

Wainwright Cluster Association  
Board of Directors Meeting Minutes  
November 12, 2013

Attendees: Mark Waddell, Heather Robertson, Tom Kamstra, Dick Benjamin, Erin Russell, Erick Osmann

Meeting convened at 7:33pm at Mark Waddell's house, 1725

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

**Financial Director's Report:**

\$52,364 in checking, \$15,921 in CD, and \$2100 in arrears.

**Old Business**

1. **Light out in lower cluster.** Received a complaint about this continued outage. Mark to take action on this right away.
2. **Need plan for lower cluster landscaping.** Additional clearing was done last week. Work needs to be done at that swale. The landscaping committee needs to meet and come up with a solution.
3. **Tree Work.** Everything has been completed. The cut wood behind the middle cluster has not yet been removed.
4. **Handbook redo in progress.** The draft revisions were reviewed last month – it is being written to update with our current practices (examples: insurance). It will be ready to present and be approved at the management meeting. Damien to circulate the updated draft (with track changes) to the Board Members via email.
5. **Garbage cans and carport.** Residents should be reminded that garbage cans must have lids, to prevent the raccoons from knocking over the cans at night. Residents are also using the cement slab, under the carport, for storage – which is an inappropriate use. The cement slab is only to be used for garbage and recycling cans. Residents are asked to clean up their respective areas of storage items (please put them in the carport closets), and ensure that trash is picked up if knocked over.

**New Business**

1. **Snow Removal Contract Approval.** The committee proposed Bill Farrar's Tree Maintenance company (the same service provider as the last few years) to manage the snow removal contract, which includes a \$500 per 3 years retainer. The motion was seconded and approved.
2. **Landscaping Contract.** The committee reviewed the new contract for the landscaping contract – which has been proposed by Cardinal at \$9,973, which is a modest (\$500) increase from last year. The committee proposed to approve the contract, it was seconded and approved. The committee agreed that next year we will review additional quotes.

3. **Cluster Cleanup and BBQ** – It was agreed that the cluster is in very good condition and a fall clean up is unnecessary at this time, therefore the annual Fall Clean-up and BBQ has been cancelled this year.
4. **Three RA Letters** – 1. A new Wainwright deck was submitted to the Reston Association (RA) and was approved, with the condition of adding some non-invasive plant species. 2. The RA is proposing to replace Bridge #12 (the small one near Vantage hill, next to the small playground on the path to Lake Anne) – and is informing Wainwright Cluster as an effected party. The Board does not see how this will significantly effect the Wainwright residents – and therefore does not object. 3) The RA informed Wainwright residents that the RA removed trees along the path near Wainwright.
5. **Runoff and Drainage.** A resident of Governor's square has informed us that heavy rains coming down the hill near the upper cluster washes across the path and is pooling in a Governor's Square resident – and they have requested we monitor the water runoff during the next heavy rain and find a solution. The committee is also concerned about other drainage problem spots (in the middle cluster center courtyard, 2 spots in the upper cluster). The committee agreed to discuss off-season drainage works to solve this problem.
6. **2013 Budget.** Year to Date Budget was reviewed, and other than tree work, all budget line items are under spent so far this year. The projected end of year balance for the 2013 bank accounts is currently \$54,110 – which is our reserve and is on track as planned. It is projected that the cluster will receive total income of \$50,092. Therefore the total surplus projected by year's end will be estimated at \$11,000 – some of which will be expended before the end of the year, and the balance will be included in the total reserve.

**2014 Budget.** A draft budget for 2014 was presented to the committee. It reflects similar amounts that were used for the 2013 budget. The committee discussed whether we should move forward with rehabilitating the exterior grounds lighting next year. The new lighting design must be researched, estimated, and presented to RA for approval. Early estimates for each pole is \$2000, for 12 poles, the total project may be \$24k or more. Eric agreed to start researching lighting and pole options to consider at the annual meeting – including estimated prices from a contractor.

### **Mail**

1. All mail was discussed – the three RA letters.

### **Open Forum**

1. A committee member requested that we discuss the use of Bat Houses as an insect control option. The board agreed to discuss in the spring.
2. Residents are reminded that the Cluster has an active website – [www.wainwrightcluster.weebly.com](http://www.wainwrightcluster.weebly.com), which is available for all residents regarding meetings, cluster handbook, and other general information.

### **Closed Session**

Next monthly meeting will be on December 10<sup>th</sup> at Erin's House (1715) at 7:30pm.

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](mailto:markw83@verizon.net)

Respectfully submitted,  
Heather Robertson