

Wainwright Cluster Association
Board of Directors Meeting Minutes
Jan 8, 2019

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

Attendees: Heather Robertson, Damien DeAntonio, Erick Osman, Michael Wood, Ryan Gordon, John Foley and Rebecka Manglanathan.

Meeting convened at 7:36 pm at Heather Robertson's house, 1753.

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

Financial Director's Report:

- Checking: \$41,022.56
- CD: \$16,637.20
- Arrears \$1,500
- Uncleared checks:

Long Term Updates & Planning

- **Update community look and standards** We need to create updated standards with 2-3 options for roofs, decks etc. that include alternative materials and manufactures to allow for more flexibility – board will present options at the annual meeting in February.
- **Drainage** received 2 estimates for drainage solutions: \$7200 from VM Drainage & Erosion Solutions with a 5-year warranty; and \$17,320 from Drainage & Erosion Solutions. Upper cluster drainage was budgeted for 2019 and lower cluster budgeted for 2020 but by using VM we can do both in 2019. A motion was made to approve hiring VM which was seconded and approved. Board members will contact property owners whose property will be affected to get individual approval.
- **Carport Roof Replacement** received an estimate of \$24,535 from Mid-Atlantic Construction to repair all of the roofs in all 3 clusters – currently the cost is budgeted to be split between 2020 and 2021.
- **Asphalt Repair** currently budgeted for 2021.

Old Business

- **Insurance Review** Heather and Mark met with State Farm insurance agent on Dec 12 – we need to increase our coverage to comply with VA law with regards to covering our reserves. The board is completing assessments of cluster property including carports to make sure we have enough coverage in case of damage. The suggestion was made to remind people at the annual meeting that they need to ensure that their home owner insurance covers their personal property stored in their carports.

- **Tax return 2016** IRS acknowledged receipt of our letter – but no response beyond that. Still fighting the IRS fine for late filing.
- **2019 Budget** projected income (with a raise in dues mid-year) is \$55,865 and our projected expenses are \$54,073. There was a motion to approve the 2019 budget that was seconded and approved.

New Business

- **2019 Dues increase** Budget analysis of the next 3 years showed that the cluster will not be able to afford the needed capital improvements that have already been pending for several years, without a dues increase. It was proposed that dues be increased to \$350 per quarter starting in Q3 2019 which will lead to balanced budgets in 2019 and 2020 while continuing to build the reserves for significant expenses budgeted for 2021. A motion was made to approve the dues increase starting in June 2019 which was seconded and approved. This information will be included on flyers for the annual meeting notification.
- **2019 Annual Meeting** Mark is still waiting hear back from Lake Anne but the meeting is tentatively scheduled for Feb 12th from 7-9pm. Ryan is in charge of food. The board approved a food budget of \$250 for the annual meeting and up to \$100 for facility rental. Mark will draft an agenda for the meeting from last year's agenda. Mark and Damien are up for re-election.

Mail

- None

Open Forum

- No items

Closed Session

The annual meeting is tentatively scheduled for Feb 12th at Lake Anne RCC Rose Gallery from 7-9pm

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:51pm.

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

Respectfully submitted,
Rebecka Manglanathan