

Wainwright Cluster Association
Board of Directors Meeting Minutes
May 10, 2016

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Damien Deantonio, Kat Waters, Erin Russell, Tom Kamstra, Eric Kemp, Myrna Schwab, Carol Ann Vasquez, Anne Waters, Erick Osmann

Meeting convened at 7:41pm at Mark Waddell's house, 1725

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

Financial Director's Report:

- Checking: \$35,048
- CD: \$16,193
- Arrears: For a total of \$3,405

Old Business

1. **Spring Cleanup.** Lower Captain – Mark, Middle Captain - Graham , Upper Captain- Eric O. Damien distributed a list of the projects to each Captain.
2. **Cardinal Lawn Grass Project.** Middle Cluster is coming in nicely, but the area next to the patio still needs more time so that will be roped off after the first cut. The lower cluster has filled in nicely, as has the areas along the road.
3. **Carport Violation.** Damien and Eric K. attended the covenants committee hearing to discuss the violation. They decided that the Cluster has 60 days to resolve the violation – which is the maintenance of the carport exteriors. We need to submit a plan by June 30, 2016 on how we will resolve it. The violation includes five major items:
 - a. Replace and paint all fascia board (fronts)
 - b. Scrape and repaint fascia on sides and rears
 - c. Clean and repaint all exterior siding
 - d. Clean exterior of gutters
 - e. Clean all carport roofs for lichen and moss (RA recommended a type of wash)

The board prepared an RFQ and submitted that scope to 4 vendors who specialize. We received 4 bids back. A bid matrix was prepared and presented during the Board Meeting. Damien presented the bid matrix, the concerns and the technical methods proposed. Bids range from \$9,490 (but this did not include carpentry work) to \$30,000. Both Smart Wash/RK Morris and Blue Door Painters both presented solid technical proposals and demonstrated an understanding of the scope, both around \$25,000.

The Board suggested we go back to both final bidders and ask them for a best and final price, confirm it will be fixed priced contracts, and we would like to clarify the warranty period of Smart Wash/RK Morris.

We will need to give residents plenty of notice about the inconvenience for residents and the risk of leaving cars in the carport.

The Board had budgeted \$10,000 in 2017 and 2018, \$5000 for tree removal and \$10,000 for concrete repairs in 2016 – which means we may need to stretch budgets from next year to pay for the bids.

Pending the outcome of BAFO negotiations, the Board motioned to spend up to \$25,500, pending decision of the BAFO with Damien and Heather's assistance – which was seconded and approved.

4. **Concrete project.** Cancelled and delayed due to the carport repairs.
5. **Cluster Vinyl window standard.** Mark has been working with Robert Chamblis to obtain an electronic copy of the cluster standards according to R.A. The next step is to add vinyl windows to the cluster standards.

New Business

1. **2016 Projects** – Mostly carport repairs.
2. **Lower Cluster Grass/landscape concerns** - pine tree and planted area across from Carol Ann and next to Oaks house. A concern was raised about cutting down small saplings and the ivy, as it's been slowly removed/mowed, and asks that Dave, and others, consult with neighbors in a neighborly way before taking action.

Residents are also reminded that they are welcome to provide comments during board meeting, after board meetings, and upon reading minute notes, and the Board welcomes all inputs from residents about upcoming plans.

Mail

1. Certified Mail – official response from Reston Covenants.

Open Forum

Both Carol Ann and Myrna expressed concerns about the Board reaching out to residents in a more proactive way – and to encourage residents to be more considerate of neighbors before taking action – both individually and as a board, and to consult neighbors when they believe they may be affected.

Also residents are reminded to consult the Reston design guidelines and file appropriate paperwork for any property or cluster improvement plans, if necessary.

Closed Session

The June monthly meeting will happen June 14th at Damien's house at 1707.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 9:16pm.

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

Respectfully submitted,
Heather Robertson