

Wainwright Cluster Association
Board of Directors Meeting Minutes
March 8, 2016

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Damien Deantonio, Erick Osman, Kat Waters, Erin Russell

Meeting convened at 7:36pm at Heather Robertson's house, 1741.

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

Financial Director's Report:

- Checking: \$39,669
- CD: \$16,163
- Arrears: There are about 10 residents who are in arrears, but we attribute this to the address turnover with the Treasurer position. Kat will follow up with each. \$3,400 of the previous arrears has been paid.

Old Business

1. **Update on Lights.** The new (last) light was installed successfully, we installed the light shield in this location and outside of 1709. We have not heard any negative or positive reactions to the new light. We should receive the third (extra) light shield. It seems that the sign light in the lower cluster seems to be working again (turning off during the day). We should receive the bill for the installation and repair costs shortly.
2. **Group House drainage.** Mark will follow up with the new contact at the Reston Association.
3. **Treasurer handover update, Taxes.** Bank accounts are all now handed over. Bills were emailed and printed – and several residents have indicated that they prefer emailed bills –but they will continue both for a while until everyone has adjusted to the new address/system. Invoices now need to be submitted to Kat, as do owner payments. They are still transitioning invoices and archives, and archives will be scanned and filed electronically.
4. **Annual Meeting wrap up** – The meeting went very well – a lot more residents than normally attend. Both Dick and Ruth have received their thank you gifts.

New Business

1. **Continue talk on 2016 projects.** The biggest project will be to scope out all the concrete work. Heather and Damien will walk around and identify all the areas that need work before the next meeting. Damien has a list of area concrete companies that we can send a Request for Quotation to.

2. **Cardinal Projects – Area middle/upper.** Damien has a proposal for turf renovation in the middle cluster, common area in the lower cluster and along Wainwright Drive, from Cardinal. They proposed \$1575 for all 3 areas, which was motioned, seconded and approved. We will ask them about maintenance of the grass areas, particularly watering needs.

We will also write a scope/objective statement to use help solicit proposals on overall cluster landscape designs. We collectively know of several landscape architects – but we first need to define what we need.

Drainage in the lower cluster remains an issue. Damien will ask Cardinal to take a look. There is a drainage spot in front of the house that water can be redirected to.

3. **Spring Cluster Cleanup.**

Tentatively scheduled for May 14th.

4. **Le Page Complaint**

The exterior in the Wainwright Cluster has not been maintaining its exterior areas – carports mostly, and some homes that have unapproved exterior lighting. Mark will follow up with Reston Association about whether they have visited the properties.

5. **RA Cluster Standard book.** Mark will request a copy of the Cluster standards (first copy free), which we can then digitize and post online.

Mail

1. No mail received.

Open Forum

1. Eric O reported that Washington Gas checked the upper cluster again, as residents continue to report smelling gas. No leaks have been found yet.

Closed Session

The April monthly meeting will happen April 12th Erin's house at 1715.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:48pm.

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

Respectfully submitted,
Heather Robertson