

Wheelwright Cluster Board Meeting Minutes for 2/8/18

- Attendees:
 - Jessica Joyner (President);
 - Genelle McDonald (Vice President);
 - Jill Jenkins (Secretary);
 - Kristina Myers (Director);
 - Michael Pendleton (Director);
 - Easton Warner (Treasurer); and
 - Kerry Wingell (resident).

- Minutes approved at board meeting on 3/1/18.

January Meeting Minutes

- Adopted meeting minutes.
 - Discussed elements to be added to the meeting minutes, including:
 - Header titles (from the agenda, where available);
 - Attendees;
 - The date of the meeting and when the meeting minutes were approved;
 - Posting the notes as a PDF; and
 - Including a note on the website when there is no meeting in a given month.

Bylaw Updates

- We never got an updated copy of the bylaws. Ami owes this to us as part of her fee.
 - **Addendum:**
 - We now have the updated bylaws from Ami. They need to be signed by all of the board members with the Secretary certifying at the end of the document.
 - We are trying to track down the cluster seal to finalize this document and have emailed former board members toward that end.
- Rick has agreed to help us with the printing.
- Jessica and Kristina will compile when everything is done.

Definition of a “Resident”

- This is important because you need to be a resident owner of the cluster when it comes to voting.
- It is clear when it is a person’s primary residence, and when a person spends the majority of their time traveling, but gets all of their mail delivered to the cluster. However, there are some gray areas as well, and it was agreed that Jessica would reach out to Ami and ask for clarification about this and also about whether we have flexibility regarding the definition we use.

Wheelwrighter

- Genelle plans to get a new draft of the Wheelwrighter out for review, hopefully within the week.
- **Addendum:**

- Completed. Genelle will be printing. Should also be posted to website and Facebook page.

Erosion Work

- Under the contract with Sunrise, there would be drainage and erosion control work performed on four areas.
- We discussed whether the work we are doing would be undone by things like homeowners having their downspouts facing the wrong way or having splash blocks. We talked about approaching homeowners about items like this individually, starting with those that appear to be contributing most to the erosion.
- For the path to the side of 2217 (which is not part of the Sunrise contract), we discussed putting a box to channel the water away. We discussed whether this and some other erosion control items might be included in the cluster cleanup activities.
- Mike and Kerry had an idea about installing a pipe to help divert water into the woods that they thought would be a good addition to the cluster cleanup activities. It was thought that redirecting the water should not require approval of the Reston Association.
- Rain barrels would help with erosion a lot. They are approved by the Reston Association, but you need the right kind.
- We agreed that we should mention erosion control and steps that individual residents can take to help in the Wheelwrighter. These include, but are not limited to: ensuring that downspouts are facing the correct way, removing splash blocks, and adding rain barrels.
- In general, we are considering the contract with Sunrise a first step in a much longer process.
- It was proposed that we adopt Sunrise's erosion proposal. It was seconded and approved unanimously.
- It was thought that the Reston Association did not need approval for erosion work, but this was based on a preliminary conversation with a Reston Association employee when our own contact could not be reached.
 - **Addendum:**
 - We finally heard from our Reston Association contact and an application needs to be submitted and approved before any erosion work can be performed. They provided guidelines for regrading and the types of stone that are allowed. They requested as much information as possible, including: a landscaping plan (if we have one), color photos of the existing conditions, manufacturers of any materials being used. We would also need to provide proof of homeowner notification where the common area is bordering an individual property. Kristina has taken the lead on all of this.
 - Kristina submitted the completed application to the Reston Association 2/26/18.

Tree60

- Chip has scheduled a walkthrough the cluster for Saturday 2/10 between 8 and 10 to discuss what trees can be added. Agreed to set the final meeting time for 9am.

Resident Concerns

- An email raising two areas of concern in the cluster was received by the board prior to the meeting.
 1. Private property left in common areas. It is a violation of the bylaws for any private stuff to be left in common areas. However, some of the private items left clearly lend themselves to the spirit of the community. After much discussion, it was agreed that the Board will erect picnic tables and benches in the upper and lower courts as part of the cluster cleanup and have everything else removed.
 - For two picnic tables, bases, and umbrellas, the board has set a \$700 budget.
 - We initially talked about having everything cleared by the end of February, except the table and chairs, but eventually decided to give everyone until the cluster cleanup to remove their items. If they are not removed by that time, they will be included as part of the trash removal.
 - The board will be speaking to residents individually, as well as including items in the Wheelwrighter, the website, and the cluster Facebook page.
 - **Addendum:**
 - Genelle put forth a proposal that we update the cluster guidelines regarding paragraph 3 of structures and objects, which states "Individually owned items including but not restricted to portable pools, swing sets, picnic tables, equipment and tools, shall be prohibited from common ground." She proposes adding "...unless approved by the Board. Homeowners may petition the Board to allow long-term placement of individually owned items in common areas, provided those items are: (1) removable; (2) do not block access; (3) are for the use and benefit of the entire community; (4) complement the architecture of the community; and (5) are not prohibited by Reston Association."
 - The board seems to agree with this idea, as it would allow for donations. However, most felt that it was important for the items to feel coherent with the community and that all would feel welcome to use the items.
 2. Upkeep of houses. {REDACTED}
- Kristina brought up a light outside her residence that has not been working correctly (going on and off randomly). Kristina is going to call Dominion and request that they check it.

