

**Kingstream Community Council  
Minutes of the January 19, 2017 Meeting**

**Public Version**

<b>Attendance</b>	
<b>Board Members</b>	<b>Present</b>
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	No
Steve Fast, Pool Committee	Yes
Kate Keifer, Activities & Communications Committee	Yes
<b>Other Attendees</b>	
Lisa Cornaire, Management	Yes
Ken Neuman, ARC Committee	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**

None

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

None

**E. Old Business**

- a. NV Contract – Rates adjusted further since last meeting (2 life guards and reduced pool hours)

Revised pool contract rates

2017: \$47,500

2018: \$48,985

2019: \$50,500

Reduced pool hours and reduced number of life guards was reduced to two.

- b. Note/Document the Reserve contribution email vote.

Moved to treasurer report

**F. New Business**

- a. Proxy for 2017 annual meeting - how would the board like it written?

- i. The board voted 4-3 to keep voting procedure counts the same
- ii. The board voted 6-1 to include a box on the proxy for quorum only as another option to the existing instructed and uninstructed boxes.
- iii. Lisa C/Kate K have been tasked to create a new proxy form with three check boxes for quorum use; instructed and uninstructed check boxes along with instructions on how to interpret each box for review by the board in the February meeting.
- b. Review letter to be mailed with dues notices. Lisa C will add pool hour update; new ARC review changes, April 20 HOA general meeting announcement and general financial statement of HOA.
- c. ARC guideline revisions – all changed proposed by the ARC Committee were approved by the board with a 7-0 vote.
- d. Annual HOA meeting date of April 20: Herndon High School is booked on that date. Lisa C is investigating other venue alternatives.
- e. Review 2017 reserve components.

### **G. Management Report**

- a. NV Pools has been tasked with investigating the pool for water leaks due to high water bill fees and to replace pool slide plastic hose with metallic beaded hose for durability due to plastic hose leaking.
- b. New Pool shed installation complete. Pool shed needs painting and possible landscaping. Pool shed supports are plywood and need to be replaced with more durable support – ARC Committee investigating options.
- c. Additional software licenses will be needed for the pool. Lisa C to get a cost and purchase additional licenses.

### **H. Treasurer Report**

- a. Reserve Contribution – review of email vote. A motion to add \$5,000 to reserve fund (TD Bank Account) was approved by the board on a 4-2-1 vote.
- b. Annual HOA Meeting – “Financials” Preparation (Morna I preparing a draft report for February meeting with finalized report in March).
- c. New reserve account – status update: TD Bank Signature cards completed by Frank S and Tony D this month. The board voted 7-0 to remove Scott G from signature card to allow account to be opened.
- d. Investment of reserves – game plan. Tyrone Yee has volunteered to investigate investment options for the reserve fund.

### **I. Committee Reports**

- 1. Architecture –All applications are current.
- 2. Activities/Social.  
Chilli Cookoff scheduled for March 5<sup>th</sup> at Hiddenbrook club house.
- 3. Landscape.  
Ash borer tree disease – walked neighborhood and identified trees affected.

4. Communication. Chili Cookoff march 5 to be included in newsletter to community

5. Welcoming. No new report.

6. Pool. No new report.

**J. Closed Session**

*Moved to Closed Session 9:52.*

*No delinquent accounts to review*

**M. Adjourn**

A motion was made, seconded and approved to adjourn the meeting at 9:54 p.m. The next meeting will be at 7:00 PM on Thursday, February 16, 2017 at the Herndon United Methodist Church, 700 Bennett Street.

Submitted by Tony DeMattia Secretary