

Wainwright Cluster Association
Board of Directors Meeting Minutes
November 15, 2016

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Damien Deantonio, Eric Kemp, and Ryan Gordon.

Meeting convened at 7:42pm at Mark Waddell's house, 1725.

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

Financial Director's Report:

- Checking: \$25,306
- CD: \$16,259
- Arrears are currently inaccurate, due to delayed paper invoice billing.

Old Business

1. **Drainage Lower Cluster.** Still waiting to see results after a large rainstorm. A Verizon wire was cut in the process, which was an error by Miss Utility. Mark and the owner of 1729 are dealing with the challenging of getting the costs paid for by Miss Utility.
2. **Tree Work.** Eric and Damien did a walk around with Reston Tree Experts to identify trees that are no longer healthy and pose a danger to people and property. Results: The tree behind 1743 has been determined to be already dead and very dangerous, so it will need to be removed and stumped. One tree in the middle cluster was also identified as near dead. Also some pruning of white pine branches in upper cluster, a Japanese maple in the upper cluster, and reshaping/cleaning the holy tree behind 1747. While there, stumps in the island in the middle cluster parking lot and the stump on the side of 1711 will be grinded and removed. The total proposed by Reston Tree Experts was \$3425.00
The Board raised questions/concerns as follows:
 - The tree in the middle cluster is potentially connected to two other trees and there is a concern about damage removing the smaller/dead one will have on the other two.The board motioned to approved the maximum cost of \$3425, which was seconded and approved, pending the resolution of the above concerns, which could decrease the total cost in the end.
3. **Cluster Clean Up.** Everything went well as reported. Cluster Captains are due to give lists of which residents did participate.

4. **Light Post Issue Upper Cluster.** Seem to be working again, thanks to repairs done by Outdoor Illumination. We believe that the 6 hours that OI spent investigating the location of the fault was unreasonable – so when the invoice comes, we should discuss before paying. However, OI did not fix the middle cluster signboard light, as requested. Heather to follow up.

New Business

1. **Cardinal Contract Review.** We have received the new year's contract for landscaping and maintenance from Cardinal Landscaping. The proposed contract price for 2017 is \$10,498 (includes all the same items from last year, and represents a \$525 increase in price from last year (5%). The additional services, mulching and edging, is an additional \$2,300. This is a \$75 increase over last year. An additional \$425 for weeding in the common areas. Pruning of common area shrubs is proposed at \$575. All total \$13,798 for all common area landscaping. This is the first proposed increase in price in 3 years. 2014, 2015, and 2016 were all the same contract price. The cluster budgeted \$13,000 for 2017 for landscaping/ grounds, plus \$5,000 in landscaping.
The contract value total of \$13,798 was motioned for approval, seconded and approved.
2. **2017 Cluster Budget.** This will be postponed until the December meeting, which should be moved a week earlier due to travel schedules.

Mail

1. Damien received an email from Supervisor Hudgin's office about being to attend our annual meeting to answer questions if we want. The Board thinks this could be a good idea and will reach out in January if we don't hear anything from them.
2. Eric is receiving emails from Reston Association about managing cluster payments, covenants' updates, and communications.

Open Forum

1. Damien set up a new email account wainwrightclusterboard@gmail.com, and also wainwrighttreasurer@gmail.com is available for residents to use.
2. There is a young inquisitive raccoon in the lower cluster again, and reports of raccoons again in the middle cluster. Residents are reminded to buy garbage cans lids and keeping garbage secure to deter them from visiting our neighborhood.
3. Residents are reminded to keep their car doors locked at night to avoid petty theft.

Closed Session

The December monthly meeting will happen December 6th at Heather's house at 1741.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:28pm.

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

Respectfully submitted,
Heather Robertson