

**Kingstream Community Council
Minutes of the February 16, 2017 Meeting**

Public Version

Attendance	
Board Members	Present
Frank Shaffer, President	Yes
Tyrone Yee, Vice President	Yes
Tony DeMattia, Secretary	Yes
Morna Ikeda, Co-Treasurer	Yes
Mike Wei, Architecture Committee	Yes
Scott Graff, Co-Treasurer	Yes
Steve Fast, Pool Committee	Yes
Kate Keifer, Activities & Communications Committee	Yes
Other Attendees	
Lisa Cornaire, Management	Yes
Ken Neuman, Homeowner	Yes

A. Call to Order

The meeting was called to order at 7:00p.m.

B. Approval of Agenda

A motion to approve agenda as outlined was made, seconded and all members in attendance approved.

C. Homeowners Open Forum

Retroactive Architecture application: Homeowner (12221 Parkstream) requested a retroactive approval on his Architecture application for changes to the front of his home. He was under the impression his contractor was submitting the application. The changes to the original architecture application were stone instead of siding and a single front door as opposed to sliding door originally proposed. After discussion with board members, the board approved the retroactive application with a vote of 7-1.

D. Review and Approval of the Minute

The meeting minutes from June, August, November and January were approved with a vote of 7-0.

E. Old Business

a. Review Edited Proxy – The board approved the language w/ changes by a vote of 8-0. A second vote passed approving the order of the proxy check boxes by a vote of 5-3.

b. Review edited letter to be sent with dues notice – Letter approved as submitted by vote of 8-0.

c. Water Bill – An issue was identified with the meter and it was discovered that the water company was not applying the peak usage exemption which has been properly submitted by pool management each year. A refund to the home owners association will be forth coming. Steven Fast will document meter reading of water & sewer (in/out) to confirm water usage at pool house and verify billing comparison when pool re-opens.

F. New Business

- a. SunDeck Quote – no quote was obtained this month – we will target collection on a quote in March.

G. Management Report

- a. New Pool Shed originally installed with wood support has been changed to concrete supports. The board has agreed to get a quote for a skirt around the bottom of the new pool shed.
- b. Tennis Court Key – raised deposit from \$10 to \$15 to cover cost of key.
- c. Tennis Court Fence fixed by handyman for \$33.
- d. Interior of Pool house required paint touch up before opening.
- e. Trail Quote – Lisa will collect quotes to determine what is necessary to fix in 2017. Quotes currently scheduled for March meeting review.

H. Treasurer Report

- a. Reserve Account Consolidation – T. Yee has done a significant amount of research into options to improve the HOA return on reserve account investments. Kingstream HOA is currently collecting approximately \$450 per year in interest on these accounts. The three investment vehicles researched were Charles Schwab; Merrill Lynch and Fidelity. The primary evaluation criteria used were: 1) investment vehicles with no market risk to principal; 2) setup/transaction fee structure; 3) equal weighted 5 year investment ladder and 4) account transfer security. Charles Schwab was selected based on local contact & support (Reston office); Custom investment program and selected securities; Low Cost and Secure controls on fund transfers and access. The board approved the consolidation of all reserve accounts to Charles Schwab by a vote of 8-0. A second vote for T Yee to setup the account at Charles Schwab that allows all board officers to have review approval was passed by a vote of 8-0.
- b. Annual Meeting – Review of “Financials” draft presentation. Frank Shaffer walked the entire board through a draft presentation to be given at the annual meeting.

I. Committee Reports

1. Architecture – All applications are current.
2. Activities/Social - nothing new to report
3. Landscape – nothing new to report
4. Communication – send Kate K any news you want in the newsletter this month.
5. Welcoming. Nothing new to report.
6. Pool. Nothing new to report.

J. Adjourn

A motion was made, seconded and approved to adjourn the meeting at 9:58 p.m. The next meeting will be at 7:00 PM on Thursday, March 16, 2017 at the Herndon United Methodist Church, 700 Bennett Street.

Submitted by Tony DeMattia Secretary