

Wheelwright Cluster Board Meeting Minutes for 3/1/18

- Attendees:
 - Jessica Joyner (President);
 - Genelle McDonald (Vice President);
 - Jill Jenkins (Secretary);
 - Kristina Myers (Director);
 - Michael Pendleton (Director);
 - Easton Warner (Treasurer);
 - Michele Anderson (resident);
 - David Welch (resident);
 - Sandra Mohler (resident); and
 - Rhea Mohler (resident).
- Minutes approved at board meeting on 4/12/18.

February Meeting Minutes

- Adopted meeting minutes.

Definition of a “Resident”

- Jessica had sent an email to Ami asking for clarification on the definition of a resident and any flexibility we may have in our interpretation, but had not heard back yet.

Bylaw Updates

- All the board members signed and the materials can now be printed and compiled. When they are all done, Genelle will send PDF to Easton for new package.
 - **Addendum:**
 - Easton emailed the various pieces of the information packet that he sends to new owners to the board.

Cluster Cleanup

- Bat boxes
 - Shelley purchased two bat boxes for us using her employee’s discount at Mom’s Market. However, they have discontinued the item, so she has put a call out for more, but we may need to get them from alternate sources.
 - The board has allocated \$160 for bat boxes.
 - Easton will arrange for reimbursement, just needs to know how much and who to pay so that he can pass the information to our bank.

Erosion Work

- Feedback from the Reston Association in response to the completed application submission on 2/26/18 was that we needed signatures from all directly affected resident owners. Kristina took this on with Jessica volunteering to help knock on doors. The extra push is to get before the next panel for approval which is on March 27th.

○ **Addendum:**

- Kristina took care of several last minute questions and information requests from the Reston Association, including arranging for a new point of contact with Sunrise to attend the application review on 4/2/18. The board approved the cost of the Sunrise representative attending (\$100/hour).
- We have approval from the Reston Association for the erosion control work. They prefer a more natural looking stone like River Jack rock rather than the bluestone that Sunrise proposed, however and Sunrise has drafted a new (pricier) estimate as a result.
- The Reston Association was concerned with the condition of the areas behind the houses and Kristina assured them that this is really the first phase. We need to get control of the water flow first and that we would work with Sunrise on additional work. They seemed to be ok with that but want us to follow up with them about how we are going to get those areas under control down the road.
- Sunrise is pretty busy with other projects at the moment but if we can be flexible, he could probably squeeze us in soon.

Tree60

- Genelle, Jessica, and Kerry Wingell went on Tree60 walkthrough on 2/10 and Jessica presented their recommendations to the board along with a handout.
- Generally went over Tree60's recommendations. Those included trees that needed to be trimmed, one that needed to be removed because it was dead, and one that needed to be treated for pests. They also noted that part of the problem that we w=are seeing with erosion is due to the degree of cover that does not allow for grass etc. to grow. They recommended that the saplings that were being locked from light by that cover be removed for the health of the entire ecosystem. Tree60 also noted that these saplings will never be able to develop with the tree cover anyway.
- Tree60 will come out to do the work in the spring and will continue monitoring the trees going forward.
- We discussed the timing of the work and getting input from the community prior to the work. In particular, we intend to mark the trees and ask community members for input from resident homeowners on those marked trees.
- Jessica will ask Tree60 for a written document that all of this work is approved under Reston Association guidelines.
- Their daily rate is \$2,400, so we want to get as much done in one day as possible. Additionally, there is a cost per each tree treated. The total cost is approximately \$4,000.
- We will include information on the Wheelwright Facebook page and website on this work to better alert the community and discussed whether we ought to include it on the whiteboard at the community entrance as well.
- Board members noted a couple of people who would be very interested in the tree work that we agreed to approach informally to walk them through the work early in the process.
- Jessica agreed to get the trees tagged in the next few days and schedule the work.

○ **Addendum:**

- During the storm last month, one of the trees behind the tot lot and near the stream fell. Tree 60 thought that this might be on Reston Association property.
- Easton noted that after the storm, there were a few trees behind his house that also fell, but did not reach the ground, potentially presenting a hazard. Jessica asked for pictures to forward to Tree60, which Easton provided.
- All trees were tagged and removed or pruned. However, the new trees identified after the storm were not included as they need to be approved by the board separately.

Cluster Furniture

- Revisited February discussion about adding a picnic table to the upper and lower cluster community areas.
- We discussed the options that board members had identified.
 - Mike found a custom made option for \$200. 8 feet long and they are assembled on-site (assembly cost included).
 - Jessica found a kit for \$80.
 - Genelle found a couple of composite options that would be durable long-term.
- Intend to get umbrellas as well.
- We need to get Reston Association approval for the furniture. Easton noted that they have not accepted a list of options in the past, but we have agreed to put together a list and try to do it that way. If they won't accept that, we will go through sequentially with our most to last preferred if needed.
- Jessica is on this.
- The board addressed concerns from a couple of the attendees about the potential removal of items in the upper cluster, explaining the logic behind the approach that the board is taking, trying to balance the concerns of those who have complained about the upper cluster's appearance with the benefits derived from those using the upper cluster.

Donated Cluster Items

- The board approved language developed by Genelle amending the cluster guidelines to allow for the donation of items to the cluster. This updates 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," 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."
 - **Addendum:**
 - Genelle now has copies of the amended cluster bylaws.

Wheelwrighter

- Jessica will put on Google docs.