Cluster Cleanup

- Bat boxes
 - Mom's Organic Market had them and Shelley had a discount there.
 - Genelle has some books on bats with information about where it would be best to place the bat boxes. Some of the big trees with big trunks in the lower cluster should work.
 - The suggestion is to start with five in multiple places and see which work.
- Annuals
 - We want to have someone plan it so that there are a variety of plants with various blooming schedules. There is stuff on-line that can be looked at.

- Want to make sure that they are local varieties and deer-resistant.
- Jessica will contact Meadow Farms about this.
- Terracing for erosion control
 - Kristina is going to reach out to Nick at Sunrise and try to get some guidance for ideas on how to proceed.
 - Some of our erosion control items that we are considering for the cluster cleanup may need to wait until fall when we can see how successful the initial Sunrise contract has been.
- Mulch
 - We will need to mulch in the fall.

American Lawn Brothers

- Right now, they are using Genelle's work number as their secondary. Genelle is fine with them using her as a secondary contact, but not using her work number, because she is often not there. Kristina is to ask them to change that.
 - **Addendum:**
 - Updated with Genelle's cell phone number.

Goals for 2018

- Concrete work
 - This needs to be done this year. Genelle says that we need to get on the schedule for when the weather turns fair. It would be best for the board to walk around with the contractor and identify areas for work.
 - We should also alert homeowners so that they can schedule concrete work at the same time (more cost-effective).
 - Look at setting up the walk-through in March and the work a little later (possibly in June).
- Fenced-in dog area
 - Somewhere for the dogs to roam off their leashes and relieve themselves.
 - Per Ami, with the appropriate sign, this is not a liability issue.
 - Easton is going to check on the insurance side of things.
 - In terms of location, the initially suggested location was considered a possible issue in terms of noise, as it was close to some houses, including Mike's. After some discussion, it was agreed that the tot lot is not being used and we would like to look into converting that into a dog area.
 - Jessica will check the Cluster Guidelines, Kristina will talk to the Reston Association, Genelle will talk to Ami, and Easton will talk to State Farm.
 - Also discussed the possibility that people may not pick up after their dogs.
 - **Addendum:**
 - We need to submit an application and have it approved by the Reston Association before we can convert the tot lot to a dog area. They again suggest a well detailed proposal for the dog area project. The removal of the tot lot needs to be applied for, but can be done in the same application. They suggest including:

- A copy of the site plan showing the current tot lot and all existing elements, including dimensions;
 - Current color photos of the existing tot lot;
 - The proposed size of the fenced dog park, if you are changing the footprint, please indicate this and showing the existing size compared to the proposed size. A drawing of the proposed could be helpful;
 - Details on all materials being used, including manufacturer and dimensions;
 - Details about the fence, including dimensions and materials;
 - Information about any lights or signs to be posted; and
 - Proof that all residents have been notified of the change. They suggest via mail or email.
- Trash can
 - Discussed getting a better trash can in the tot lot. Right now it is taken care of by whomever is kind enough to do so and it is difficult to work with.

Next Board Meeting

- Next meeting at Mike's (2221) on March 1st at 7pm.

Financials

- Went over financials.
- We agreed to do an audit and Easton will look for a firm to perform it.
- The board agreed to allocate \$30 for Easton to purchase a mailbox so that residents can drop mail (such as cluster dues) directly into his mailbox.
 - **Addendum:** The box has been purchased, installed, and an email sent to community residents.
- 2257 has been sold and the closing is on February 26th.
- The house in our cluster that was up for auction was pulled.
- We have been remiss in our annual fee for the Common Interest Community of Virginia for the last ten years. Easton has taken care of this and we will not be fined according to the woman he spoke with.
 - **Addendum:**
 - Future board members can avoid this by: (1) reading Easton's cheat sheets; (2) going through the physical files that will be passed on; or (3) paying attention to the vendor list and/or the quickbooks chart of accounts.
 - Jessica would like for us to look for other ways to ensure a smooth transition for new board members to join. Two items she specifically mentioned were: (1) website update details; and (2) applications through the Reston Association.
 - Easton will also make a month-by-month calendar in which he will note what things the Treasurer needs to be do in that month.

Miscellaneous Addendum:

- Jessica confirmed that the yard sale will be held on April 14th.

- Genelle raised the issue of residents parking long-term in visitor parking spaces and suggested that we should also consider possible modifications to the cluster parking guidelines. Other board members raised concerns about monitoring and enforcement, as well as possible situations that could occur, such as a resident returning from an unplanned hospital stay to find their car gone.