

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

Attendance	
Board Members	Present
Frank Shaffer, President	Yes
Tyrone Yee, Vice President	Yes
Steven Fast, Secretary	Yes
Scott Graff, Co-Treasurer	No
Elanna Weinstein Co-Treasurer	Yes
Mike Wei, Architecture Committee	Yes
Ken Neumann, Landscape	No
Sharon Llewlynn, Activities Committee	Yes
John Rush, Communications Committee	Yes
Other Attendees	
Lisa Cornaire, Management	Yes
Jeff Albanus	Yes
Richard Rother	Yes
Andrew Koerner	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

1. Fence – A community member was present to discuss with the board a neighbor’s new fence. The community member considered the new fence to be in his front yard and had not been installed per our ARC guidelines. The ARC committee members present indicated the homeowner had followed the community’s current guidelines for installing the fence and it was similar to other fences installed in the community (seven examples noted in board packet). The board recognized the fact that this type of situation can occur when a home’s back or side yard border’s a pipestem and the fact that pipestems are considered driveways. The board took an action to have the ARC committee revisit our fence guidelines and make a follow up recommendation.

2. Uncut grass – A community member informed the board there was a plot of unmown grass at the end of Sugarland Valley Drive. The community member expressed a strong desire for the board to include it as part of our normal landscaping efforts. This plot of grass is part of the entrance to Sugarland Run park and belongs to the county park authority. The board had contacted the park authority and was told the park authority was no longer mowing that section of grass. The board’s position is it does not have the responsibility or authority to mow park authority property. The board did take an action to follow up with the park authority to determine if there was some way to have this section of grass mowed.

D. Review and Approval of the Minutes

The March and April minutes were approved with editorial corrections.

E. Old Business

1. Board Roles and Responsibilities – Ms. Cornaire reviewed the board’s roles and responsibilities document as a refresher for existing board members and to provide an overview of the board’s function to new board members. This review highlighted the members fiduciary duties, governance of the association and conduct of board meetings.

2. Select Board Member Positions – Board members were selected as follows:

- a. President – Frank Shaffer
- b. Vice President – Tyrone Yee
- c. Secretary – Steven Fast
- d. Treasurer – Scott Graff
- e. Co-Treasurer – Elanna Weinstein
- f. Members at Large – Mike Wei, Ken Neumann, John Rush and Sharon Llewlllyn

3. Committee Chair Appointments

- a. Activities – Sharon Llewlllyn
- b. ARC – Mike Wei
- c. Landscaping – Ken Neumann
- d. Communication - John Rush
- e. Pool – Steven Fast
- f. Welcoming – Elanna Weinstein
- g. Finance – Tyrone Yee

4. Committee Member Appointments (May be board members or community volunteers)

- a. ARC – Jeff Albanus
- b. Landscaping – Tyrone Yee
- c. Communication - Danielle Schill has expressed an interest in assisting and will be contacted by John and Lisa.
- d. Finance – Elanna Weinstein, Scott Graff

5. Community Volunteer Day – June 2 is the date for the community clean up day. Volunteers will be requested to meet at the pool for assignments. Steve will update the sign boards announcing this event.

F. New Business

1. Tot Lot Sign – The old sign has been taken down. The board authorized \$100 for the new sign.

2. Website Revisions – Updating the website was tabled for discussion at a later date.

3. Landscape Issues – Landscaping will make recommendations on additional tree removal. The board authorized \$250 for 10 yards of mulch to be used in various areas throughout the community. An area of water egress going from Meadowchase Dr to Kingstream Drive was also looked at for better attention by the landscapers. The county will be contacted to evaluate if additional work is required in this area due to the fact that after a storm water does not flow well out of this area.

G. Management Report

The number of unpaid dues was discussed. Late letters were sent out at the beginning of this month. Late fees will be assessed and certified letters will be mailed at the beginning of June.

The board authorized Scott to look at obtaining a new PC, monitor and speakers for the pool.

Power washing the tennis court was brought up. Frank indicated he has a power washer.

Frank requested the ARC take a look at our fence rules and make a recommendation on any possible changes next month. See homeowner open forum.

Ms. Cornaire brought up the issue of fallen trees which cross property lines. Elanna will research the legal aspects of this issue.

H. Committee Reports

1. Architecture – On track for current reviews and approvals.
2. Activities/Social – No report.
3. Landscape – See homeowners open forum regarding unmown grass and the upcoming community cleanup day.
4. Communication – No report.
5. Welcoming – Two new households welcomed to community.
6. Pool – Steve will continue to monitor water meter. Frank has been in continued contact with Fairfax Water. No progress to report on resolving billing issue due to inoperable meter.

I. Treasury Report:

1. Elanna noted the ARC software rates increased so this line will be slightly over budget.
2. A reserve fund CD will expire on 5/29. This CD may be reinvested in a short-term CD and Tyrone will monitor the results of a near term Fed meeting which will probably impact rates.

J. Adjourn

Meeting was adjourned at 9:45 P.M.

Submitted by Steven Fast