

**Kingstream Community Council  
Minutes of the November 29, 2018 Meeting**

<b>Attendance</b>	
<b>Board Members</b>	<b>Present</b>
Frank Shaffer, President	Yes
Tyrone Yee, Vice President	Yes
Steven Fast, Secretary	Yes
Scott Graff, Co-Treasurer	Yes
Elanna Weinstein Co-Treasurer	Yes
Mike Wei, Architecture Committee	Yes
Ken Neuman, Landscape	Yes
Sharon Llewlynn, Activities Committee	Yes
John Rush, Communications Committee	Yes
<b>Other Attendees</b>	
Lisa Cornaire, Management	Yes

**A. Call to Order**

The meeting was called to order at 7:02 P.M.

**B. Approval of Agenda**

A motion to approve the agenda as modified was made, seconded and approved.

**C. Homeowners Open Forum**

No homeowners in attendance.

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

The October minutes were approved as amended.

**E. Old Business**

1. Officers Duties Document – Moved to end of meeting.
2. Finalize 2019 Budget – Changes made to landscaping budget. Budget approved as modified.
3. Finalize 2018 Audit – The audit was approved 8-1.
4. Finley MOU – The MOU with Finley was discussed regarding the work to be performed in the spring. The MOU was approved.

**F. New Business**

1. Online File Share – The idea of an online filing system for board members to share was discussed. Lisa and Scott will look into what is available for online data storage.
2. Pool Repair Items – NVPool provided a list of possible repair items and cost estimates. Deck patching was recommended. Caulking the pool will be accomplished next spring.
3. Landscape Contract – Contract negotiations are ongoing for this item.

### **G. Management Report**

The repairs to the pool pump room are ongoing.

### **H. Committee Reports**

1. Architecture – Work on schedule with no issues to report.
2. Activities/Social – Calendar revised for 2019.
3. Landscape – The landscaping budget was discussed. Additional tree work quotes for Reston Tree Experts for areas around the pool and on trail #4 were reviewed and approved by the Board. Landscaping around pool grounds has been begun. Phase I of the landscape renovation around the pool entrance has started. A quote from Franks Lawn Care for removed grass and soil from the trails prior to Finley sealing the trails was submitted and approved by the Board. Quotes for culvert work in four zones that are needed in conjunction with trail repairs are currently being acquired. Fairfax County contractor has begun trail work within Sugarland Run Park. Repairs to tennis court net completed. Acquiring quotes for tennis and basketball court repairs.
4. Communication – John and Lisa catching up on status of revised KCC website. Facebook usage was up.
5. Welcoming – Welcoming two new neighbors this week.
6. Pool – Pool usage was up slightly compared to last year. Water usage was typical. We will begin tracking electrical usage as well. Lisa discussed the phone/internet costs for the pool. Deck furniture has been inventoried.

### **I. Treasury Report:**

1. Cash outlook is acceptable.
2. A maturing \$50k CD was reinvested at 2.65% maturing on November 1, 2019.
3. Sufficient funds available for trail work.

**J. Closed Session** – The board held a closed session to discuss legal guidance.

### **K. Open Session**

Due to time constraints additional meeting scheduled for December 13 to discuss this Officers Duties document. No other additional items discussed.

### **L. Adjourn**

Meeting was adjourned at 9:33 P.M.

Submitted by Steven Fast