

## Wheelwright Cluster Board Meeting Minutes for 11/8/18

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

### October Meeting Minutes

- Minutes approved at Board meeting on 11/8/18.

### Tree Work

- Mike proposed that because Steve is concerned about trees, why not get him involved directly. Kristina then brought up Robert Mowbray who is also a community member interested in our trees and we discussed setting up a community tree committee that would do site walks with our tree expert whenever he comes out, take pictures, report to the Board and the community etc. The Board all agreed that we like this approach but want to wait until after the new Board member are elected to move forward, so that we can get their input as well.
- Received three additional emails from Steve Weissman which have all been forwarded to Tree360 for review. Kristina noted that she had also noted the leaning tree between his and Kevin's property. All of these items are being added to the list for 2019.
  - **Addendum:**
    - An initial review of the trees found that they could wait until 2019 to be handled, but upon further inspection two of them were found to have deteriorated (in just the few weeks since our most recent walkthrough with Tree60) to a point where there had become hazardous and needed to be taken down. Therefore, the Board immediately contracted with Tree60 to do so. The trees were located behind 2227 and 2230. The work was performed on 11/19.
    - There were wood chips created by the tree work, which were spread on the bike path, with the excess offered to any interested community members via email.

### Architectural Shingles

- Mike put together the Reston Association (RA) application and it just needed the official language for the Cluster Guidelines.
- The Board reviewed and approved the language to be added to the Cluster Guidelines allowing architectural shingles to be used in the community. Rectangular 3 tab shingles and rectangular architectural shingles were specifically included because they fit into our design aesthetic.
- The package now heads over to the RA Design Review Board (DRB) where we expect it to be approved.

## Landscaping/Snow Removal

- Either the guidelines or the welcome packet specifically mention that American Lawn Brothers (ALB) are our landscaping and snow removal providers and when they are replaced we will need to do a search and change. It looks like that will fall on the Secretary.
  - **Addendum:**
    - Recently noticed that some of the contacts on the Wheelwright website are out of date (*e.g.*, Frontier is still listed as our landscaper). I want to ensure that these contacts are all up to date.
- The Board discussed the landscaping bids at great length. Except for one bid that was exceptionally high, all of the bids were considered, and two or three were considered highly competitive. The Board eventually decided on Newcastle in large part based on three elements: (1) the level of detail provided by the contract, leaving little to interpretation; (2) the large number of extra services that they were willing to provide to our community; and (3) the investment that they would put into our community given that it would likely be used to help grow their business.
  - **Addendum:**
    - Kristina notified Newcastle and they will start 1/1.
- Given that Newcastle does not do snow as well, the Board next considered a separate snow removal contract.
  - Blade Runners has a minimum cost of \$500. They decide if they come out and would charge us \$500. There would be a 50% increase in price if it want it to be on demand.
  - Mike suggested that we get clarification from any snow removal firm that we consider contracting with on their criteria for coming out, not just the amount of snow, but also the quality of snow. For example, Perfect Landscapes comes out when 1 inch has fallen or it is icy or at the request of an association representative. So, we are going to request information from Environmental Enhancements before making any decisions on a snow removal service.
    - **Addendum:**
      - Environmental Enhancements declined to sign a snow removal contract with us without a landscaping contract as well.
      - CAS provided a bid, as well as Mike Peyton.
      - The Board decided to go with Mike Peyton who had a competitive bid, offered the same services, and (as a community member) was deemed more likely to feel as sense of investment.
- Kristina to email ALB to officially give them 30-day notice of their service cancellation.
  - **Addendum:**
    - Kristina notified ALB that we were cancelling their landscaping and snow removal contracts.

## Annual Meeting

- Jessica booked two rooms for four hours to make sure that there is enough space and enough time to set up. The cost is \$20/hour (\$80 total).
- Kristina will take care of refreshments. Need coffee.
- Jessica will reinstate our GoToMeeting account.

- **Addendum:**
  - GoToMeeting set up and the information posted to website and Facebook pages.
- The Board discussed the annual budget and the proposed dues increase that will be presented at the annual meeting
  - After the grind and mill, the dues won't go back down, which will allow the Cluster to build the reserves back up again. So, the next few years may be a bit lean, but that should turn around.
  - The alternative to a dues increase is likely to be one or more special assessments.
  - We went over the draft language that Jessica had drafted. Jessica will make changes, Kristina will print materials and hand out and/or mail using information that she has requested from Easton's.
    - **Addendum:**
      - Easton provided the list of names and addresses of resident owners not living in the Cluster in an Excel spreadsheet that he saved to the Cluster external hard drive for future reference.
      - Kristina printed the materials and delivered them to the homes in the Cluster, as well as mailing them to the addresses that Easton provided.
- The Board also discussed the survey and its wording, including the Little Free Library and mosquito control (the latter has been added to the annual meeting list).
- Easton will make about 30 copies of the 2019 budget for the annual meeting.
- The Board discussed who might take over the treasurer position, either full-time or possibly as a back-up to Easton.
  - **Addendum:**
    - Arranged for Chip to explain Tree60's process for evaluating trees for pruning and removal and address any questions that may be raised.

### **Concrete Work**

- Paulo (the contractor who did the concrete work) set to do an 11 am walkthrough on 11/9 (*i.e.*, the next day) to review the path drainage issue near 2231 (seems to have prevented pooling on the path, but created pooling in the yard instead).
- Mike thinks that a trench 6-8 inches wide and 8-10 inches deep with rubble and a pathway to the sidewalk would work. He thinks that this is fixable and shouldn't be terribly expensive.
- The Board did note that there was a disclaimer with the concrete work that said that they would try to fix the problem but that they might not be able to do so.
- Kerry noted that there is a similar instances where one resident's drainage caused a problem for another resident and a solution was found and that maybe something similar might be happening here. He thought that perhaps this might be something for Sunrise to deal with as part of an erosion project rather than Paulo with concrete.
  - **Addendum:**
    - Paulo came by on 11/9. He walked through with Jessica and believed that the best approach would be to add a French drain to the area to aid with the flooding. Jessica followed up and asked that in preparing a quote for the work,

that he add the front stoop for the house in case the homeowner wanted to address that as well.

