

**Kingstream Community Council
Minutes of the May 18, 2017 Meeting**

Public Version

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

The meeting minutes from March were approved with a vote of 8-0. Kate Keifer arrived after vote.

E. Board Members Roles and Responsibilities

- a. Each member is to provide a short write up outlining each committee role / responsibility by the July meeting.

F. Strategic Priorities of the Board in 2017

- a. Prioritize reserve study improvements/project scheduling
- b. Reserves maintained @ 100% funding – all members in agreement. Consider reserve advisors study to be shallow estimates across the board. Track estimated costs vs actual cost.
- c. Reserve Fund Investment – see goal statement from previous meeting
- d. Dues: Our goal is to manage our expenses to eliminate or minimize any future dues increases.

G. Selection of Board Positions:

- a. President – Frank Shaffer
- b. Vice President – Tyrone Yee
- c. Secretary – Tony DeMattia
- d. Treasurer: Scott Graff and Elanna Weinstein

All positions approved with 9-0 vote.

H. Selection of Committee Liaison Positions:

- Architecture Review Committee: Mike Wei
- Activities/Social Committee: Kate Keifer
- Pool Committee: Steve Fast
- Landscape Committee: Ken Neuman
- Welcoming Committee: Elanna Weinstein
- Communications Committee: Kate Keifer

All positions approved with 9-0 vote.

I. Appointment of ARC Committee Members:

Mike Wei, Ken Neuman and Jeff Albanus approved with 9-0 vote.

J. Old Business

- a. Pool Repairs – Chair straps – Tony D/Frank S to fix by June meeting.

Big umbrella – Board approved purchase of new cantilever umbrella and one center post umbrella not to exceed \$1,000. Board Vote 9-0.

FFX Water Meter – Sub meter broken & replaced by Fairfax Water Authority. We expect to see a substantial credit from Fairfax Water Authority.

Interior pool house motion light and skirt for new pool shed with paint approved 9-0.

New Storage Cabinet ordered \$120 – approved 9-0 vote

Pool Software license \$375 approved 9-0 vote

New Wi-Fi Access Point needed at pool – Scott Graff to investigate options with pre-approved \$300 expense approved 9-0.

- b. Tradition Homes: Application with the county. Kingstrem HOA to contact Homeowners along adjacent property line regarding Gas Main possibility. Lisa to send a letter to offer another meeting with the developers to the KCC residents whose lots border the new development.

- c. Reserve Fund Investment Program: identification of 6 CD's laddered and set up. Estimated return on investment is \$9,650 per year.

K. New Business

- a. Audit Engagement letter – Same letter used as last year. Budgeted \$3,000 + fees estimated at \$125. Board approved \$3,125 vote 9-0.
- b. Email from Attorney – recommended board approve a late fee resolution pursuant to statute. The late fee allowed per VA POA as amended in 2014 to 5% of assessment as a late fee once the assessment is more than 60 days late. Board approved 9-0 with caveat that Elanna Weinstein draft resolution.
- c. Pool Pump Replacement – board approved – bought new pump and housing \$5,519. There were no used pump options.

L. Management Report

Home inspections completed May 14 identifying 92 violations. Letters to homeowners sent out.

Public Safety issue: Fairfax County Ordinance required house number on front of home. Lisa to get ordinance to Kate Keifer for communication in newsletter.

M. Treasury Report:

- a. United Methodist church rental budget was \$315, there will be an extra charge for use of gymnasium for annual meeting.
- b. Sun Trust Account signees require updating

N. Committee Reports

1. Architecture – All applications are current and all houses for sale have been inspected.
2. Activities/Social – Memorial Day Barbeque Sunday 5-7pm. Adults only pool party to be scheduled one Saturday in august – board approved cost of \$500-\$700 vote 9-0.
3. Landscape – Need to walk trails to get a detailed assessment of work to be done.
4. Communication – send Kate K any news you want in the newsletter this month.
5. Welcoming- No report.
6. Pool. We have received the swim team's pool operator license. Swim team pool schedule has been determined: 6/13, 6/26, & 7/20 for team events and 6/28 & 7/12 for Wed night meets Saturday meets (7/1 and 7/8) occur before the pool opens.

O. Adjourn

A motion was made, seconded and approved to adjourn the meeting at 9:07 p.m. The next meeting will be at 7:00 PM on Thursday, June 15, 2017 at the Herndon United Methodist Church gym, 700 Bennett Street.

Submitted by Tony DeMattia Secretary