

Wainwright Cluster Association
Board of Directors Meeting Minutes
November 11, 2014
www.wainwrightcluster.weebly.com

Attendees: Heather Robertson, Dick Benjamin, Damien DeAntonio, Mark Waddell, Tom Kamstra, Erin Russell, and Lynn Crosby

Meeting convened at 7:35pm at Mark Waddell's house, 1725.

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

Financial Director's Report:

\$53,990 in checking, \$16,022 in CD, and \$3,000 in arrears.

Old Business

1. **Lowest Cluster Tree Plan.** They were both planted. The willow oak not planted exactly where we had hoped, but this was due to deep roots from previous tree. The Red Bud was planted as planned.
2. **1729 for rent.**
3. **Middle Cluster Sidewalk.** Still having drainage issues, only in a new spot. Pooling for about 7 to 8 hours after heavy rain. This is a new problem, one that what caused by a combination of new factors – including the raised manhole cover, the new 1747 gutter downspout, and a slight new depression (low spot) in the new sidewalk. Motion moved to experiment with some additional grading (more of a natural swale) and create a bit of a direct channel with gravel (suggested by a drainage engineer) at the low spot, before we invest any more money in costly solutions. This motion was proposed, seconded and the Board suggested Heather continue to try to find a solution, perhaps working with RELAC on these small works.
4. **Traffic Safety.** Damien has most of the contacts for the other clusters on Wainwright to submit a request for official traffic calming. He has asked for two more volunteers from Wainwright, and Eric Kemp and Mark Waddell volunteered. Damien go ahead and submit the request.
5. **Email List.** This has been updated.
6. **Exterior lights for cluster.** Heather summarized the initial proposals in a matrix. We had three companies submit their initial proposals, but each one is a bit different in scope. We need to finalize a scope in order to get final proposals for labor and installation. Heather will draft something up and share with Eric and Damien for review, and will meet to review the drawings. We will go back to all 3 and see if we can level the different scopes so we have more comparable bids.

New Business

1. **Cardinal.** Mark shared the new annual maintenance proposal for \$9,973, which is the same price as last year.
2. **RA timbers along the path.** RA will do the work, they just wanted to make sure we were comfortable with their technical proposal.
3. **Budget Analysis for 2014.** Dick circulated a draft budget for 2015. Insurance premium for 2015 is going up by 10%, Dick will follow up again. Proposed a 2014 audit. In total we spent \$40,321 and we budgeted \$59,099, but we didn't spend the \$20,000 we anticipated for exterior light replacement. This means we were managing well within our budget. We currently have approximately \$65,000 in the bank. Income for the year is \$49. Our reserves continue to be fully funded and we contributed approximately an additional \$9k to the reserves in 2014.
4. **Budget Analysis for 2015.** With the approximate cost of the exterior lights deferred to 2015 (\$40,000). We anticipate \$51k in income but \$81k in expenses, which would dip into our reserves to cover this large capital investment in the exterior lights. Otherwise there are no major changes between the 2014 and 2015 budget line items. The final budget will be presented in December for approval.

Mail

1. Ruth got her handrail approved by the Reston Association.
2. Residents received mail from RELAC about the RA vote for the RELAC system,

Open Forum

- 1.

Closed Session

Next meeting will be 1765 Wainwright Drive the home of Dick Benjamin

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:46

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

Respectfully submitted,
Heather Robertson