

Wainwright Cluster Association
Board of Directors Meeting Minutes
August 9, 2014
www.wainwrightcluster.weebly.com

Attendees: Heather Robertson, Tom Kamstra (serving as acting president), Dick Benjamin, Damien DeAntonio, Erick Osman, Carol Ann Marquez, and Wendy Quaye.

Meeting convened at 7:32pm at Tom Kamstra's house, 1753.

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

Financial Director's Report:

\$56,764 in checking, \$15,996 in CD, and \$2100 in arrears.

Old Business

1. **Update on 1701 Landscaping.** All work is done.
2. **New Trees.** Cardinal has agreed to postpone the planting of the new trees in the lower cluster (Red bud & willow oak) until the fall. The Board has reviewed the proposal for \$360 to do this work, it was motioned, seconded and approved. Cardinal will be notified.
3. **1711 and 1713** were both painted and improved as requested. As far as we are aware, RA's issues have been resolved.
4. **Concrete Nova Foam.** The middle cluster sidewalk drainage situation continues to worsen. The French drain that was previously installed, is working successfully, but the water is pooling in the sidewalk. We have received three proposals to solve the problem, one was for \$2152.80 to jack it with a type of synthetic foam, whereas the other two proposals were for full replacement, including new rebar. A motion was made to approve the proposal from Masonry Brothers for up to \$4500 (this amount included two stoops, and these need to be removed). It was motioned, seconded and approved. Heather will schedule. The other proposal was for \$5400 from Mottern Masonry. We will also survey other owners to see who would also like stoop replacement, and we will attempt to negotiate a group discount.
5. **Traffic Safety.** Damien is taking the lead on organizing the email accounts from ALL Wainwright Drive cluster boards, as the request to deal with the safety issues on Wainwright Drive. The request will be for "Traffic Calming", and then they will do a traffic study and make a recommendation. Damien is also following up with VDOT on the request to evaluate the signage on Wainwright.
6. **Email List.** A notice was sent with the quarterly invoice. Residents who did not respond already are encouraged to respond. The next quarterly invoice will also include a reminder again.
7. **Exterior lights for cluster.** We are now proposing to rule out any exploration of the existing wiring, as this seems to be delaying our progress. Damien

found the old plans, and has scanned them. Three other clusters have Bentena Park (across from Tall Oaks), Lakeport Cluster (off of South Lakes Drive). Heather will contact these two clusters and ask about which contractor they used. Heather will also share Angie's List searches for Landscaping/Lighting architects with Erick and together we can select a few contractors to contact.

New Business

1. **Fall cleanup.** Saturday the 18th of October. Captains will be assigned, and they will work on a list of work that can get done by residents. Heather to coordinate a flyer, which will include an after clean-up social events, with food and drinks.
2. The following houses are either sold, or are under contract...1711, 1717, 1747. Welcome back to the neighborhood to David Oakes and Beth Treon.
3. We should contact Cardinal about doing some general landscape maintenance, which includes some basic weeding, mulching, and basic maintenance. Damien has agreed to write a basic scope of work and then meet with Cardinal to walk around with them. We would prefer to have this service included in our yearly budget. Erick and Damien will walk around the cluster this weekend to discuss scope.

Mail

1. We received an email from RA about the timbers along the path near the lower cluster. We have no objection either way if they want to fix or remove them and Mark will respond officially. Mark will also push back to RA to remove the tree near the lower cluster sidewalk, in the same letter. This solution was approved by the board members.

Open Forum

1. Residents request that the Agenda be distributed BEFORE or when the invitation/reminder is sent out by email. This will help residents determine whether they should attend or not.
2. 1781 in the upper cluster continues to deteriorate. Residents are encouraged submit any complaints on the condition of houses via the official RA website.
3. Carol Ann submitted to all board members copies of the Native Plant Project, which include a list of plants that are not supposed to be planted, and those that are recommended. Carol Ann will distribute copies to all residents and we will post the list on the Cluster Website.
4. Heather suggested we create a landscape plan for all three clusters that focuses on native plants, non-invasive species, and low maintenance plants. The plan should include the removal of any inappropriately placed, sized, or species of plants. Mark might have a copy of the landscape plan that was developed, via Carol King, 10 to 15 years ago and see if we can dig up any useful information.

5. Wendy Quaye suggested we have an agenda item for next month to brainstorm some ideas for developing additional community spirit, including upcoming events.

Closed Session

Next meeting will be October 14, 2014 at Damien DeAntonio house, 1707.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 8:47pm.

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

Respectfully submitted,
Heather Robertson