- The proposal came in at \$10,300 for the work with an additional \$750 if we want to have the front stoop done. We can pick and choose from the areas listed, but if we accept the full contract (not necessarily including the front stoop), they will discount the contract by \$1,000, so the total would be \$9,300. However, the affected homeowner is uninterested in this approach, so the Board may have to consider other options.

### **Cluster Sign**

- The Board selected a new sign and decided on an option based on those texted by Mike earlier that month. The Board also decided to go with a combination lock so that we would not have to worry about keeping track of the key.

### **Trash Removal**

- About every three months there has been an overcharge. This seems to have more to do with their having been taken over by a very large company and not being well organized (for example, they cannot seem to find us without our account number). We will consider making a change, but want to put that off until 2019.

### **Financials**

- The 2019 budget does not take into account any increase in dues.
- The Board reviewed the numbers and Easton asked us to let him know about any changes we wanted to make so that he could make them before he printed copies for the annual meeting.
  - **Addendum:**
    - Mike suggested that landscaping should be \$26,000 because our new landscaper would be \$20,000 and our snow removal ran \$5,800 last winter, so \$6,000 should just cover it. Jessica suggested leaving landscaping at \$22,000 and allocating \$8000 for snow work.
    - Mike suggested that erosion control should be \$8,000 in 2019 to mirror what we spent in 2018, as he was surprised that we really only plan to spend \$3,000 on erosion control given all that needs to be done. Kristina noted that this reflects the erosion proposal that we already have from Sunrise (actual cost \$2,260). We could consider doing more work in 2019, but (other than possible work to address drainage problems with 2231 – see **Concrete Work**) that is all that is planned at this time. Jessica suggested leaving at \$3,000. She noted that there is work to be done in the lower cluster, but it is not a high priority.
    - Kerry suggested that we break the tree budget as reasonably as possible into the Operations vs. Capital pots of money, acknowledging that we don't yet have a fix on trimming vs. removal. It is important to ultimately be able to show from which pot we spent, as it helps to demonstrate the severity of the tree work done and to be done. Jessica is fine with the numbers decided at the Board meeting (which is what is in the handout at the meeting, as no changes were suggested at that time).

- Jessica noted that Paulo suggested \$8,000 - \$10,000 for concrete work in 2019 and suggested earmark \$8,000.

### **Erosion Work**

- **Addendum:**
  - Kerry noted that any erosion work we do in 2019 should also address the water flow behind the row from 2201 – 2215, as it impacts the bus path and could overwhelm the erosion work starting at 2217. In a recent discussion, Mike of 2217 suggested a fairly simple fix for that area (drainage box and pipe into the woods) that might add a bit more to the erosion work budget, but might also just fit the current \$3,000. We don't want to ruin the work we just paid for this year.

### **Miscellaneous**

- **Addendum:**
  - The Cluster was contacted about trying to save Hidden Creek Country Club's golf course. Jessica volunteered to be the point of contact for our Cluster.

### **Next Board Meeting**

- It is the annual meeting and will be held at the Reston Community Center – Hunters Woods at 7pm on December 6<sup>th</sup>.

### **Items Deferred to Annual Meeting**

1. New front door options.
2. Little Free Library – drop off a book, take a book.
3. Off-leash dog area.
4. Potential increase in dues.
5. Tree presentation – what did and why, include discussion of the broader D.C. area, and a talk from Chip.
6. Mosquito control.

### **Items Deferred to 2019**

1. Tree maintenance list (general tree trimming, etc.):
  - Trees around Easton's property (will eventually be a safety hazard and so are discussed below as well, but not as a separate item). Currently planned for spring 2019. In Chip's latest walkthrough, he noted that Easton's trees could probably wait a couple of years and so we could possibly revisit this date.
  - Move tree that was felled in August in 2019, possibly by offering it as free firewood (if we can arrange to get it cut).
  - Additional trees suggested by Steve via email to the Board.
  - Kerry's tree
2. Tree Hazard list
  - Trees behind 2226 need to be taken care of in 2019 (one may have been removed on 11/19); Chip estimates that it will cost approximately \$5,000 or a little more. Easton's trees can be postponed possibly for a couple of years, although it will eventually

become a safety concern where some of the other tree work is more discretionary.  
Given the Board's limited resources and the wide range of demands on those resources, we will probably need to continue to allocate our tree budget carefully in 2019.

3. Phase 2 of the erosion project is currently planned for March of 2019.
4. Potential increase in dues.
5. With input from newly elected Board members, work to set up a tree committee of interested community members to perform site walks with our tree expert whenever they come out, take pictures of trees of concern, report to the Board and the community, and any other duties that may be identified.
6. Consider changing trash removal services because of consistent billing problems.
7. Flooding around 2231 – have a proposal to try to address using concrete (French drain), but the homeowner is uninterested in this approach and there is some evidence that an erosion approach using Sunrise might be better, so the 2019 Board should address this in early 2019.
8. Address the water flow behind the row from 2201 – 2215, as it impacts the bus path and could overwhelm the erosion work starting at 2217.

**Items Deferred to 2020**

1. Parking lot sealing.

**Items Deferred to 2025**

1. Parking lot grind and mill.