

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
Jan 9, 2018

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

Attendees: Heather Robertson, Damien DeAntonio, Mark Waddell, Michael Wood, Tim Casey, Ryan Gordon, Erick Osman, Wendy Quaye and Rebecka Manglanathan.

Meeting convened at 7:34 pm at Rebecka Manglanathan's house, 1761.

Wendy had a landscape architect, Margaret, begin the meeting by giving an update on her ideas for updating the landscaping. She gave details on a \$3500 grant the cluster can apply for if we choose native plants. The landscape updates would start with the sign areas. She showed sketches of each cluster's sign areas with new plant ideas. We could also consider repainting the sign posts to match the white on the carports. Margaret will send a price estimate for the new beds that she has drafted.

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

**Financial Director's Report:**

- Dec 2017 reconciled checking balance: \$25,295.51
- Dec 2017 month end CD balance: \$16,392.83
- Arrears: \$3,930
- Uncleared checks: \$5,074.84

Heather has reconciled all of 2016 & 2017. There is a check written in Oct 2017 made out to Cardinal was not been cashed. The board designated Damien to contact Cardinal and determine whether they received the check.

The board discussed the snow removal contract with regards to the recent ice storm. We have the option to ask for salt in advance of an ice storm, but it may be costly.

Board reviewed the budget and actuals for 2017 that will be presented at the annual meeting. There was a motion to approve the budget, which was seconded and approved.

**Old Business**

- **How to update and upgrade prices of community** Michael has started working on a design for a sign on the path as historical marker, similar to Hickory cluster's sign. The concept will be presented at the annual meeting. This will need to be presented to Reston DRB. Nancy Kamstra

had agreed to be the historian for the cluster, so their may be historical documents in their house. Heather will check with the family to see what they may have come across. The board would like to place it at the bottom of the hill where walkers have a good view of lower cluster and up the hill, or by path to the middle cluster. Carol Ann offered to connect Michael with the architect who designed Wainwright cluster.

- **Side color and door color** No action but keep discussing.
- **House numbers** Erick got an estimate for new house numbers - \$22.95 per house – and got a sample – since house numbers are documented in the clusters standards any change will need to be approved by Reston DRB – Erick will also ask for sample color chips – there will be a vote at the annual meeting to decide on new format and new color - installation will also be discussed at the annual meeting in February.
- **Landscaping** see notes above.
- **Annual Meeting** Feb 13, 2018 starting at 7. Mark will check into reserving the Rose Gallery. Erick suggested Café Sano for food but it might be pricey. Heather recommended Nortic Knots pretzels. Ryan will look into food options. There was a motion to approve \$200 for food and \$100 for space rental, which was seconded and approved. Becka is in charge of making flyers.

### **New Business**

- **Tax Return** Mark has not gotten to it yet
- **Group House Noise** The board is in communication with Pathways and continues to monitor the situation. Erick is working with Pathways to make sure our concerns get resolved.

### **Mail**

#### **Open Forum**

- No items

#### **Closed Session**

The February annual meeting will happen February 13, 2018.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 9:32 pm.

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

Respectfully submitted,  
Rebecka Manglanathan