

**Kingstream Community Council
Minutes of the March 19, 2015 Meeting**

Public Version - Excluding Minutes of A Closed Session

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

A. Call to Order

The meeting was called to order at 7:01 p.m.

B. Approval of Agenda

Some adjustments were made pertaining to the sequence of topics to be covered. Kate also added two additional new topics to the agenda. A motion to approve the amended agenda was made, seconded and all members approved.

C. Homeowners Open Forum

Two homeowners were present representing the Kingstream Kahunas Swim Team. They reported that the Team has hired a new coach. He is a highly qualified coach and life guard, and is a resident of our community. Due to his schedule, he is requesting that the Team's after-school practice schedule be moved later in the day to run from 4:30 to 6:30 p.m. After-school practice starts the day after Memorial Day (Monday, May 25). The Board approved this requests as they will only use part of the pool, and the rest will be open to residents. The Team schedule runs from June 20 to July 25. The Team also requested to hold evening practices on Monday, Tuesday, and Thursday evenings for one hour (using two lanes) to accommodate parents' work schedules. The Board approved. The Team submitted their proposed budget to the Board who reviewed it. Tyrone asked if there were any issues since operating under the written agreement over the past year. The Team had no issues and all agreed that our working relationship is good. The Team requested the Board's annual contribution to finalize their budget. Jeff moved to authorize a contribution of \$2,500 now, with release of the check on May 1. The Board voted five in favor and one opposed. The motion was approved. The team asked if we were holding an event on Memorial Day as in past years. If so, they would like to use the event as a recruiting opportunity. The Board reported that the summer schedule of events was not yet finalized, but that they are welcome to participate if there is an event.

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

A motion to approve the minutes of the previous monthly meeting was made, seconded, and all members approved.

E. New Business

1. Website security. Kate reported that the website is being inundated with spam. She has had to spend a great deal of time addressing the problem, and the problem may be preventing legitimate emails from getting through to the Property Manager and the Board. A homeowner has offered to provide a fix that may address nearly all the spam issues. Additionally, website maintenance is requiring significant and constant work. Kate thinks the website needs a different host and is poorly developed, structured, organized, and managed. The Board discussed the problem and some possible solutions and planned to follow up with improvements.
2. Kate has received a request from a homeowner who runs a fitness business. She wants to run a “boot camp” style exercise class in our neighborhood. She requests permission to use the pool parking lot in the mornings from 6:00 a.m. to 7:00 a.m. this summer. The Board discussed the request and its impact on other homeowners, pool activities, swim team practices, insurance, and liability issues. The Board agreed with the concept but withholds final approval pending a discussion with our insurance provider to ensure that KCC will not incur any negative liabilities. Lisa will run it by our insurance provider, and then ask the Board for an email vote.

F. Old Business

The Board renewed the discussion from the February 2015 meeting regarding raising the annual dues for 2016, the pending vote on the Declaration Amendment, and the Special Meeting scheduled for this May 2015. Lisa reviewed the procedure for special meetings and the issue of achieving a quorum.

G. Management Report

1. Lisa reported on a missing street sign which she has reported for replacement.
2. She also reported on new software she has acquired for home inspections. It should be a great benefit to streamline this important task. She will use it for the spring inspections.
3. The Board discussed recent vandalism incidents on Parkstream Terrace and some garage break-ins and thefts from unlocked cars on Valebrook Drive. All incidents have been reported to the police.
4. Lisa also reported on two complaints brought to her and her investigation on each. One involves a vehicle parked on a lawn. This has been reported to the County for action. On the other, Lisa is investigating further, but is not sure what rules, if any have been violated.

H. Treasurer Report

1. Morna reported on her recent meeting with Lisa & Rob Dean of NV Pools to discuss the pool, the status of pool Reserve covered items, and their scheduled replacement times and costs. We discussed several Reserve items due for replacement this year. This includes the water heater in the pool house, the lifeguard chair, and filter media for the pool.
 - a. Regarding the water heater, it is currently functioning and we discussed the pros and cons of replacing it now or after it actually fails. Lisa was directed to get estimates for different replacement heater options and the time and cost to install under both approaches.

