

Wainwright Cluster Association
Board of Directors Meeting Minutes
December 10, 2013

Attendees: Mark Waddell, Heather Robertson, Tom Kamstra, Dick Benjamin, Erin Russell, Erick Osmann, Carol Ann Marquez.

Meeting convened at 7:33pm at Erin Russell's house, 1715.

A motion could not be made to approve the November notes, as there were not enough members attending to form a voting quorum.

Financial Director's Report:

\$47,965 in checking, \$15,928 in CD, and \$900 in arrears.

Old Business

1. **Need plan for lower cluster landscaping.** Still needs to address. Mark to follow up.
2. **Handbook redo in progress.** Damien to circulate the updated draft (with track changes) to the Board Members via email.
3. **Garbage cans and carport.** Residents who have not purchased a garbage can with a lid will be notified in writing in January to comply and purchase a new garbage can with a lid. Heather to follow up.
4. **RA Complaint near 1721.** RA has recommended that the 2 stumps be ground down, approved the stone wall, approved the mulching (as long as its natural color), swale stones needs to be more natural in color – not white. Wainwright Cluster has 30 days to comply with the RA decision.
5. **Budget.** The projected surplus for 2013 (difference between Income and Expenses) is estimated to be \$14k, but this does not include the expenses associated with the early December 2013 storm. This surplus will be used towards the 2014 expenses and continuing to build up the annual reserves (\$50k). The proposed 2014 budget was presented, showing a total budget for \$59,099. The budget was proposed, motioned, and approved by the Board.
6. **Yearly Meeting in February.** To be held in the Reston Community Center at Lake Anne on February 11th. This is in lieu of the February monthly meeting, and all residents are invited to attend.

New Business

1. **Tree damage and cleanup needed.** A lot of branches down in all three sections of Wainwright – but no major damage to report. Mark to contact Reston Tree Experts to come out for an assessment to clean up. The largest tree fell in the lower cluster, which fell across the entrance. Thanks to residents who helped clear it out so there was access in/out of the lowest cluster parking lot.

2. **Water damage and holes in the carport roof in lower cluster.** Permission was given to the resident to proceed with repairing the holes and the Cluster will reimburse him for the \$150 expense.

Mail

1. All residents received a letter from Reston Association about residents who want to discontinue their use of the RELAC system. Additional requirements have been added and based on the Fair Housing Act, it describes how residents may be eligible to be approved by RA to be disconnected. This contents of the letter was discussed in Reston Now.

Open Forum

1. Doyle Smith in unit 1749 passed away in his home last month. At this time, there are no known family members – the Cluster will continue to follow up with the police department to determine what will become of the property.

Closed Session

Next monthly meeting will be on January 14th at Heather's House (1741) at 7:30pm.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:20pm.

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

Respectfully submitted,
Heather Robertson