

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
January 12, 2016

[www.wainwrightcluster.weebly.com](http://www.wainwrightcluster.weebly.com)

Attendees: Mark Waddell, Heather Robertson, Dick Benjamin, Damien Deantonio, Erick Osman, Eric Kemp, Erin Russell, Tom Kamstra

Meeting convened at 7:38pm at Mark Waddell's house, 1725.

Apologies for late distribution of December meeting notes. A motion was made to approve the December monthly meeting notes, which was seconded and approved, with a note to correct that the Board approved the budget in December, and will not be approved again in February. Also corrected is the final deficit amount from 2015 which was \$17,856.67.

**Financial Director's Report:**

- Checking: \$35,803
- CD: \$16,162.64
- Arrears: \$3,300 in arrears

**Old Business**

1. **Update on Lights.** Our new light is available for delivery, and we need to make final payment before they deliver. Both Laura and Patty's carports may be available for storage. Matt is looking at the schedule to determine installation. While they are here on site, we need OI to also check the lower cluster signage light, which is always ON. Heather will get an invoice from Dulles and send it to Eric.
2. **Group House Drainage.** Mark W. talked to Brent, who says he's not the right person – we now need to talk to Joe.
3. **R/A Our Tree lower cluster** –Reston Association finally determined that the tree in the lower cluster was on RA property and they removed it.
4. **Finalize the treasurer handover** – Next cluster dues are due January 31<sup>st</sup>, and notices are typically sent out by the middle of the month. It was agreed that Eric Kemp would receive future bills from vendors, and Kat will receive the monthly cluster due payments. A motion was made for up to \$20 a month to purchase a monthly subscription fee to use QuickBooks starting in January 2016. Dick, Eric and Kat will meet this month to conduct the full hand-over of all files, statement of accounts, information on AP/AR, and to transfer the names on the bank accounts.
5. **Annual Meeting to approve food** – We need to send out notices about the Annual Meeting for February 9<sup>th</sup>, from 7 to 9pm. The social starts at 7pm, and the meeting presentation starts at 7:30. Heather to send out notices around the 1<sup>st</sup> of February. The Board motioned to approve both the \$70 rental fee for the room, and an additional \$100 for catering from

Montmartre. We need to present a list of who needs to be reelected for the Board.

### **New Business**

1. **Start Talk on 2016 projects.** A) concrete repairs in the whole cluster, b) replacing fascia board, c) tree inspection, and d) lawn grass repairs in middle and lower cluster, e) vision/research on what it would take for a cluster wide landscape plan (phased over 2 or 3 years) taking into consideration existing and future plants.
2. **Cardinal Projects.** Maybe grass and/or landscape plans.
3. **Annual meeting Presentation** - Notice of 50<sup>th</sup> year, present 2016 projects,
4. **Washington Gas.** Heather will contact Washington Gas to have them come and inspect all the gas meters in the neighborhood – as we have heard of multiple complaints of smells of gas in the neighborhoods.
5. **Fascia Board Repairs.** We received a quote for 440 linear foot of replacement fascia board. The quote is about \$18 per foot (material and labor). If all fronts were replaced 100% - the labor would be \$5060 and material \$2860, for a total of \$7920. An additional \$3960 was quoted to replace 50% of the fascia board on the back side of the carports. The 2016 budget did not include these amounts for the fascia board replacement, as most of the large carport repairs were planned for 2017. If we want to move forward with this project, the Board agreed we need additional quotes for cost comparison purposes.

### **Mail**

1. No mail

### **Open Forum**

1. Damien has found Nextdoor.com as a way to start communicating with neighbors/neighborhoods about information needed, updates in the community, and notices. Wainwright resident could choose to sign up for this as a way to stay informed.

### **Closed Session**

The February annual meeting will happen February 9th at the Rose Gallery at Lake Anne Plaza.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:47pm.

Any questions may be sent to President Mark Waddell at [markw83@verizon.net](mailto:markw83@verizon.net)

Respectfully submitted,  
Heather Robertson