

Wainwright Cluster Association
Board of Directors Meeting Minutes
May 12, 2015

www.wainwrightcluster.weebly.com

Attendees: Mark Waddell, Heather Robertson, Tom Kamstra, Dick Benjamin, Damien Deantonio, and Erin Russell.

Meeting convened at 7:36pm at Dick Benjamin's house, 1765.

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

Financial Director's Report:

- Checking: \$56,605
- CD: \$16,082
- Arrears: \$3,900 in arrears.

Old Business

- 1. Update Lights Project.** The DRB approved the lights fixtures and poles as proposed, as well as the sign board lights. The DRB did not feel that the location we proposed to mount the carport lights was in accordance with the standard for security, specifically that they should be mounted under eaves. They have asked us to consider mounting the fixtures in a different location, namely on the beam that sits about 5 ft back, however, the Board is concerned that it will reduce the amount of light cast. The Board will experiment with the fixtures to determine the light cast on the fascia board and on the beam. The lights fixtures and poles have been ordered and will be delivered directly to the cluster in early July. Outdoor Illumination is going to be on site on Friday and will start assessing the repair work needed, and help us mount the sign board lights and experiment with the fascia board mounted lights. OI charges \$109 for electrician, and \$59 for laborer. Damien or Eric have been approved to authorize up to \$5,000 in Time and Materials for repairing the 3 light fixtures that are not working, this amount was motioned and approved.
- 2. Package for new sales.** We may need to update the package that we provide to the selling agents when an owner is interested in selling. We will address this soon.
- 3. Delinquency.** Mark still needs to prepare a delinquency letter.
- 4. Spring Clean Up Day:** Damien prepared a list of actions needed but in general it will include carport sweeping, carport gutters cleaning, straightening rock borders, grass seeding, sod in the very bare spots, clean up of twigs, and other items. Damien will be the captain in the lower, Eric Kemp will be in

the middle and will also cover the upper cluster, as Erick O. is not available. EZ Seed (for small spots), Grass soil and sod (for larger areas) – Eric Kemp has volunteered to pick-up the materials on Friday, the Board motioned to approve an amount up to \$250, which was seconded and approved.

5. **Landscaping from Cardinal.** The Board was very pleased with the work that Cardinal did on the mulching, weeding, and maintenance.

New Business

1. **Sandy Grady funeral.** There was a nice photo presentation made by Carol Ann and Toby, and several residents volunteered stories. There was a good turnout from the neighborhood – about 8 to 10 residents.
2. **Lower Cluster new trees.** The new red bud seems to be dying, and Cardinal will be asked to look at it. The oak seems to be doing well. Mark will send an email.
3. **Brick Contractor.** Mark will share contact for a brick contractor he might use, and will share the name via email in case other residents need some brick work done.

Mail

1. None.

Open Forum

1. We received a quote to replace the fascia board on damaged carports, however, it was very expensive and was not approved.
2. Residents are reminded that they may not make major alterations, cut back growth, or otherwise change cluster property without first seeking cluster board approval.
3. Residents are also reminded not to throw food out onto the common areas, as we have a continued raccoon problem, which are very dangerous and have injured residents.

Closed Session

The June monthly meeting will happen June 9th, at Mark's house at 1725.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:52pm.

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

Respectfully submitted,
Heather Robertson