

Kingstream Community Council
Minutes of the February 18, 2016 Meeting

Public Version - Excluding Minutes of A Closed Session

Attendance	
Board Members	Present
Tim Fouche, President	No
Frank Shaffer, Vice President	Yes
Tyrone Yee, Secretary	Yes
Morna Ikeda, Co-Treasurer	No
Kate Keifer, Activities Committee	No
Jeff Albanus, ARC Committee	Yes
Tony DeMattia, Landscaping Committee	Yes
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

Additional questions and answers from the meeting with the Reserve Study Engineer were added to the January meeting minutes. A motion was made to approve the amended January 2016 meeting minutes, and all voted to approve.

E. Old Business

1. Review final Reserve Study

Reserve Advisors meet with the Board on January 21, 2016 to discuss key assumptions that were used for the rate of return on invested reserves, the future inflation rate for estimating asset replacement costs and a reserve funding program that requires gradual annual increases instead of a level amount. The Board also discussed long lived property components that were excluded from the reserve funding. As a result of the January meeting, the following adjustments were incorporated into the final Reserve Study.

 Include basketball poles and backboards

 Include pool house floor cover coat

 Remove Kingstream entrance stone monument

 Reduce annual rate of return on invested reserves from 1.2% to 0.4%

With these adjustments, the Board agrees with the assets included in the study, the financial assumptions, the projections and the recommendations of the Reserve Study. A motion was made to approve the Reserve Study, and all members voted to approve.

Looking ahead, after a \$25,000 reserve contribution in March, Kingstream Community Council's financial reserves will be 100% funded. This is a major accomplishment for our community.

F. New Business

1. Homeowners April Annual Meeting

The Board discussed materials that need to be prepared for the April Homeowners meeting. The presentation used in 2015 was comprehensive and well received by the homeowners, and the Board agreed to update the 10 year trend presentation with 2015 results. Morna and Paul will update the financial spreadsheets used to prepare the line graphs. Frank will distribute the 2015 presentation. Each Board member will prepare a list of important items from their committee responsibilities for discussion during the March Board meeting.

2. Audit of 2015 Financial Statements

The Board reviewed the engagement letter from Beck & Company CPAs for the audit of the 2015 financial statements of Kingstream Community Council. The Board asked about the fee increase from \$3,169 for the 2014 audit to the proposed \$3,625 for the 2015 audit. Lisa will review the expense increase with the auditors and update the Board before proceeding.

G. Management Report

Lisa has requested cost estimates to crack fill and sealcoat the asphalt at the pool parking lot. The repaving would ideally be completed before the opening of the pool during Memorial Day weekend. In order to capture cost savings with the vendors, the Board discussed consolidating walking trail work with the pool parking lot crack fill and sealcoat. The Board asked Tony to inspect the community trails and prioritize areas that are in need of repair. Cost estimates will be reviewed at the March Board meeting.

The association's income tax return for 2015 is being prepared, and should be ready for Board review in March.

There are 3 Board positions to be filled in 2016. Frank has agreed to run for re-election, and Tim and Jeff will complete their service in April. Our community has benefitted from these three members service on the Board during the past 6 years. Thank you.

Lisa discussed her efforts to develop a guide to assist Board members with their roles and responsibilities. This guide will aid all Board members on their fiduciary duties, and help integrate new members into the Board. A draft should be ready for review in the next couple months.

Lisa mentioned that the pool vandals have not paid the \$2,260.78 awarded by the Fairfax County Court. There is a 6 month payment window that expires April 29, 2016. Lisa will check with Fairfax County Court about this issue.

The Board provided positive feedback to Lisa on the first month using e-mail to distribute Board meeting materials.

H. Treasurer Report

The reserve funds for the association are invested in money market accounts at M&T Bank and PNC Bank. Both accounts are near the \$250,000 FDIC insurance limits. A new account will need to be opened at a different financial institution for the March reserve contribution. The Board asked Paul to research interest rates at financial institutions for review at the March Board meeting.

I. Committee Reports

1. Architecture. No new report.
2. Activities/Social. No new report.
3. Landscape. No new report.
4. Communication. A new community web site is under development, and is targeted to be complete in time for homeowners to pay this year's homeowner dues.
5. Welcoming. No new report.
6. Pool. No new report.

J. Closed Session

Moved to Closed Session 8:27.

To discuss status a homeowners account.

Motion made to move out of Closed Session 8:29.

K. Adjourn

A motion was made, seconded and approved to adjourn the meeting at 8:30 p.m. The next meeting will be at 7:00 PM on Thursday, March 17, 2016 at the Herndon United Methodist Church, 700 Bennett Street.

Submitted by Tyrone Yee, Secretary