

Wheelwright Cluster Board Meeting Minutes for 1/7/18

- Attendees:
 - Jessica Joyner (President);
 - Genelle McDonald (Vice President);
 - Jill Jenkins (Secretary);
 - Kristina Myers (Director);
 - Michael Pendleton (Director); and
 - Easton Warner (Treasurer).
- Minutes approved at board meeting on 2/8/18.

Annual Meeting Minutes

- Adopted annual meeting minutes.
 - In general, meeting minutes will be posted on the website only after they have been approved by the board, which typically takes place at the next board meeting. However, cluster residents can request the meeting minutes prior to their being posted on the website.

Bylaw Updates

- We need to send out a new version and we now have the right to email, so there was debate on how best to send them. It was decided to send them via email to known addresses, U.S. mail to owners who do not currently reside in the cluster, as well as giving copies in person to residents. We will also be posting the updated bylaws on the Wheelwright website.
- Genelle will talk to Rick Fairbank to see if he can print the bylaws.
- We need manila folders for this. Genelle will get them printed and Jessica will help compile them. Kristina offered to help as well.
- There is no explicit timeframe, but we would like it to be completed in the next few weeks.
- Jessica to confirm with the lawyers whether we need to send the old version as well.

Updated ESI Contract

- There was also some discussion about the current name of the waste disposal company: CSI or ESI. It is apparently ESI, but they are still using many items imprinted with CSI. This has caused some concern with the invoices.
 - **Addendum** – We have confirmed that ESI is correct and that yard waste is to go out with the trash on Mondays and Thursdays.

Disclosure Documents for New Homeowners

- There are numerous pieces to the document, including the bylaws, six months of meeting minutes, and six months of financial records. And the document has now become longer.
- Historically, this was a job given to the secretary, but Easton volunteered to take charge of pulling together the materials with the rest of the board helping where needed (for example, I might compile the meeting minutes, as I am now preparing them).

- We also discussed the appropriate price for the documents and agreed to raise the price to \$75 which is about the cost of an hour of professional preparation time and still well below the cost of materials from other communities.
- We need to check the guidelines to see if this number is mentioned.

Wheelwrighter

- We discussed the Wheelwrighter which is now about ready to go out with a few changes. It will also be posted on the website when done.
 - In the spring, Genelle is going to add a section about yard waste, which is apparently being picked up on Wednesdays right now. **See Addendum above** – Mondays and Thursdays.

Landscaping Bill

- Easton asked the board about \$800 that was deducted from the first snowfall bill. Apparently the retainer should have been deducted, but that was only \$250, so Easton is going to look into that.
 - **Addendum** – American Lawn Brothers cancelled the first bill/payment credit and reissued the invoice as an unpaid bill. Basically, they made a mistake when they paid an \$800 bill with a \$250 deposit. As it now stands, all snow bills have been paid and we should still have a \$250 deposit on their books.

Join.me Service

- Join Me call in service for board meetings.
 - There is a not insignificant cost to using it for all meetings and there is little interest in all but the annual meeting.
 - It was agreed that we should use it for the annual meeting and set it up on a case by case basis for other meetings. If only one or two residents expressed interest, it would be possible to use cell phones rather than paying for the service.
 - We will put this in the Wheelwrighter and on the website prior to meetings.
 - Want to resurrect alerting the community to board meetings via the white board at the community entrance as well.

Wheelwright Email Procedures

- Discussed Wheelwright email procedures. We have Jessica set up as the official responder, so once she has read an email, it can be left as read. However, the rest of the board members need to leave all correspondence as unread to ensure that nothing falls through the cracks (i.e., is perceived as having been read by Jessica and dealt with when it was not actually read by Jessica).

Resident Issues

- Discussion of how to handle residents approaching board members with issues. Ask them to email the issue to the board officially so that it can be officially addressed.

Wheelwright Facebook Procedures

- Discussed the Wheelwright Cluster Facebook page.
 - Everyone who wants to be an admin is already one.
 - Discussed need to be careful about selectively supporting events. It was agreed that Reston community and Fairfax County events would be OK.

Reassigning Contracts

- Discussed points of contact for contractors.
 - Kristina took over as POC for American Lawn Brothers (landscaping and snow).
 - Jessica kept trash removal.
 - Genelle kept tree and concrete work.
 - Michael took over towing.
 - Jessica is going to look through the emails and locate all of the 2018 contracts and put them on Google Drive.

History of Multiple Wheelwright Websites

- The other one (not operated by the board) was once the original, but became too expensive to maintain and is now used by the creator for marketing.
- We discussed approaching him about possible ways to make it clear that the other website is not active (possibly a site redirect) and it was agreed that Genelle would approach him to discuss this.

Goals for 2018

- Erosion control – left over from last year.
 - We had selected a bid that involved selective thinning of trees and grass to stabilize and then it was too late in the year to move forward.
 - Genelle was going to ask in the next day or so whether the individual (Steve Oliver) would still be interested in doing the work. If so, we discussed some willingness to increase cost up to next lowest bidders cost without going through new bidding process.
 - Also, it was mentioned that we might consider going with the second lowest bidder if the first lowest was no longer interested in order to move things along quicker.
 - This really needs to be done in March or April.
 - **Addendum:**
 - Steve Oliver said that he was no longer interested, so we started discussions with the secondary bidder (Sunrise) as discussed at the meeting.
 - After Sunrise did a walk through, they determined that the price would not change much from the original quote, although there was a small increase in materials.
 - The Sunrise proposal does not include any work on people’s property and will only address a small portion of our erosion issues.
 - Homeowner's downspouts are a large part of the problem but that will not be included in this work.
 - We need to make a decision on the proposal (which we now have) at the next board meeting as the price is only good through March 1st. He wants sign off by February 10th so that he can have the last few weeks of February to do the

work (and flexibility will be required because of weather vagaries). And after March 1st, his crews will be doing cleanup and landscaping work.

- The Sunrise proposal addresses the drainage issues alongside 2217, but doesn't really address the issue of the path falling apart due to erosion. Their expert opinion is that we should tackle one issue at a time – see how the drainage work helps things and then address whatever issues may still be needed with the path.
 - There were questions raised about what type of work might be required on private property. Sunrise had no specific recommendations at this time, just that it would require a complete level of commitment of all houses in a row. This might still be something to raise in the Wheelwrighter, as Jessica suggested, even if we don't have specifics yet, just to prepare residents for possible future work.
 - The question of whether we might require clearance from the Reston Association for this work was also raised and Kristen was going to ask our Sunrise contact about that.
- Concrete is another item to discuss as a goal for 2018, but we left it to the next meeting.

Social Committee

- Want to hold a cluster yard sale again two weeks before the cluster clean-up. That way, things that are not sold can be thrown away.
- We decided on April 14th for the yard sale and April 28th for the cluster clean-up. (If rain, the cluster clean-up will be moved to May 5th.)
- Possible cluster clean-up items:
 - Bat boxes to help with mosquitos – have already been approved (by the Reston Association, I think).
 - Possible sweat equity with grading and erosion (terracing).
 - Fenced-in dog area – discuss this possibility more next time. Might be some legal concerns.
 - Annuals in front of the cluster.
 - Encouraged to think of other potential items.
- Discussed using on-line signups for cluster clean-up shifts.

Next Board Meeting

- Next meeting at Genelle's (2217) on February 8th at 7pm.

Financials

- Went over financials. Discussed purchase of new bond and when outstanding bonds will mature.
- Easton working on rolling up the insurance in such a way that we don't need to provide detailed board info on a regular basis.