

**Kingstream Community Council
Minutes of the November 21, 2019 Meeting**

Attendance	
Board Members	Present
Tyrone Yee, President	Yes
Ken Neuman, Vice President	Yes
Steven Fast, Secretary	Yes
Scott Graff, Co-Treasurer	Yes
Mark Jensen Co-Treasurer	Yes
Mike Wei, Architecture Committee	Yes
Elanna Weinstein, Pool Committee	Yes
Sharon Llewellyn, Activities Committee	Yes
John Rush, Communications Committee	Yes
Other Attendees	
Lisa Cornaire, Management	Yes

A. Call to Order

The meeting was called to order at 7:04 P.M.

B. Approval of Agenda

Agenda order rearranged for tonight's meeting.

C. Homeowners Open Forum

No homeowners in attendance.

D. Review/Approval of October Meeting Minutes.

The October meeting minutes were approved as amended.

E. Committee Reports

1. ARC – Need to improve communicating requirements to homeowners.
2. Activities – Holiday decorations will be judged on 12/21.
3. Landscape – Still waiting to hear the outcome of the warranty work on the trails. The Scout project of installing pavers around the grills and the planting of three trees is complete. Twenty-four volunteers took part in this project.
4. Communication – Nothing new to report. Online presence increasing.
5. Welcoming – Three homeowners welcomed, with the possibility of two more.
6. Pool:
 - Furniture – Criterion picked up 50 chairs and 11 tables to be refurbished (10/28).
 - Southern delivered 32 lounge chairs (11/12). Broken chairs will be taken to the recycler.
 - Remaining loungers & umbrellas will be sold on 12/14, from 10 to 12. (\$20/lounger, \$30/umbrella & base)

Pool – NVP has winterized the pool-house. They noted a small leak at the shut off valve at the street. Lisa will notify Fairfax Water. Men’s room showers (dripping) will be addressed. The lifeguard stand was painted and we will need to monitor condition.

Water – Water usage for the year to date was slightly below normal. It was noted that water rates will be increasing by 13 cents/1000 gal and the quarterly service charge will increase by unknown amount. Sewer rates will go up 28 cents/1000 gal and the quarterly service charge will go up by \$16.54. Sewer increases are expected for the next five years.

Electric – This year’s usage is substantially down from last year.

F. President’s Report

1. No December meeting necessary.
2. The property management award criteria will be reviewed in January.
3. The secretary will draft an outline for next April’s annual meeting to be available in January.
4. Directors need to consider board goals for 2020 for discussion in January.
5. The board will need to determine when to do the reserve study.
6. 2019 was a large reserve spending year, \$72,700 (trail work, pool furniture, basketball court drainage)
7. Develop a lesson’s learned summary package from the pool contract for future boards to use (process/analysis/face-to-face meetings/feasible cost reductions).
8. Need to review budget contribution to swim team.

G. Old Business

1. Basketball Court Wall Update – Work on the basketball court wall & drainage has been started after issues with Dominion were resolved. Board approved the sod cost, bringing the total cost of the project to \$29,752.
2. Pool Contract – The board reviewed the pool contract in its entirety and made pen & ink changes to correct various discrepancies. The board approved the contract with these changes. The contract was signed and Lisa will provide the signed copy to NVP.
3. Budget – Finalize pages 3-5. The board reviewed the additional pages which contain the reserve expenditures and reserve funding. The board approved the addition of these pages.

H. New Business

1. Camera repair quote - Lisa provided a quote \$1,420 to replace the DVR. The board authorized Scott to look for a replacement for up to \$750.
2. Reston Tree quote - The board had previously approved \$900 for tree work in July. An additional \$2,100 quote was provided for more dead tree removal and brush work. The board approved this additional work as quoted.

I. Treasurers Report

1. 6-month Cash Outlook – The operating expenses, reserve expenses and income were reviewed. Minimum cash balance occurs in November 2019. No issues expected in the six-month outlook. The board approved tracking the property manager performance award as a non-cash accrual.
2. 5-year Outlook – The finance committee’s assessment was the assumed operating expense model balances long-term cost escalation and increasing interest income. With these assumptions, a reserve contribution of \$61k annually, from 2019 to 2023 can be done from current dues. The

investment interest is critical to funding the reserve contribution. The 2020 Reserve Study will be used to determine any dues increases.

3. Reserve Investments Update – Short term CD reserve funds of \$50k was reinvested for six-months. Short term reserve funds of \$45k were moved into the money market account. Board approved these measures and the transfer of \$74k to cover this year’s reserve expenditures.

4. Letter to Auditor – The board reviewed a letter proposed by two members of the finance committee to our auditor which requests two procedural changes and six financial statement changes.

J. Management Report

None.

K. Closed Session

None.

L. Open Session

No additional items.

M. Adjourn

Meeting was adjourned at 9:34 P.M

Submitted by Steven Fast