

Wheelwright Cluster Board Meeting Minutes for 6/28/18

- Attendees:
 - Jessica Joyner (President);
 - Genelle McDonald (Vice President/Resident);
 - Kristina Myers (started as Director/ended as Vice President);
 - Jill Jenkins (Secretary);
 - Michael Pendleton (Director);
 - Easton Warner (Treasurer);
 - Kerry Wingell (started as Resident/ended as Director);
 - Ryan Lucas (Resident); and
 - Jade Perez (Resident).

May Meeting Minutes

- Minutes approved at board meeting on 8/23/18.

Definition of a Resident

- Finally got a reply from the Cluster attorney and the definition is flexible.

Off-Leash Dog Area

- Jessica has been looking at areas in the community and considering a survey with a yes or no based on location, possibly using a map. This would just be an initial poll to gauge interest. Jill volunteered to assist with this.
- Kristina is looking into off-community options. The Reston Association isn't interested in building any, but Fairfax County is and Kristina has approached them.
 - **Addendum:**
 - Kristina heard back from the Fairfax County Park Authority, which will be conducting a study of dog park needs throughout the county in the coming year and will consider our area of Reston as they do so. Specific items they mentioned were:
 1. If the locations on Reston Parkway and South Lakes Drive that we suggested were to be considered, they would need to be approved by the Reston Association (RA). They suggested that we speak with RA again.
 2. There are several new developments in the Reston area along the Dulles Toll Road that have proposed small, urban off-leash dog areas. These would be privately owned and operated, but made available for public use. They are aware of one in particular near the intersection of Sunrise Valley Drive and Reston Parkway that should be open for use about the same time as the new Wegman's that will be built near that location.

Erosion Work

- The work started on June 26th. Discussed putting up photos of the completed work when it is done onto the Facebook site.
 - **Addendum:**
 - The work was completed on July 2nd.
 - Jessica and Kristina did a walkthrough to evaluate the work and were pleased for the most part. Additional areas for further work were identified and the work seems to have held up with the heavy rain.
 - Several Board members did a walkthrough with Sunrise (the contractor that performed the erosion work) and identified four areas for follow-up work. They prepared a new proposal for the Board to consider.

Video Surveillance Signs

- The Board evaluated the options presented by Mike and made our selections. Mike purchased them during the meeting.
- The Board considered possible locations to place the signs.
 - There is a pole on the Reston path with a private property notice that we could possibly reuse.
 - Genelle thought that the entrance would be a good location.
 - Decided that we would do a Cluster walkthrough to make final placement decisions once the signs come in.

Dog Waste Signs

- These signs have arrived and the Board discussed where to place them. Mike suggested the back of the mailboxes, which (as they are community signs) will apparently be all right with our mailman.
- These can be placed at eye level so that they will be right where many people are letting their dogs defecate.

Concrete Work

- The quote provided for the Cluster work also includes the dip at 2231 where water pools, as well as the area in front of Nate's where there will tear up the asphalt and pour concrete.
- Kerry mentioned a couple of squares of concrete that do not sound right; Genelle noted that they would not be addressed this time around.
- The entire Board approved the money for the concrete work.
- The Board then approved allocating the extra money from the reserves for the concrete work and the erosion work above the amount budgeted for this year.
- There was a brief discussion of the resident concrete work, how to present the material in the prior meeting minutes, and how to post the material on the website and Facebook.
 - **Addendum:**
 - The concrete work will start on 8/24.

Website

- Jill briefed the rest of the Board on the situation with the website billing. It essentially boils down to a choice between: (1) a longer contract with a lower per year cost; or (2) a shorter contract with a higher per year cost. Ultimately, the Board approved extending the web hosting contract for three more years, as well as the small per year domain name fee. Jill will take care of paying for this and be reimbursed.

