

**Kingstream Community Council  
Minutes of the June 18, 2015 Meeting**

**Public Version**

| <b>Attendance</b>                                   |                |
|---|----------------|
| <b>Board Members</b>                                | <b>Present</b> |
| Tim Fouche, President                               | No             |
| Frank Shaffer, Vice President                       | Yes            |
| Tyrone Yee, Secretary                               | Yes            |
| Morna Ikeda, Co-Treasurer                           | Yes            |
| Kate Keifer, Activities Committee                   | Yes            |
| Jeff Albanus, ARC Committee                         | No             |
| Tony DeMattia, Landscaping Committee                | No             |
| Steve Fast, Pool Committee                          | Yes            |
| Paul Williams, Co-Treasurer and Welcoming Committee | Yes            |
| Lisa Cornaire, Management                           | Yes            |

**A. Call to Order**

The meeting was called to order at 7:06 p.m.

**B. Approval of Agenda**

A motion to approve the agenda was made, seconded and all members approved.

**C. Homeowners Open Forum**

No homeowners were present.

**D. Review and Approval of the Minutes of the Previous Monthly Meeting**

Two grammar edits were requested to the draft May 2015 Meeting Minutes. A motion was made to approve the May Meeting minutes, and all voted to approve.

**E. Old Business**

1. Plan for adult pool party on Friday, July 3.

Kate reviewed the plans for the event:

- Expenses for the event estimated at \$900 maximum.
- Expect 30 attendees, each to pay \$10 (\$11 if using Pay Pal). As of June 18 there were zero people who had paid the \$10 fee, and about 15 people had tentatively acknowledged they were interested in participating. Guests who are not Kingstream residents will be asked to purchase pool guest passes.
- Food menu and caterer choices were reviewed, and Kate recommended using XYZ, which allows close to the event ordering for a cost of \$10 per person, with pick up and set up handled by the purchaser. Kate recommended that if there were 30 attendees, she would order food for 20 people, as experience indicates there is usually surplus food.
- Music will be handled by a DJ who is a “friend of a friend” of Kate, for \$300 to \$400.
- Pool will be closed to the community during the event from 7 to 10 PM, and a notice of the closure will be posted at the pool. Since the pool lifeguards usually depart at 9 PM, the expenses for the extra hour of lifeguards were discussed. A motion was made to approve the additional lifeguard expenses, and all voted to approve.

- The event requires attendees to bring their own alcohol in non-glass containers. A motion was made to approve alcoholic beverages brought by the attendees to the pool for this event, and all voted to approve.
- Kate will prepare a notice to the community for this event, and will send a draft of the notice to Board members for review and quick turnaround.
- The Board requested Kate prepare a summary of all the components of the event several days before the event in order to review the total projected costs to the Association. Results and costs of the event will be discussed at the July Board meeting.

## 2. On-line Credit Card Payments

Currently, homeowners who use Pay Pal to pay their annual dues must also follow the on-line directions to include a 3% service fee manually at check out. Often they do not follow those instructions, resulting in the association being charged for those fees. Lisa researched and found a company that can offer similar services for online payments but automatically adds in the 3% fee during the process. The dues are directly deposited into the associations bank account and the user pays the 3% convenience fee automatically. This can be linked to the Kingstream website in the same fashion that PayPal is currently set up. The Board supports this initiative.

## **F. New Business**

### 1. Reserve Study

A reserve study is required by law of all Homeowner Associations every 5 years to determine the adequacy of financial savings to support the capital asset base. The Board has previously agreed to have this study prepared in the 4<sup>th</sup> quarter of 2015. The Board discussed preparatory work that will need to be completed in advance of the study, such as purchase and repair invoices for all of the major capital assets. In addition, Lisa will interview and request quotes from 3 vendors to prepare the reserve study, and will discuss the findings at the July Board meeting.

## **G. Management Report**

### 1. Annual Home Inspections.

Annual home inspections have been completed. In general, there are fewer violations and the violations are lower in severity this year than in the past. Violation letters have been sent to 27 homeowners (388 total homes in community). Corrective responses are due 30 days after notification.

The new pipe stem sign guidelines (revised in January 2015) are being addressed in the community. There are 17 pipe stem signs in the community, 8 have been replaced, 3 do not need replacement, and 6 are missing or need replacement.

### 2. New 2015 Virginia State Law impacting Homeowner Associations.

The Virginia legislature this spring passed a new Homeowner Bill of Rights. The law mainly consolidates existing rules protecting the rights of homeowners in their dealings with Homeowner Associations. No impacts are anticipated.

### 3. Pool.

A new large umbrella was installed on June 18. It replaced a damaged umbrella that could not be repaired. The new umbrella cost \$187 versus \$2100 for the old umbrella, with minor reduction in functionality. The damaged umbrella will be retained for parts to repair the other existing cantilever umbrella. Sand filters were replaced on June 18. Steve Fast, Pool Committee, will be trained to enter homeowners for pool passes.

### 4. Homeowner dues collection.

Approximately 40 homeowners have not paid their annual dues, which were due April 1. In general, this is about 15 higher than in prior years. On June 1, past due notices were sent by certified mail, and all unpaid dues on July 1 will be turned over to legal for collection action.

#### **5. Landscaping.**

The Eddyspark Tot Lot has overgrown vines. Tony DeMattia, Landscaping Committee, will assess the Eddyspark Tot Lot area to determine if additional landscaping items need to be addressed along with the pruning of the overgrown vines. Lisa indicated that the trees along the pool fence will be trimmed.

#### **H. Treasurer Report**

Morna mentioned that the web site hosting contract is due for renewal in July. The Board needs to reassess the current contract since it has hosting and security problems. Lisa indicated the other homeowner associations that she manages use Go Daddy without security issues; however a change will require starting up all over again. As next steps in reassessing a new web site host, Kate will contact a community volunteer to assess new setup requirements and Kate will assess other turn key products for comparison. The cost of the current contract is \$299 annually. Results will be addressed at the July Board meeting.

With the change in Board officers, new signature cards for all bank reserve and checking accounts are being updated. This is expected to be completed by the end of June. A motion to close a reserve savings account at Sun Trust Bank that was not being used was made, and all voted to approve.

Morna will obtain new CD rate estimates from several banks for review at the July Board meeting. Morna also prepared a summary of the Treasurer roles and responsibilities, and will schedule a session with the new Board members to familiarize them with financial matters; including budgeting, audit, monthly financial reporting, bank accounts, and reserve contributions.

#### **I. Committee Reports**

1. ARC. No new report.
2. Activities/Social. Board requested Kate prepare a schedule of proposed events for the balance of 2105.
3. Landscape. No new report. See Management Report above.
4. Communication. No new report. See Treasurer Report above.
5. Welcoming. Kate will transition duties to Paul in July.
6. Pool. Board agreed that Lisa and Steve will make an assessment on whether to close the pool because of weather.

#### **J. Closed Session**

*Moved to Closed Session 8:45.*

*Motion made to move out of Closed Session 9:00.*

#### **K. Adjourn**

A motion was made, seconded and approved to adjourn the meeting at 9:02 p.m. The next meeting will be at 7:00 PM on Thursday, July 16, 2015 at the Herndon United Methodist Church, 700 Bennett Street.

Submitted by Tyrone Yee, Secretary