

**Kingstream Community Council  
Minutes of the July 16, 2015 Meeting**

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

**A. Call to Order**

The meeting was called to order at 7:03 p.m.

**B. Approval of Agenda**

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

**C. Homeowners Open Forum**

Two homeowners, Dave and Pat Schreiber, asked the Board to review the Architecture Committee denial of white railing for use in their deck replacement. Although a white railing does not match the siding or trim on their house, white railing complements the new deck and their house, and is in harmony with the neighborhood. In addition, neighbors with a view to their deck supported the installation of white railing. The Board concurred, and all members approved the request to install white railing in their deck replacement.

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

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

**E. Old Business**

**F. New Business**

**1. Reserve Study Vendor Selection**

The Board had previously agreed to have a reserve study prepared in the 4<sup>th</sup> quarter of 2015. Lisa requested quotes from 3 vendors to prepare the reserve study. The Board reviewed these proposals.

- Community Association Engineering – Prepared Kingstream reserve studies in 2011 and 2006. Referencing their past work, this proposal recommended an update to the prior reserve study for \$2,950.
- Mason & Mason Capital Reserve Analysts, Inc. - \$2,600.
- Reserve Advisors - \$2,650.

The board selected Reserve Advisors. There were three primary reasons. The Board will receive access to the firm's proprietary software program for financial modeling. The Board preferred to have a vendor without previous knowledge of the association's fixed assets and financial reserves. And numerous homeowner associations in Herndon, Reston and Sterling have used Reserve Advisors for their reserve studies. The Board asked Lisa to contact Reserve Advisors about scheduling availability in the 4<sup>th</sup> quarter of 2015.

## 2. Landscape Proposals for Eddyspark Tot Lot

Tony DeMattia assessed the landscaping condition of Eddyspark Tot Lot. It has been several years since mulch was added, and bare spots are present around the playground equipment. The area between the tot lot and the privacy fence is overgrown with brush, weeds and vines and there are several dead trees.

The Board reviewed a \$990 quote for new mulch, and all members approved. The Board reviewed a quote for \$800 to remove three dead trees, and all members approved. The Board reviewed a \$1,800 quote to remove the brush, weeds and vines. The Board asked Lisa to obtain a quote from another vendor (Reston Tree) for this work. After receiving a second quote, the Board will be asked to approve a proposal for brush removal via e-mail.

## **G. Management Report**

### 1. Pool

The pool was closed on July 15 for 12 hours due to a biohazard incident at the pool. Testing the next day indicated the pool was safe for use. Lisa discussed with the Pool manager and NV Pool management that the pool house floors were not being cleaned every day. NV Pool management addressed this issue with the lifeguards. The communications procedure on pool closure due to bad weather has been inconsistent. A streamlined notification process has been reviewed with the Pool manager, the lifeguards, Lisa and Kate.

### 2. Trash Containers

The trash containers at the basketball court and the Kingstream Circle Tot Lot are damaged and require replacement. Lisa will contact AAA Trash and Recycling.

## **H. Treasurer Report**

Morna reviewed new CD rate quotes from several banks. The Board decided to not take action on any of the reserve funds.

In preparation for the reserve study, Morna has started development of a list of pool assets. This list identifies all major pool components, their acquisition date, historical cost, current replacement cost and life expectancy. The Board reviewed a draft of this asset list.

## **I. Committee Reports**

### 1. ARC. No new report.

### 2. Activities/Social.

The Board reviewed the results of the adult pool party on July 3.

- 33 attendees
- Net expenses to the association were \$385 plus \$25 in additional lifeguard expenses.

- Several lessons were learned from the event. Schedule parties on non-holiday weekends to increase attendance. A DJ is not necessary, use the pool sound system and homeowner supplied music. Provide sufficient food.

The Board reviewed a schedule of proposed events and estimated expenses for the balance of 2015.

- |   |       |
|---|-------|
| • Labor Day Pool BBQ                                  | \$250 |
| • Pool Dog Swim Sep 7                                 | \$0   |
| • Community Yard Sale Sep 26                          | \$0   |
| • Halloween Decoration Contest                        | \$50  |
| • Trunk or Treat with Herndon United Methodist Church | \$0   |
| • Christmas Decoration Contest                        | \$50  |

A motion was made to approve the events, and all voted to approve.

### 3. Landscape.

Several Board members discussed low hanging and overgrown tree branches obstructing sidewalks in the community. Lisa will canvas the community and send violation notices to homeowners.

### 4. Communication.

Kate mentioned that a reassessment of the web site hosting issues is still in progress.

### 5. Welcoming.

Transition to Paul completed.

### 6. Pool.

The Swim Team asked the Board if the lifeguards could sell surplus Swim Team drinks and snacks, with any sales proceeds to be returned to the Swim Team. The Board indicated lifeguards cannot handle cash, and the Swim Team can sell surplus supplies with their own members.

## **J. Closed Session**

*Moved to Closed Session 8:15.*

*The Board discussed the status of several overdue homeowner accounts.*

*Motion made to move out of Closed Session 8:21.*

## **K. Adjourn**

A motion was made, seconded and approved to adjourn the meeting at 8:22 p.m. The next meeting will be at 7:00 PM on Thursday, September 17, 2015 at the Herndon United Methodist Church, 700 Bennett Street.

Submitted by Tyrone Yee, Secretary