### Wainwright Cluster Association Board of Directors Annual Meeting Minutes Feb 13, 2018

## http://www.wainwrightcluster.weebly.com/

Attendees: Heather Robertson, Damien DeAntonio, Mark Waddell, Tim Casey, Stacy Casey, Ryan Gordon, Erick Osman, John Foley, James Case, Judy Brown, Laura Avis, Dick Benjamin, Carol Anne Marquez and Rebecka Manglanathan.

Meeting convened at 7:31 pm at Lake Anne Community Center.

# Welcome and State of the Cluster:

Mark gave the annual update. Mark started with 2017 cluster projects events. St. Anne's has asked the Wainwright board to sign off on their light improvement project and solar cells on their roof. Heather has been acting as treasurer and will be up for a vote. The board is still continuing to communicate with Pathways to try to resolve the issues with their residents.

The board continues to look at ways to bring up home values to compete with Coleson Cluster. The first step of that is to replace house numbers with a new larger & reflective house numbers. The board will get it approved by RA, purchase and install them. 2 residents passed this year, Carol Benjamin, and Nancy Kamstra.

## Financial Director's Report:

- Jan 2018 reconciled checking balance: \$38,456
- Dec 2017 month end CD balance: \$16,392.83
- Arrears as of Dec: \$3,930
- Uncleared checks: \$

Heather presented an update on the finances. All books have been reconciled. Everyone's individual accounts have been reviewed and brought up to date. Going forward everyone will get a bill at the beginning of the quarter due within 30 days. In 2017 we only spent about \$41K out of \$52K in the budget. Part of that is due to under-billing by Cardinal for landscaping fees. The goal is to keep 1 year of operating funds in reserves at all times.

There was less income in 2017 than expected from under-billing on cluster fees and non-participation fees. Projection for 2018 will add \$1K to the reserves. The board has decided not to raise fees at this time.

Heather reviewed the 2018 budget as approved by the board for \$50,762. There is \$7,500 budgeted for landscape improvements for the entrances to each cluster, as well as \$4000 for signage and new house numbers. The board is also looking into applying for a native plant grant that would subsidize the landscaping costs.

The board is exploring options to create a historical landmark sign. Carol Anne offered to put the board in touch with the original architect who designed Wainwright Cluster. Laura mentioned that the carports look unkempt because of the mess of the trashcans.

Long term budgeted projects are the asphalt repairs and Carport Repairs. Damien gave an update on the landscape contract comparison, which revealed that Cardinal is the best value. The board continues to look into landscaping options for some of the harder areas to maintain like the hills behind certain houses. National Wildlife Federation may be a resource as well.

Spring clean up projects: could include repainting the white lines in the parking lots

### Election:

Heather is up for re-election & John would like to join. Mark motioned to approve both Heather and John. The motion passed unanimously.

# Open Forum:

- Carol Anne suggested that we look at the sidewalks in the lower cluster for repair. There is also a pothole in the middle cluster parking lot.
- James suggested creating ramps from the parking lots to the sidewalks.
- Dick brought up the flooding issue in front of Ruth's house, 1767.
- Tim Casey suggested that we have a neighborhood forum for posting about house repairs and contractors – which is actually available on the website. There is also next door as a resource, and Wainwright could create a private forum.
- Stacy would like a contact list for all Wainwright Cluster the challenge has been getting permission from everyone. Heather motioned that the board send out only names and addresses which is public information. The motioned passed unanimously.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:28 pm.

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

Next meeting will be Tuesday March 13, at Ryan's house, 1715.