- Jill to upload to website. Also look into how to reroute traffic to our domain rather than the nonoperational alternate Wheelwright website (Genelle still to speak with the owner of that site.)
 - **Addendum:**
 - Wheelwrighter section added to the right of the website and latest Wheelwrighter uploaded.

Cluster Seal

- Unable to track down the one that we had, so need to get another one.
- It costs around \$50 for a dry seal and the board agreed to allocate \$70.
- Easton will get one and Genelle will look into the timing of getting the bylaws officially sealed.
 - **Addendum:**
 - Easton received the seal (\$45.90) and it works. Jessica will get it at the next meeting and be the permanent holder.

Fenced-in dog area

- Easton checked with our insurance and it is covered under our liability. Our agent sent cost estimates based on two levels of coverage and whether we added a dog park to the tot park or tore down the tot park and added a dog park in its place. Given that our intent is to do the latter, the cost difference is minimal, around \$60.
- Per Genelle, Ami needs a week to look consider possible actions the cluster might take to deal with liability issues.
- The Reston Association will need an application and all the details. We will need to get signatures from all resident owners next to the affected area for the application.
- Genelle looked at the guidelines and we will need to adjust them, because right now they specify a tot lot.
- We will need to set a meeting for a community discussion of this proposed change.
- Genelle proposed using a combination lock so that the area could only be used by the community.
- We could also potentially make it a bit bigger than the tot lot.

Cluster Cleanup

- Bat boxes
 - Discussed above.
- Terracing for erosion control
 - Cutting for now given the number of items already on the list, but adding to the fall items.
- Shade grass blend in lower courtyard
 - No need to water, just scatter to help with erosion control.
 - Also noted a channel in the lower cluster park behind 2270 that has been filled in. We could add mulch and grass seed and that should help with erosion.
- Trash can in tot lot
 - Dave has been kindly dealing with this, but it really needs to be replaced.
- Perennials

- Jessica check with the Reston Association for native plants.
- We want then to be deer resistant, not require too much watering, and encouraging butterflies would be nice. Also, want those planted at the front of the cluster to be sun tolerant and drought resistant.
- Jessica will pare down the list and share some options with us.
 - **Addendum:**
 - Jessica sent around a few options for the board to consider. Easton did some additional research and had a few concerns about a couple of the options as a result. Out of the options we had selected, only one was currently available. It was agree to get the moss flox for now and consider others later.
- Request for four azaleas to be planted in the lower cluster (where previous plants have been trampled). The board would pay for them, but the resident owner would plant. The board requested pictures and additional information before making a decision.
 - **Addendum:**
 - Followed up with pictures of the bare areas where azaleas once existed. Jessica is in favor of approving if under \$100, but would like to review all the items before making a final determination, as we have several big ticket items being funded this spring.
- Discussed signup sheet for cluster cleanup again.

Social Committee:

- Yard sale set for Saturday, April 14th. There is a meeting on the 13th that Kristina will try to go to.

Concrete Work:

- Jessica suggested having the concrete power washed.
 - **Addendum:**
 - Jessica contacted several companies about getting bids and has at least one already.
- Want to have them come out and walk the entire property and point out areas for work in March as we discussed in February.

Resident Concerns

- Kristina has not yet contacted Dominion about the light outside her residence that has not been working correctly (going on and off randomly).
- Dog waste and trash on Olde Crafts Road next to our development. Discussed possibly adding a trash can (estimated cost about \$215) with the concern being that it would be full all the time. It was decided to see whether Reston would provide the can or at least police a can that we purchase. Jessica took the initiative on this.
- Genelle has noticed people who do not live in our development allowing their dogs to use our landscaped areas. The board allotted \$20 for signs to help prevent this. Jessica will check Amazon and purchase.
- There has been a continuing issue of a dog off its leash peeing in on other people's property, which is clearly a violation of the Fairfax County leash laws. Because this is a safety issue, the

decision was made to first approach the resident owner with a small group of board members, followed by an official letter cc'ing Fairfax County if the problem continues.

Financials

- Went over financials.
- Easton's term ends in December, but he agreed to stay if no one agrees to take it on.
- The original request for an audit was because the president was also the treasurer and did the landscaping. Usually an audit is only conducted when a problem is suspected. In actuality, the discrepancy we have is over 10 years old and may be very expensive to track down. Easton agreed to speak with the auditors about our specific problem and we can make a final decision once we have a better idea of the cost relative to the potential benefit.
- Also, we are looking for a new tax person and we agreed to consider the group we are looking at for the audit.
- Dues – only one person late and there are extenuating circumstances. The person has paid late fees in the past when necessary, so not concerned.
 - **Addendum:**
 - After Easton had a lengthy discussion with a member of the Goldklang group, it was determined that an audit is not needed in our case. We know that the books are good for the most recent ten years and they don't actually fix problems, merely point out where they exist.
 - They did, however, provide some insight into how the discrepancy might have occurred. A credit for prepayment of dues that was not followed by issuing bills later would be read by the system as money owed by the Wheelwright cluster. Easton is looking into this further.
 - We did determine to have them take on our taxes and Easton is setting that up.

Miscellaneous:

- Resident attendee suggested that it would be nice if the website could notify those signed up for it when there was an update to the website.
- Brief discussion of electric cars. Sounds like it mobile chargers may be the approach the cluster takes.

Next Board Meeting

- Next meeting at Jill's (2254) on April 12th at 7pm.