

Wainwright Cluster Association
Board of Directors Meeting Minutes
October 14, 2014
www.wainwrightcluster.weebly.com

Attendees: Heather Robertson, Dick Benjamin, Damien DeAntonio, Eric Kemp, Tom Kamstra, Carol Ann Marquez, and Ellie Fusaro.

Meeting convened at 7:35pm at Damien DeAntonio's house, 1753.

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

Financial Director's Report:

\$52,833.12 in checking, \$16,005 in CD, and \$2100 in arrears.

Old Business

1. **Fall Cleanup.** Happening this Saturday. Mainly weeding in lower cluster. Top soil and fall grass-seed in the middle cluster. Lightbulbs are needed. Clean the gutters on the carport. Paint for the posts in the carport. We need a few gallons of apple cider and some fall treats. Heather to coordinate the purchase of treats with Erin. \$100 for treats was motioned, seconded and approved, for a 2pm after clean-up get together.
2. **Lowest Cluster Tree Plan.** It is time to move forward with the replacement trees in the lower cluster - a new redbud and a willow oak were already approved for purchase and planting. We deferred their installation until after the summer.
3. **New House Sales.** Three houses (1711, 1743, and 1747) have sold in the last month. Welcome to our new neighbors and homeowners.
4. **Sidewalk Middle Cluster.** This is done, with a bit of extra rework to correct the first installation, which was done improperly and had to be replaced. The new sidewalk now gently slopes (1/2 grade) towards the newly installed French drain, with a goal of ensuring any rain water flows towards the drain and not the houses. Additional soil grading is needed to further allow the water to flow freely. There were performance issues with the subcontractor selected, called Masonry Brothers, however the work the same company did to the individual front stoops seemed to be done well and everyone was satisfied with the work.
5. **Traffic Safety.** Damien still reaching out to the other cluster managers, and will soon send out an email with the information to those who he's made contact with. VDOT indicated that they are not coming out to paint the curbs, and residents should call the non-emergency police line to report and they will come out and ticket cars violating the rules.
6. **Email List.** Dick has an updated email list.
7. **Exterior lights for cluster.** Heather provided an update about the site visits of three companies – GSW, Outdoor Illumination, and Bainbridge. All three are busy working up bids and finding fixtures that are within a budget. The

committee reviewed a few fixture options. Heather will continue working with the three companies to receive their proposals. This may take several months to work through the selection process, the RA approval process, and installation.

New Business

1. **Cardinal.** Mark will share the Scope of Work that Damien wrote up about ongoing routine landscaping maintenance.
2. **Timbers along the path.** Mark will respond and indicate that the RA is responsible.
3. **Tree on the RA path near lower cluster.** Mark will respond in the same communication to RA to show that the original property plan indicates that the tree is on RA property.
4. **Budget planning starts in November.** Dick will have a preliminary budget to present next month.

Mail

1. No mail.

Open Forum

1. Ellie asked for advice about the cluster standard for front door replacement. The cluster directed her to the handbook and our covenant's advisor at RA, who is Robert Chablis, who has always been very helpful to other residents.

Closed Session

Next meeting will be 7:30 on November 18, 2014 at Mark Waddell's house, 1725

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:37pm.

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

Respectfully submitted,
Heather Robertson