52,896.00	
69	Late fees; non-participation fees; bad check charges					75.00	
70	Charge for disclosure packages					125.00	
71	Interest earned on CD - 18 Month					108.09	Estimate
72	Interest earned on Money Market					-	
73	Interest earned on Checking Account					24.23	Estimate
74	Total Income					<u>\$ 53,228.32</u>	
75							
76	Expenses						
77	Fixed					\$ 30,669.68	
78	General & Administrative					292.86	
79	Cluster Maintenance					8,115.32	
80	Capital Expenses					25,496.59	
81	Total Expenses					<u>\$ 64,574.45</u>	
82							
83							
84	Net Income (Total Income - Total Expenses)					<u>\$ (11,346.13)</u>	
85							

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86							
87							
88	<u>VII. Financial Statement and Budget</u>						
89	<u>Page 3 of 4 pages (January 2016)</u>						
90							
91							
92	<u>FINANCIAL ANALYSIS FOR 2017</u>						
93							
94							
95	Projected Income						
96	2017 Dues				\$ 50,400		
97	2017 Interest (estimated)				246		
98	2017 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>\$ 36,945</u>		
108							
109	Year End Balance (Net Assets + Operating Balance)				<u><u>\$ 37,282</u></u>		
110							
111							
112	Checkbook Balance (12/31/16)		\$ 18,171.00				
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 2017 BUDGET			PROJECTED 2018 - 2020			
121							
122	FIXED EXPENSES		2017 *	2018 *	2019 *	2020 *	
123	Insurance		\$ 1,485	\$ 1,545	\$ 1,606	\$ 1,671	
124	Trash		\$ 10,574	\$ 10,997	\$ 11,436	\$ 11,894	
125	Grounds		13,000	13,500	13,500	13,500	
126	State Registration Fee		50	50	50	50	
127	Total Fixed Expenses		\$ 25,109	\$ 26,091	\$ 26,593	\$ 27,115	
128							
129	GENERAL and ADMINISTRATIVE						
130	Legal Fees & CPA		\$ 500	\$ 500	\$ 500	\$ 500	
131	Stationery & Postage & Misc		500	500	500	500	
132	Tributes & Sympathy		200	200	200	200	
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		500	200	200	200	
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		10,000	1,000	1,000	1,000	
148	Total Capital Expenses		\$12,000	\$31,000	\$31,000	\$16,000	
149							
150							
151	Total Expenses		\$ 51,309	\$ 69,491	\$ 69,993	\$ 55,515	
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)						