

**Kingstream Community Council  
Minutes of the Oct 17, 2018 Meeting**

<b>Attendance</b>	
<b>Board Members</b>	<b>Present</b>
Frank Shaffer, President	Yes
Tyrone Yee, Vice President	Yes
Steven Fast, Secretary	No
Scott Graff, Co-Treasurer	Yes
Elanna Weinstein Co-Treasurer	Yes
Mike Wei, Architecture Committee	Yes
Ken Neuman, Landscape	Yes
Sharon Llewlyn, Activities Committee	Yes
John Rush, Communications Committee	No
<b>Other Attendees</b>	
Lisa Cornaire, Management	Yes
JC Porterfield, Homeowner	Yes

**A. Call to Order**

The meeting was called to order at 7:06 P.M.

**B. Approval of Agenda**

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

**C. Homeowners Open Forum**

A homeowner was present at the meeting to discuss the status of the inaccessible trail on the far side of the neighborhood. This trail used to connect to a Fairfax county path that has been abandoned since the construction of the Fairfax county parkway. The Board informed the homeowner that no repair was to be done to this path as it is no longer accessible except through neighboring yards and very expensive to repair for a path that doesn't connect to any other.

A suggestion was made to plant trees on the inside part of the path to provide some screening as it returned to native state. The neighbor requested a decision to the final status of the path. The Board decided to take that up at a later date. No decision was reached as to what if anything would be done with the unconnected path.

**D. Review and Approval of the Minutes**

The September minutes were approved with editorial corrections.

**E. Old Business**

The Board reviewed a revised and less expensive proposal from Meadows Farm for \$3,848 for landscape improvement of the entrance area of the pool. The Board also reviewed a proposal from Reston Tree for \$2,000 to remove the old trees at the entrance in order to install the new landscaping. Both expenditures were approved by the board.

**G. Management Report**

1. Lisa reminded the board of the plan to compile questions for the attorney. The board will send them to Lisa to be included in the Nov board packet for discussion.
2. Lisa working on obtaining quotes for the replacement of the water heater.
3. Lisa to work with Frank's and the landscape committee on revisions to the landscape contract.
4. Lisa to get quote on pool deck concrete repair estimate

## **F. New Business**

1. A list of the functions of the various offices was submitted as extracted from the Bylaws by Steve. Ken suggested that these be reviewed and edited for submission at the next board meeting by the current office holders to ensure they represent the actual functions of the positions. The role of Property manager will also be included.
2. The Board reviewed the details of the draft 2019 budget. Two new line items added: Property Manager Performance Review and General Asset Repairs. Interest Income changed from \$9,400 to \$13,700 to reflect the higher interest rates the association is now receiving on the laddered CDs. The board discussed reserve funds expenditure requirements through May 2019. It was agreed that \$62,886 will be needed for the trail project. No additional capital projects will be implemented before May 2019. The Board approved a motion to reinvest \$50k in reserve funds in a 1 year CD or Treasury Bill.
3. The Board discussed adjustments in the expenditure lines in order to achieve a reserve contribution of \$61,000. The prior two reserve studies allocated 65k for reserves. The Board feels the current study's allocation of \$47k may be inadequate and therefore decided to allocate \$61k to reserves. Motions made for the adjustment of landscaping improvement from \$16,000 to \$14,000 in and was approved with 4 votes along with a reduction in the Basketball/Tennis court repairs from \$2,000 to \$1,000. Budget will be finalized in November meeting.
4. Target objectives for next year was discussed. A suggestion was made to extend it to a forward looking plan for the out years. The reserve plan indicates when various capital items reach their replacement age in addition to the cost of the replacement. However, these suggested replacement windows are moved by the board based upon the true condition of the items. This results in some items being replaced sooner and others later than the current reserve replacement plan. Ken made a motion to create a board directed 5-year plan to make sure the capital funds were going to be available at the time of expenditure and to set priorities for greater than one year. Tyrone walked through the 5-year expenditures and indicated that the current reserve study under allocates the cost of replacement as virtually all projects have come in over the amount reserved for them. The Board reviewed a 5 year financial outlook, assuming no change to current homeowner dues. There were 3 key takeaways. A 61k annual reserve contribution can be fully funded during the next 5 years. About 10k per year can be funded to implement community asset improvement projects. The pool Management contract will pressure community finances. The Board will evaluate cost savings actions in 2019.
5. A list of next year priorities was discussed including: repair of the pool concrete decking near the kiddy pool, fixing the drainage issue on the basketball court, the further landscaping in front of the pool house, launch of the new web site, replacement of the water heater. Lisa was directed to meet with NV pools to discuss and get quotes on the pool deck replacement as well as the cost to replace the water heater.
6. Other options on the priorities for next year were discussed including the need to review and renegotiate the pool contract. Tyrone explained the impact of the 3% escalation clause. Lisa was directed to discuss the new contract with Hiddenbrook to see if we could jointly leverage the two pool contracts.

## **H. Committee Reports**

Architecture – Mike is following up on approval and status of applications.

Activities/Social – Discussion and review of the Adult party and attendance. Review of the dog swim. New calendar of events and proposed budget approved with additions of Labor Day cookout. March spring cleanup added for the 16<sup>th</sup> with a backup date of the 23<sup>rd</sup>. Christmas decorating review on the week of the 17<sup>th</sup>. Calendar of events to be placed on web site and advertised on white boards.

Landscape – Ken provided a status update on the work with Finley and potential start date which as been delayed due to weather. Fairfax country repair of main trail halted until tree review and removal completed. Ken reports it may not start if temperature falls to the point where asphalt cannot be manufactured or laid.

Communication – No report.

Welcoming – One new household welcomed to community.

Pool – see discussion above.

**I. Treasury Report:**

No additional reporting external to the budget.

**J. Adjourn**

Meeting was adjourned at 10.08 P.M.

Submitted by Frank Shaffer