Respectfully submitted, Rebecka Manglanathan

	А	В	С			D		E	F	G	Н
1										3/23/2018 14:44	
2											
3	1		VII. Fina	ancia	al State	ment ar	nd B	udget	L		
4	Page 1 of 4 (January 2018)										
5											
6											
7		OPERATING BL	BUDGET, JAN. 1 THROUGH DEC. 31, 2017								
8											
	Fixed Expense	s	2017 Budget Funds			Balance		NOTES/EXPLAN			
10	Insurance			185		,638.00	\$		Premium Increase		
11	Trash		10,5			,553.74		1,020.26			<u> </u>
12	Grounds		13,7		11,	,972.80			Contract was for \$	13,000 - not sure v	/hy not billed/paid.
13	-	rationFee & Annual Rpt		50		-		50.00			
14	Total Fixe	ed Expenses	\$ 25,9	07	\$ 23,	,164.54	\$	2,742.46			
15											
16	General and Ac										
17	Legal Costs		· ·	500			\$	500.00			
18		Postage & Misc		500		645.26		(145.26)			
19		ympathy Flowers	2	200				200.00			
20	Accounting/Deposit Fees			-		16.00		(16.00)			
21	Total Ger	neral & Administrative	\$ 1,2	200	\$	661.26	\$	538.74			
22											
23	Cluster Mainter	nance									
24	Trees		\$ 5,0	000	\$ 3,	425.00	\$	1,575.00	Underbudget		
25	Snow Remov		4,0	000		,220.00			Underbudget		
26	Light Fixtures		2,5	500	3,	,526.01		(1,026.01)	Unexpected Repa	ir - upper cluster	
27	Cluster Clear			000	1,	,027.62		(27.62)			
28	Carport Main	Itenance	5	500		-		500.00	None done		
29	Total Clus	ster Maintenance	\$ 13,0	000	\$ 9,	,198.63	\$	3,801.37			
30											
	Capital Expens	ies									
32	Asphalt		\$	-	\$	-	\$	-			
33	Landscaping			000					No improvements	scheduled	
34	Concrete Re	•	10,0			,100.00			Underbudget		
35	Total Cap	oital Expenses	12,0	000	8,	,100.00		3,900.00			
36											
37											
38	Total Expenses	5	\$ 52,107	.00	<u>\$ 41</u> ,	,124.43	\$	10,982.57			
39											
40											
			L		1		I		1		

	А	В	С	D		E		F	G	Н
41										
42		VII. Fi	nancial Statem	ent and Budge	t					
43		Page	e 2 of 4 pages (							
44										
45										
46		FINANCIAL ST	ATEMENT AS	OF 31 DECEME	BER 2	<u>2017</u>				
47										
48										
-	Assets									
50	Cash:								NOTES:	
51		Account balance (as of 31	December 201	()			\$	31,060.31	As per Bank Stm	12/29/2017
52		edger Balance					\$	25,295.51	RECONCILED 1/6	/2018
53	Accounts R		h D	0047)			¢	0.000.00	Description for Descri	04 0047 auto
54 55		aid Dues and Fees (throug Capital Expenditures	n December 31	, 2017)			\$	3,930.00	Due prior to Dec	51 2017 ONIY
55 56		arket Account				-				
57	CD 24 M					- 16,392.83				
			4			10,392.05		46 000 00	RECONCILED	
58 59		serve for Capital Expend	tures				¢	51.383.14	RECONCILED	
59 60		ayable: (Obligated funds	Advancos/Ur	cloared Check	c)		\$	5,764.80		
61	Net As		- Auvances/Or		3)		÷			
-	Net As	ssets					\$	45,618.34		
62										
63 64		INCOME				DEOEMDER	0.04	-		
64 65		INCOMES		OR YEAR ENDE	D 31	DECEMBER	K 201	<u>(</u>		
65 66										
	Income									
68	Cluster Due	a Daid			¢	44,400.00				
69	-	on-participation fees; bad o	shock charges		\$ \$	300.00				
70		disclosure packages	check charges		ֆ \$	25.00				
70		ned on CD - 18 Month			\$		PEC	ONCILED		
72		ned on Checking Account			\$			ONCILED		
73	Total Inco	-			<u>\$</u>	44,853.22				
74		////			Ψ	<del>-</del> -,000.22				
	Expenses									
76	Fixed				\$	23,164.54				
77		dministrative			Ŧ	661.26				
78	Cluster Mair					9,198.63				
79	Capital Exp					8,100.00				
80	Total Exp				\$	41,124.43				
81					-					
82										
	Net Income (To	otal Income - Total Expen	ses)		\$	3,728.79	Add	ed to reserve	s for next year	
84		•	•			· · · · · ·			-	
85										
00										

