

**Kingstream Community Council
Minutes of the January 18, 2018 Meeting**

Attendance	
Board Members	Present
Frank Shaffer, President	No
Tyrone Yee, Vice President	No
Tony DeMattia, Secretary	Yes
Scott Graff, Co-Treasurer	No
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 7:10p.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

No homeowners in attendance.

D. Review and Approval of the Minutes

The October meeting minutes were approved as amended.

E. Old Business

1. Fairfax County Water Bill:

- New water bill coming next month.
- Lisa C to follow up with Frank Shaffer regarding the resolution of the meter issue with the County.

F. New Business

1. Goals for upcoming year:

- Revamp communications to the community with enhancements to website and newsletter.
- Focus on committee approach – 3 person teams to assist board members and increase community involvement.
- Development of Charters for each Committee to use as guidelines to follow
- Supervision from the board for the trail project during paving operations and communicating back to the community which sections of the trails that will be closed during repairs.

2. Annual Meeting Preparation:

- Annual Meeting to be held in Herndon United Methodist Church Gymnasium.
- 2017 presentation to be reviewed by current board and updated accordingly.
- February 9th deadline for nominations to be on proxy being mailed out to community.
- Collections policy – addition to cover letter going out to the community.
- Presentation of Committee Charters

- Add a paragraph to cover letter requesting committee member volunteers (outside of current board members).

G. Management Report

1. Board Nomination Forms located on KCC web site.
2. Noise letter response from Fairfax County School Board pledging to work on reducing noise levels.
3. Taxes for 2017 being prepared with a target date of 3/31/18 for turning them over to auditor (Beck & Company)

H. Committee Reports

1. Architecture – All applications have been reviewed – no backlog pending.
2. Activities/Social – Holiday Memorial Day Barbeque is next on the schedule. K Keifer will document what was done in past years and the various food amounts purchased for new Activities/Social Chair person.
3. Landscape –
 - Trail Paving contract signed December 1, 2017. Scheduled to commence after the Park Authority has finished their trails.
 - Park Authority – trail project on target for spring/summer 2018. Funded to replace all poor sections of trails within the Sugarland Park plus two culvert pipes behind the playground on Kingstream Circle. Additional funding **possible** for total trail replace as opposed to poor sections only–KCC asked the park authority if there is any funding for fair weather ramps as opposed to a bridge. We were told no funding existed coupled with Chesapeake Clean Water Bill does not allow changes to creeks (fair weather ramps are considered a change).
 - Winter Tree Cutting Phase 2 Tuesday January 23rd covering trail #4, #6, #8 and pool area in preparation for trail work this summer.
4. Communication –
 - Post card for nominations ready.
 - Committee volunteers needed.
 - Lisa C and K Keifer to review Mail Chimp email system before next meeting.
5. Welcoming-
 - Four new homes welcomed this month.
 - Welcoming Package includes KCC Link information; Herndon Community Center info; Great Harvest Bread, Dish Towel & wooden spoons.
6. Pool —
 - Water usage numbers continued monitoring by Steven Fast.
 - Water leak still seen (minimal) investigation of leak source continues.

I. Treasury Report: Elanna Weinstein presented the treasury report / review of budget.

J. Closed Session

1. Discussion of collection issues – reviewed A/R Aging Summary.

K. Open Session:

- A motion was made to forgive late fee's of less than \$10 as a onetime occurrence due to new collections policy being implemented in 2018. Approved by a vote of 6-0.

L. Adjourn

Meeting was adjourned at 8:45 PM.

Submitted by Tony DeMattia