

**Kingstream Community Council
Minutes of the November 21, 2013 Meeting**

Attendance	
Board Members	Present
Tim Fouche, President	Yes
Frank Shaffer, Vice President	Yes
Jim Talbert, Secretary	Yes
Morna Ikeda, Treasurer	Yes
Tyrone Yee, Activities Committee	Yes
Jeff Albanus, ARC Committee	Yes
Jared Spigner, Communication and Landscape Committees	No
Tony DeMattia, Pool Committee	Yes
Mark Jensen, Welcoming Committee	Yes
Lisa Cornaire, Management	Yes

A. Call to Order

The meeting was called to order at 7:02 p.m.

B. Approval of Agenda

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

C. Homeowner Open Forum

No homeowners were present.

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

A motion to approve the minutes from the previous monthly meeting was made, seconded and passed.

E. Old Business

The Board discussed the proposals submitted regarding trash collection at the pool house (seasonal) and at the basketball court and tot lot (all year). A motion to accept the proposal from American Disposal Services was made, seconded and passed.

F. New Business

- a. The Board discussed the proposal submitted by NV Pools for the renovation of the pool house. The NV Pools bid includes a subcontract with SunDek for application of concrete floor finishing. The Board generally liked the NV Pools bid but had some questions regarding details of the floor finish. The Board decided to visit the Franklin Farms pool house where this type of floor finish has been applied, and consult with the Franklin Farms Board for further information. They also agreed to have a meeting with the SunDek representative to address these technical questions. Acceptance of the bid was tabled pending further consideration of the flooring issue.
- b. The Board discussed the proposal submitted by Gutterman Services for cleaning and maintenance of the gutters at the pool house. Per the proposal, if we agree to a three

year contract, the current price would remain the same for the full three years. A motion to accept the proposal from Gutterman Services was made, seconded and passed.

G. Management Report

- a. Lisa sent a letter to a home owner on Cassia Drive regarding their yard which has not been maintained according to our covenants. She has not received a response within a reasonable time so she will next contact Fairfax County for assistance.
- b. As a result of a cost saving measure developed by the Board, the pay telephone at the pool has been removed. Next summer the Board will have a land line installed. In the long run, this will reduce operating expenses.
- c. In another cost saving measure proposed by the Board, Lisa called Fairfax Water regarding shutting off the water supply at the pool house during the off season. According to the water authority, we would have to close the account and start a new account at the beginning of the next season. It was determined that this would not be feasible nor would it result in significant savings in operating expenses, so this proposal was dismissed.
- d. Lisa reported that she has renewed our account with Go Daddy.
- e. Lisa reported on several pool related issues regarding winterization. All pool furniture has been moved inside, all plumbing lines have been drained and cleared, and NV Pools will remove the pump, service it and store it inside their facility over the winter.
- f. Lisa also reported that she has placed a reminder on our website about the still pending vote on the declarations.

H. Treasurer Report

- a. Morna reported on all accounts.
- b. The Board discussed year-end financial issues and the annual contribution to the Reserve Fund. This included anticipated expenditures for January through April of 2014. This Board's goal for several years has been to fully fund the Reserve Fund. The Board has determined that given the present situation, and the anticipated expenditures between now and April, we should be able to meet our goal with a donation of approximately \$50,000. We plan to do this by putting \$40,000 into the Reserve Fund now, and \$10,000 in April 2014, for a total of \$50,000. By placing \$40,000 in by the end of this year (2013) we will also gain some tax advantage. The \$40,000 will be deposited into the M&T Bank account.
- c. The Board discussed the proposed 2014 budget. A motion to approve the proposed 2014 budget was made, seconded and passed.
- d. The proposed draft Investment Policy Statement (IPS) was discussed. A motion was made to correct the date on the draft and approve it. The motion was seconded and approved. The IPS was signed by the President, Vice President, Treasurer, and Secretary.
- e. The Board discussed scheduled Reserve Fund expenditures for 2014, 2015, and 2016. It is estimated that we will be able to meet and maintain our goal of fully funding the Reserve Fund through those years.

I. Committee Reports

- a. There were no reports from the ARC, Activities/Social, or Landscape Committees.
- b. The Welcoming Committee reported that they had welcomed four new families in the past month and would be welcoming three more in the coming weeks.
- c. The Pool Committee provided a status update on the usage agreement between the Board and the Swim Team for the coming season. A brief discussion was held. The Board recalled the motion from the May 16 meeting, at which Swim Team representatives were present and agreed to comply. The motion states, “Immediately at the end of this season (September 2013), the Board and the Team will develop an agreement for next year (summer 2014), which must be signed by both parties by the December 2013 Board meeting.” The Board presented the Swim Team with a proposed agreement at the end of the past season. The Board has solicited any changes from them, and offered to consider their proposed changes. No counter proposals have been submitted, and no agreement has been reached. Strategy for reaching an amicable resolution was discussed. Tim and Tony reported that they have a meeting scheduled with a Swim Team representative on November 22. They will report the outcome to the Board.

J. Adjourn

The Board discussed cancelling the December meeting due to the holidays. However, due to the important goal of having a usage agreement with the Swim Team completed by the December meeting, as agreed by both parties, it was decided to table this decision until after the November 22 meeting. The Board is committed to reaching an amicable agreement and will hold a December meeting if an agreement can be made. Board members will be kept informed of developments in this issue.

A motion was made, seconded and approved to adjourn the meeting at 8:12 p.m.

Submitted by Jim Talbert, Secretary