	А	В	С	D	E	F	G	Н			
86				al Statement ar							
87											
88			Page 3 of	4 pages (Janua	<u>ry 2018)</u>						
89											
90											
91	FINANCIAL ANALYSIS FOR 2018										
92											
93											
	Projected Inco										
95		erly Cluster Dues				\$ 50,400					
96		st (estimated)				120					
97	2018 Fees (					1,000					
98	Total Pro	jected Income				\$ 51,520					
99											
	Projected Exp	enses (see Page 4)				\$ 50,762					
101											
102	<b>Operating Bala</b>	ance (Projected Income-				\$ 758					
103		(explanation = Adding to	reserve this year	-)							
104	Net Assets (Re	eserve) Starting Balance	2018 (see Page	e 2)		\$ 45,618					
105											
106	Projected Year	r End Balance of Reserve	es (Net Assets ·	+ Operating Ba	lance)	\$ 46,376					
107											
108											
109											

	А	В	С		D		E		F		G	Н
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112												
113												
114												
115 116							DB		OTED 2049	2020	<u> </u>	
117												
	FIXED EXPENS	FS	2017 *	AU	2017		2018 *		2019 *		2020 *	
119	Insurance	,20	\$ 1,48	5 \$	1,638	\$	1,704	\$	1,772	\$	1,843	
120	Trash		\$ 10,574		9,554	\$	9,935.89		10,333	\$	10,747	
121		dscaping Maintenance	\$ 13,000		11,973	\$	13,948.00		14,087	\$	14,228	
122	State Regist		\$ 50		-	\$	50.00		50	\$	50	
123		d Expenses	\$ 25,109	_	23,165	\$	25,637		26,242	\$	26,868	
124		1	,,	-	-,	*	-,	<b>_</b>	,	,	,	
125	GENERAL and	ADMINISTRATIVE										
126	Legal Fees &		\$ 500	)		\$	500	\$	500	\$	500	
127	Office Supplie	es and Annual Meeting	500		645		650		650		650	
128	Tributes & Sy	mpathy	200	)			200		200		200	
129	Accounting/E	Deposit Fees			16		25		25		25	
130	Total Ger	eral & Administrative	\$ 1,200	) \$	661	\$	1,375	\$	1,375	\$	1,375	
131												
	CLUSTER MAI	NTENANCE										
133	Trees		\$ 5,000		3,425	\$	5,000	\$	5,000	\$	5,000	
134	Snow Remov		4,000		1,220		4,000		4,000		4,000	
135		s and Electric	2,500		3,526		1,000		1,000		1,000	
136	Cluster Clear		1,000		1,028		1,000		1,000		1,000	
137	Carports Mai		500		-	-	250	_	250	*	250	
138	Total Clus	ster Maintenance	\$ 13,000	) \$	9,199	\$	11,250	\$	11,250	\$	11,250	
139	CAPITAL EXPE											
140	Asphalt	:11323	\$	- \$	-	\$				\$	25,000	
141		nprovements	۵ 2,000		-	ψ	7,500		7,500	φ	25,000	
142	Carport Repa		2,000				- ,500		20,000		10,000	
144		ge (houses/plaque)		-			4,000		- 20,000		.0,000	
145	Concrete Re	pairs	10,000	)	8,100		1,000		1,000		1,000	
146		ital Expenses	\$12,000		8,100		\$12,500		\$28,500		\$38,500	
147			\$12,000	Ť	5,100		÷.2,000		+_0,000		÷30,000	
148				-								
	Total Expenses	6	\$ 51,309	) \$	41,124	\$	50,762	\$	67,367	\$	77,993	
150	-			=	, -	<u> </u>	-,	<u> </u>	. ,	<u> </u>	,	
	NOTES TO AB	OVE BUDGET:										
		able, a maximum 4% cos	st increase was	assu	umed. 1% for	lanc	dscaping.					
153												
154												
155												
156												
157												