

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
November 10, 2015

[www.wainwrightcluster.weebly.com](http://www.wainwrightcluster.weebly.com)

Attendees: Mark Waddell, Heather Robertson, Dick Benjamin, Damien Deantonio, Erick Osman, Kat Waters, Brittnye Kuzmick, Ruth Ruttenberg, Ellie Fusaro

Meeting convened at 7:35pm at Erick Osman's house, 1773.

A motion was made to approve the October annual meeting notes, which was seconded and approved, with a minor change to the typo of the house 1741 for the next meeting.

**Financial Director's Report:**

- Checking: \$42,753
- CD: \$16,142
- Arrears: \$4,500 in arrears.

**Old Business**

**1. Update on Lights.**

We have received approval from the Reston Design Review Board for the installation of the extra light in the upper cluster, and we have received an invoice from Dulles Electric for the deposit to place the new order (which was approved via email). We also received a surprise bill for \$322.25 for installing the replacement photocell in the upper cluster, which is consistent with their contract warranty (since they didn't buy the lights), however it is not clear if we can/should hold either Dulles Electric or ANP (Manufacturer). The Board has questions about the details of the invoice, which Heather will follow up with OI.

3 light shields have been ordered (\$68 each) and will be delivered soon (don't know the exact delivery date yet). Only one will be installed initially, and 2 will be held in stock for the future. The board will look into installing these light shields ourselves.

**2. New Package for Sales.** On hold.

**3. Concrete in Middle Cluster** – Hold until the spring.

**4. Treasurer Handover.** The new treasurer will purchase a monthly subscription of Quickbooks, when they take over officially in January. A reminder that we need to file annual tax returns, Ruth has a template – 990 form- (and previous tax returns) that she can provide.

**5. Cluster Clean-up Summary** – It went pretty well, and most work had been done as scheduled, with the exception of upper cluster curb painting and light pole painting. About 15 or 20 people attended the BBQ.

## **New Business**

1. **Start Budget Process.** The Board reviewed the budget prepared by the Treasurer including the results from 2015, which shows that we were substantially under budget for the year (estimated \$19k). We still have the extra light to install in the upper cluster (approximately \$2800), and some more funds needed to remove trees. We also reviewed early estimates for 2016, which shows the Board breaking even effectively (around \$52k for both income and expenses). Our goal is to maintain one year's worth of operating expenses in our reserves at the end of each year. We also discussed the 2016 budget expense light projections, and picked apart a few line items (grounds vs. landscaping capital expense, increasing snow removal estimates, and light fixtures for \$1000). We also discussed capital expenses for the carports in years 2018 and beyond – replacing the roof (estimated many years ago at \$42k), plus \$10k in concrete for 2016. The 2016 budget will be presented in December for approval. Eric and Kat will present.
2. **Cluster standard for vinyl window.** Mark will take the lead on drafting up a new cluster standard for window replacements and will request copies of recently submitted (approved).
3. **Cardinal Contract.** Mark received the 2016 contract for Cardinal, same scope as last year – for a total \$9,973. The board motioned for approval of the new contract, which was seconded and approved.
4. **Tree Work.** We received an estimate for removal (and stump cut low to the ground) of a tree in the lower, branch in lower cluster, pruning trees hanging over Wainwright Drive, and removal of 4 trees leaning over upper cluster homes. The total amount proposed by Reston Tree Experts is \$2250. The board motioned for approval of the tree removal scope, which was seconded and approved.

## **Mail**

1. RA Design Review Board approval letter for the extra new light.
2. A letter about the development on Reston Parkway.

## **Open Forum**

1. Heather had a good productive conversation with the Reston Police about the importance of submitting police reports – so if residents do have problems, they should report it. They shared that stolen bikes, stolen property, and others incidents should also be reported to the police. The Board will put the information about reporting incidents on the website – phone number and website. Heather will also invite the Crime Prevention Officer to attend the annual meeting where we can offer time to residents and owners to ask questions.

## **Closed Session**

The September monthly meeting will happen December 8th at Dick's house at 1765.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 9:15pm.

Any questions may be sent to President Mark Waddell at [markw83@verizon.net](mailto:markw83@verizon.net)

Respectfully submitted,  
Heather Robertson