

Wainwright Cluster Association
Board of Directors Meeting Minutes
July 21, 2015

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Dick Benjamin, Damien Deantonio, Erick Osman, Eric Kemp, Ellie Fusaro

Meeting convened at 7:30pm at Heather Robertson's house, 1741.

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

Financial Director's Report:

- Checking: \$43,000
- CD: \$16,102
- Arrears: \$3,300 in arrears.

Old Business

1. **Update Lights Project.** The lights were installed successfully the week of July 13th. A walk around was conducted at the start of the meeting to inspect the work, and a punch list was created. A few minor items were identified...Damien will draft up and send the final list, which includes some minor adjustments, cleaning up the leftover poles, and additional filing at one pole in the upper cluster. The Board feels that Outdoor Illumination has done a very good job keeping the job site clean and completed the job within 6 days. In terms of budget, we anticipated/approved \$41,000, however, the project is estimated to end up costing around \$34,000...but will not be finalized until we get the final timesheets for the trenching. The Board would like to consider adding another light pole in the upper cluster in front of house 1771.
2. **Package for new sales.** We may need to update the package that we provide to the selling agents when an owner is interested in selling. Still pending
3. **Landscape from Cardinal.** Has proposed less than \$200 to plant some native plants in the lower cluster where the old tree fell down.

New Business

1. **Fall Cluster clean-up** will be tentatively scheduled for October 24, 2015. Notices will be sent out one month before and then again the week before.
2. **Replacement for Dick, Treasurer.** In addition to the financial reporting, the person who takes on this responsibility, will be responsible for also service contracts, reconciliations, AP/AR, and other financial tasks that have been

being managed between Dick and Ruth Ruttenberg. For our September meeting, we should consider reviewing options for cloud-based financial management systems.

3. **Middle Cluster Concrete.** The concrete that was poured last year in the middle cluster seems to be breaking up a little bit. Heather will call Masonry Brothers to check on warranty on that area.

Mail

1. We received another email from the Vantage Hill management team, indicating that they will now maintain the old pool property for the rest of 2015, however, many new proposals are being discussed about developing that property, which includes potentially more housing units. While still in early discussions, the Wainwright Board will continue to monitor the discussions and developments.

Open Forum

1. Carol, Dick, and Ellie all attended Camille's funeral.
2. On July 29th there will be a meeting about Cameron Glen/INOVA lot. They are seeking input from community members.

Closed Session

The September monthly meeting will happen September 15th, at Damien's house at 1707.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 9:10pm.

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

Respectfully submitted,
Heather Robertson