

**Kingstream Community Council
Minutes of the May 19, 2016 Meeting**

Non-Public Version - Including Minutes of A Closed Session

Attendance	
Board Members	Present
Frank Shaffer, President	Yes
Tyrone Yee, Vice President	Yes
Tony DeMattia, Secretary	Yes
Morna Ikeda, Co-Treasurer	Yes
Paul Williams, Co-Treasurer	No
Mike Wei, Architecture Committee	Yes
Scott Graff, Landscaping Committee	Yes
Steve Fast, Pool Committee	Yes
Kate Keifer, Activities & Communications 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 add two topics, a community opinion survey and a proposal for construction of a new community room at the pool, to the agenda was made, seconded and all members approved.

C. Homeowners Open Forum

Charles Poulson attended the meeting to discuss the September 2, 2015 Board decision to ban access to the pool for 2016 for all members of the Kingstream family who sponsored the convicted pool vandals as their guest. Pool regulation number 21 states that all Kingstream homeowners are responsible for the actions of their guests.

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

The March 23 meeting minutes were reviewed. A motion was made to approve the meeting minutes, and all voted to approve. The April 21 annual homeowners meeting minutes were reviewed and amended to add Karen Goldman as the third election inspector. A motion was made to approve the revised meeting minutes, and all voted to approve.

E. Nomination of Officers

Nomination of candidates for each of the Board officer positions were made, and approved by majority vote. The Board officers are identified in the table above.

F. Selection of Committee Positions

Nomination of candidates to chair each of the Committee positions were made, and approved by majority vote. The Committee leaders are identified in the table above. A welcoming committee will be managed by Patty Shaffer.

The Architecture committee has 5 homeowner volunteers; Tim Fouche, Doug Orr, Jared Spigner, Rich Mills and Jeff Albanus. The Board requests the Architecture Committee develop a charter and attend one Board meeting annually.

Additional storage at the pool house was discussed, and the Board asked the Pool and Architecture chairs to work together and evaluate a storage shed next to the pool house. Recommendations will be discussed at the June meeting.

G. Old Business

1. Memorial Day BBQ

The Board discussed plans for a community BBQ at the pool on Sunday, May 29 from 5 to 7 PM, with a budget of \$250 for the event. A motion was made to approve the event, and all voted to approve.

2. Summer Community Events

The Board discussed plans for additional community events at the pool during this summer. An adults only event similar to last year was proposed for \$400, a Labor Day community BBQ was proposed for \$200 and a pool closing dog swim for \$0 were discussed. A motion was made to approve all three events, and all voted to approve.

3. Swim Team Schedule

The swim team meets and events schedule for the 2016 season was reviewed for adherence to the operating agreement between Kingstream Community Council and the Kahunas Swim Team. There will be 2 Wednesday and 2 Saturday home swim meets, and 3 additional swim team events. The swim team schedule will be posted at the pool. A motion was made to approve the swim team schedule, and all voted to approve.

The Board asked Steve for an update on the status of the remaining swim team operating agreement items. The insurance indemnity certificate and lifeguard certification are complete. The pool operator certificate is in process and verification of the team members as Kingstream residents will be completed as the swim season nears. Steve will inform the Board via e-mail when all of the operating agreement items are in compliance.

4. Pool Rules, Regulations and Procedures

Steve highlighted changes to the most recent draft of the pool rules. Several minor adjustments were discussed and agreed by the Board, a motion was made to approve the pool rules, and all voted to approve. The updated pool rules will be posted at the pool and online.

H. New Business

1. Pool House Entrance Landscape

The Board reviewed 2 proposals to refresh the landscape at the entrance to the pool house. Three dead and dying trees need to be removed and the front island requires removal of plant material. The 2 estimates ranged from \$2,600 to \$3,587, with slightly different varieties of new plantings. A motion was made to approve the estimate from Davey Commercial Grounds Management for \$2,600, and all voted to approve.

2. Trail Repair

Tony mentioned that a few sections of the trail between Eddyspark and Kingstream had developed 1-inch cracks during the past winter. Scott and Lisa will evaluate and propose corrective repairs.

3. Board Member Guide

Lisa discussed a guide developed to assist homeowner association Board members with their roles and responsibilities. This guide will aid all members on their Board fiduciary duties, Board governance, and personal conduct as a Board representative. Lisa noted that this guide has been adopted by the Boards of other homeowner associations that she manages. The Board agreed that this guide will be a useful reference for Kingstream members.

4. Bank Account Authorized Signer Changes

With new Board officers elected at this meeting, the reserve funds money market accounts at M&T Bank and PNC Bank require authorized signer updates. The Board asked Paul to contact both banks and process the required documentation for the June meeting.

As a follow-up to the March 23 Board meeting, the Board asked Paul to research interest rates at financial institutions to open a new account for the \$20,000.00 second tranche 2015 reserve contribution that was approved during the March meeting. This will be discussed at the June meeting.

5. Proposal for a New Pool House Community Room

Kate discussed a proposal for a new community room at the pool house. The Board discussed potential Kingstream homeowner users for a community room, and what functionality would need to be built into a community room. The Board then briefly discussed financial issues; construction and permit costs, funding the construction cost, additional reserve funding requirements, rental expenses for the users, and ongoing operating and administrative expenses. The Board then discussed the community support for a new community room.

As a next step, the Board agreed to evaluate and assess the community rooms located at other nearby homeowner associations; Hiddenbrook, Hunters Creek and Kingston Chase. A sub-team will be formed to perform comparable evaluations of these community rooms.

6. Community Survey

Kate discussed developing a survey of the Kingstream homeowners to gauge the community interest and support for a new community room. The Board agreed it was premature to develop a survey before the evaluations of the nearby homeowner association community rooms are completed.

I. Management Report

About 40 homeowners have not yet paid their annual assessments that were due April 1. Reminder letters have been sent.

Lisa discussed several issues related to the Memorial Day pool opening. NV Pools has been asked to clean the floor in the life guard room a second time. Lisa will be meeting with the new pool lifeguards on May 21 to review and reinforce issues related to the Kingstream pool; including electronic pool pass check-in, guest pass purchase procedures, and enforcement of the new pool

rules. NV Pools has a policy that the on-site life guards cannot use cell phones while on duty. Lisa and Steve will jointly decide on pool closures related to inclement weather.

J. Treasurer Report

The Board discussed developing a ladder investment program for the \$505,000.00 in reserve funds to replace the current 100% short term money market accounts. The Board asked Paul, Morna and Tyrone to develop a proposal for Board review.

K. Committee Reports

1. Architecture. No new report.
2. Activities/Social. See above.
3. Landscape. No new report.
4. Communication. No new report.
5. Welcoming. No new report.
6. Pool. See above.

L. Closed Session

Moved to Closed Session 9:40.

The board went into closed session to discuss three matters:

1. A dues assessment waiver.
2. The request for reconsideration of the pool usage ban.
3. Board member conduct.

Motion made to move out of Closed Session 10:29.

M. Open Session

1. A motion was made to waive the 2016 annual dues for a homeowner and the vote was 6 yes, 2 abstain.
2. A motion was made to enforce the ban to the pool for 2016 for all members of the family who were the sponsors of the individuals who vandalized the pool last year, and the vote was 8 yes, 0 no and abstain.

N. Adjourn

A motion was made, seconded and approved to adjourn the meeting at 10:30 p.m. The next meeting will be at 7:00 PM on Thursday, June 16, 2016 at the Herndon United Methodist Church, 700 Bennett Street.

Submitted by Tyrone Yee, Vice President