- b. Regarding the lifeguard chair; it does need replacement. The Reserve Study lists a replacement cost at \$3,500, and our current quote is for \$4,500 (materials and labor). It's not clear if the Reserve Study estimate includes installation labor costs, so we asked Lisa to search for a lower cost replacement. Lisa will check with our pool contractor for cheaper models.
 - c. NV Pools recommends replacing the sand and gravel media in the pool filters. This requires about 2,500 pounds of material and takes a couple days to complete. The Board considered that not replacing it could have extremely expensive consequences (as well as a potential pool shut-down mid-season) and voted to replace the media.
2. Morna reported on her analysis of the current Reserve Study which was suggested by Frank to prepare for the Annual Meeting. The Board discussed this and suggested revisions to make the information clearer. Morna will revise and resubmit to the Board by email for review prior to the Annual Meeting.
3. This started a discussion on the need to raise dues for 2016 and/or 2017. At the last meeting, the Board decided to seek a raise of \$25 to the homeowners' dues effective in 2016. This amount is based on the current Reserve Study and projected expense estimates. We discussed the timing of the next Reserve Study (currently scheduled for early 2016), in relation to the 2015 and 2016 Annual Meeting dates. After much discussion, the Board determined that we should move up the date of the next Reserve Study so that there would be more time before the 2016 Annual Meeting to analyze our financial situation. This should enable the Board to have better and more current data on which to base the need for, and exact amount of, any future dues increase. In light of the above discussion, the Board reconsidered the decision to seek a dues increase for 2016. ***It was decided to cancel the effort to raise the dues for 2016.*** This will enable the Board to conduct the Reserve Study earlier so there will be more time for a more comprehensive and accurate review of future needs, and have a better basis for determining the exact amount of future dues increases. This dues increase would be sought at the **2016** Annual Meeting and would be effective for the **2017** dues.
4. The Board discussed the next installment of our Annual Reserve Fund contribution. In the past few years, we have structured our contributions to the Reserve Fund in two installments. We have already deposited \$40,000 for the year 2014. The motion was made to place another \$20,000 into Reserve Fund kept at the M&T Bank for a total allotment of \$60,000 for the 2014 Reserve contribution. The motion was approved by all.
5. Morna reported that her family is moving out of Kingstream and expressed her desire to maintain her seat on the Board and complete her term. A review of the By-laws does not prohibit this and specifically allows for non-Association members to serve on the Board. Morna asked the Board to formally support or decline her request. The Board discussed the matter in her absence. Kate had reservations because there are currently only three positions open on the Board but there are four candidates. Morna's departure would open a fourth position. If Morna maintains her position, one candidate will not be elected. Kate also believes a resident should get preference over a non-resident. The majority of the Board however felt that Morna is an extremely valuable asset and voted four to one to allow her to complete her term.

I. Committee Reports

1. Landscaping. Kate reported that a homeowner who lives near the Eddyspark Drive tot lot has been cutting down invasive vines in that area and asked if we could have our landscaper do it. The Board appreciated the homeowner's efforts and will ask the landscaper to assist.

2. Activities/Social. Kate reported that the chili cook-off was a success and under budget. She wants to discuss more events so they can be scheduled sooner. Kate proposed we add an adults-only party on Friday, July 3. The proposed details include a schedule from 7:00 to 10:00 p.m., having a DJ, some food, charging \$10 per person and permitting guests to bring their own beverages. Cost estimates were included in the proposal. The Board agreed with the concept but wants Tony (the Board's Pool Committee Chair) to consider and approve before final Board action.
3. Pool. No issues reported.
4. Communications. The Board considered items that should be included in the newsletter. This includes Lisa's article on the Reserve Study, notice of the spring inspection, a reminder of the new ARC rule on mulch, notice of the Annual Meeting, and notice that we're cancelling the May meeting regarding a dues increase. Kate will put it out during the first week of April. Kate reports that the newsletter continues to have a good "open rate."
5. Welcoming. Nothing to report.
6. ARC. Nothing to report.

J. New Business

Lisa and the Board worked on the agenda for the Annual Meeting. Items that should be included in the report for the past year were captured. Board members were requested to send any additional items to Lisa as soon as possible. Morna, Tyrone and Frank will work on a presentation on the Reserve Fund. Their efforts will be submitted to the Board for final review and approval prior to the meeting. *As mentioned above, the Board has determined that a dues increase will not be made for 2016.* We will present all pertinent information on the subject and our newly developed path forward.

K. Closed Session

The Board went into Closed Session to discuss specific financial issues.

L. Adjourn 2150 hours

A motion was made, seconded and approved to adjourn the meeting at 9:50 p.m. The next meeting will be the 2015 annual meeting at 7:00 PM on Thursday, April 16, 2015 at the Hiddenbrook clubhouse at 1508A Sadlers Wells Drive, Herndon, VA 20170.

Submitted by Jim Talbert, Secretary