

Wainwright Cluster Association
Board of Directors Meeting Minutes
March 13, 2018

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

Attendees: Heather Robertson, Damien DeAntonio, Erick Osman, Mark Waddell, Michael Wood, Ryan Gordon, John Foley and Rebecka Manglanathan.

Meeting convened at 7:37 pm at Ryan Gordon's house, 1707.

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

Financial Director's Report:

- Checking (Reconciled as of Feb 28): \$41,143.61
- CD: \$16,394
- Arrears \$3,600
- Uncleared checks: \$

Washington First Bank, where the cluster had their account, was bought by Sandy Spring Bank.

Heather proposed that the cluster adopt an official record retention policy. A motion was made to pass a record retention policy of 10 years, which was seconded and approved.

Old Business

- **Landscaping Projects** Damien followed up with Margaret about the entrance project and she referred the cluster to another landscaping company. Damien will follow up and see if there is a possibility to get a design that Cardinal could install.
- **Updated House Numbers** Damien needs one more signature on the design review application form to get RA approval for the new numbers. After RA approval Damien will send the invoice for approval to the board.
- **Group House Noise** No new updates
- **Electrical Repairs** Root electric has not been able to come out yet, but they will let Michael know when they have time to look at the faulty street lights

New Business

- **Concrete Work & Tree removal due to fallen tree** Since the fallen tree damaged cluster property, insurance will cover tree removal from cluster property, concrete repair and replacement chairs and log holder, after our \$500 deductible. Tree removal was \$800. Chairs and log holder added up to \$300. Angel concrete proposed a 32 foot concrete repair for \$2000. All costs were approved by the insurance. The stump grinding was not covered. The portion of the tree that fell on home owner property was not covered by our insurance so they need to be billed separately by Reston Tree. The insurance check should be received this week.
- **Tree Removal** The pine trees that were damaged in the storm in the middle cluster have been removed but were not covered by the insurance. The cost will be billed with the remaining tree trimming that was identified last month that will happen this week. The original estimate was \$5K. A motion was made to approve a tree removal budget up to \$5K that was seconded and approved.
- **Middle Cluster drainage problem:** There is still a lingering drainage problem in front of 1747-1751 that needs to be addressed.
- **Spring Cluster Clean-up** The board set April 21 for spring clean up.
- **Taxes** Mark will file the cluster taxes
- **Cardinal contract** Cardinal sent the first bill of 2018 and Damien confirmed that it matches the agreement
- **Native Plant Order from Nature Center** Michael will draft a plan for areas of the cluster that may be improved with small plantings

Approval of bills from storm damage:

There was a motion to approve the following payments for repairs/replacements needed because of the storm:

\$800 for removal of oak in middle cluster

\$400 for stump grinding of oak

\$144.99 to Heather as a reimbursement for buying 2 new teak chairs

\$144 to Heather for a replacement log rack

\$2036 to Angel Central Concrete for the replacement of 32 feet of sidewalk

The motion was seconded and approved.

Mail

- Asphalt Company – not interested
- Gerry Shaw asked for a recommendation for a contractor to replace siding but the board doesn't know anyone
- The cluster received email asked that the remaining parts of the tree be removed from the cluster property. The board discussed and decided that leaving them is not in the best interest of the cluster. There was a motion to remove the tree pieces that could not be rolled to personal property, that was seconded and approved.

Open Forum

- No items

Closed Session

The April monthly meeting will happen April 10th at Mark's house, 1725.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:57 pm.

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

Respectfully submitted,
Rebecka Manglanathan