

Wainwright Cluster Association
Board of Directors Meeting Minutes
March 14, 2017

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Damien Deantonio, Eric Kemp, Michael Wood, Tom Kamstra, Becka Manglanathan, Wendy Quaye, and Ryan Gordon.

Meeting convened at 7:40pm at Mark Waddell's house, 1725.

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

Financial Director's Report:

- Checking: \$22,698
- CD: \$16,297
- Arrears \$2,805

February 13, 2017 Ad-hoc meeting

An unscheduled/ad-hoc meeting was held based on an urgent, and complex matter, raised by Anne Waters regarding a pending sales contract at 1763, and the concern about the retaining wall that is in the back of the property. Mark, Becka, Wendy, Heather, Erick O, Eric K, and Michael all attended. We reviewed the original cluster plans, discussed options and responsibilities, and concluded that the retaining wall is an extension of the end-unit's brick wall, up to, but not beyond the personal property line. The Board prepared a letter summarizing the meeting decisions. The Board confirmed that the 2017 budget did not include any budget for the retaining wall repairs/replacement, and any costs could not be reimbursed (pro-rata) in another year, when it could be scheduled. At a minimum the Board would want to see/review 3 quotes to determine if the work/cost is reasonable, and that the wall was repaired/replaced in accordance with Reston Association standards for retaining walls.

Old Business

1. **Light Issue middle cluster.** While Root Electric was out for another individual electrical service, they were asked to provide an on-the spot quote for fixing the middle cluster signboard light – which was approximately \$90 (1/2 hour). Heather will submit the receipt for reimbursement, which was motioned for approval and seconded. Root Electric may be able to do these minor repairs on our exterior light system, as long as it doesn't involve major trenching or cabling, instead of Outdoor Illumination.
2. **Wrap Up from 2017 Annual Meeting.** No further follow-up required.

3. **Snow Contract.** The snow contract wasn't paid, so for the snow that occurred yesterday, they called to confirm that they were still the Wainwright Cluster snow removing service. The Board motioned to approve the \$500 retainer/snow removal contract, which was seconded and approved.

New Business

1. **1763 Retaining Wall.** As we understand it, Anne Waters has hired the services of surveyor to assess the length of the resident's property and which portion of a retaining wall that is on the Cluster property. She was planning to attend the meeting tonight to share with us the 3 quotes, however, she did not attend. At this time, the Board doesn't have an estimate/scale of the cost to repair (and an engineer's assessment confirm if a repair or replacement is needed). The Board has not budgeted for any expense for this in 2017, regardless of the final pro-rata value.
2. **Co-Treasurer.** Mark will discuss with Eric adding a Co-treasurer position for the Cluster, to help out with either Accounts Receivable or Accounts Payable functions. Heather has volunteered to help, with the condition that someone else assumes the Secretary function, which includes taking notes and distributing fliers 3 to 4 times a year. Becka and Wendy have agreed to co-share the Secretary role if Eric and Heather can agree to co-share the Treasurer responsibility.
3. **Down Tree?** Mark received an email on March 8th from Reston Association that Wainwright Cluster removed a year-tree. The Cluster Board is not aware of any tree removal that fits this description, and is confused by the request for action/response – Mark will reach out to Reston Association for clarification. This tree was identified and not on our property. Across the street from the Upper cluster.

Mail

1. Damien received an email from Fairfax County Department of Transportation's Public Meeting on March 16th at Dogwood Elementary School (6:30-8:30pm) to discuss/seeking feedback on repaving and restriping North Shore (possibly adding a bike lane), and other roads in Reston.

Open Forum

1. There was a discussion about dogs, particularly in the middle cluster, being left outside unattended on the common property. Residents and tenants are reminded to clean up dog poop, attend to their dogs at all times, and to ensure they don't prevent mail delivery.
2. Tenants have moved into 1745, and new renters have also moved into 1737.

Closed Session

The April monthly meeting will happen April 11th at Wendy's house at 1739.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:41pm.

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

Respectfully submitted,
Heather Robertson