Landscaping

- Kristina has asked American Lawn Brothers (ALB) for an updated copy of the current contract and is waiting for a reply.
- The Board reviewed the list of extras and their pricing that ALB supplied to the Board.
- In particular, the Board is considering increasing the maintenance of the flower beds from once a month to every two weeks for the rest of the year, which would cost approximately \$800.
- We discussed taking the approach of sending them a map of our community with details of what we want done in each area and getting pricing based on that, as the pricing as laid out was difficult to evaluate.
- Kristina sent them the pictures from the walkthrough to try to get prices based on those.
- Kristina also noted that not all of the areas identified during the walkthrough as areas ALB should already be addressing are now being addressed, but that they have started addressing some of the areas.
- The Board did agree to take the landscaping improvements one piece at a time, re-evaluating the next steps based on desired changes and pricing.
- The Board discussed looking into alternative lawn care providers. Possible places to look include: Reston HOA, Angie's List, Next Door. We also discussed trying a longer contract to increase the desirability of providing service to our small Cluster.
 - **Addendum:**
 - Despite several requests, Kristina has still not received quotes on the work that the Board would like to have done.
 - The Board also does not feel that the private lawn mowing has increased in frequency as discussed.
 - Kristina put out feelers on Next Door for possible alternative landscapers. Subsequently reached out to four landscapers and will try to set up meetings as they get in contact.

Resident Business

- The new residents of 2228 attended to discuss their door and the on-going issues with the RA. The door is Shaker-style and the Reston Association Design Review Board basically decided that it needs to be replaced with an approved door. The Board provided the residents with some guidance on what would be considered an approved door. The Board also decided to raise the issue of possible alternatives for front doors at the next annual meeting.
- The Board also discussed the front door sidelite with the new homeowners. The original sidelites are no longer standard size, so the Board wants to get the new standard size approved to speed the approval process for all homeowners. The new homeowners agreed to assist by measuring their new sidelite.

- One of the problems encountered by Spencer Cristensen (the former resident of 2228 who put up the Shaker-style door) was that the Wheelwright Board does not seem to have access to the full guidelines and they are not yet available on-line. Jessica is going to pick up a copy from RA.

Board Change

- Genelle is resigning from the Board to accept a job in Seattle.
- She asked Kerry to join the meeting as a possible replacement on the Board, having only recently left the Board.
- The Board voted to accept Genelle's resignation and Kerry was approved as her replacement.
- Kristina moved from a Director to the Vice President position, while Kerry took a Director position.
 - **Addendum:**
 - Easton officially notified Chesapeake Law (Virginia Agent/representative), State Farm (insurance bond), Suntrust Bank, and the Reston Post Office of the Board changes.

Tree Work

- **Addendum:**
 - The heavy rain at the beginning of August caused several large trees behind 2242, 2244, and 2246 to crash into cluster properties. The Board acted via email to ensure that it they were promptly removed.
 - When the trees were being removed, they identified another tree in the same area that was in danger of falling and that ought to be removed as soon as the soil dried sufficiently. The Board approved its removal (and got RA approval as well) and this was performed on 8/21 and 8/22.
 - An additional walkthrough was performed to determine whether there were any other trees that needed to be removed or pruned due to the heavy rain.

Social Committee

- Has not met.

Miscellaneous

- Genelle noticed a lot of pachysandra behind her place that could be transplanted at the next fall cleanup, rather than purchasing new.
- Jessica will be testing power washing concrete.
 - **Addendum:**
 - Kristina is going to take over the next edition of the Wheelwrighter from Genelle.

Financials

- Went over financials.
- Genelle noted that she is a signatory to the Wheelwright bank account and that will need to change now that she is no longer on the Board. Also, Jessica, as President, should be a signatory and is not. This will be coordinated via email.

- **Addendum:**
 - The Board decided to wait until the Annual Board meeting to change the signatories on the bank account, as there are likely to be several changes at that time.
 - Easton noticed that the Waste Management bill (formerly ESI) had some inconsistencies. One of our checks was apparently not received and the amount listed for that invoice was incorrect and still included the environmental compliance fees that were supposed to be removed from the bill. Easton is working to rectify the billing issues.
 - Waste Management has increased their rates for trash collection, but none of the Board members were notified of the change. Easton is working to address this along with the billing issues.
 - The Board voted to deposit the proceeds from a maturing Suntrust Certificate of Deposit into the Wheelwright Operating Account on a short-term basis to allow time to investigate better investment opportunities, given that interest rates have been increasing.

Next Board Meeting

- It will be held at Jessica's (2205) at 7pm on August 9th.
 - **Addendum:**
 - The Board meeting was postponed to August 23rd.