

**DRAFT MINUTES OF JANUARY 26, 2017
BOARD OF DIRECTORS MEETING
QUAKER HILL COMMUNITY ASSOCIATION**

CALL TO ORDER

The meeting, held at the Quaker Hill Community Center, 1175 Quaker Hill Drive, Alexandria, Virginia, was called to order by Vice President Stephen Kahn at 7:03 P.M.

BOARD MEMBERS PRESENT

Marjorie Stein, President, arrived 7:11 p.m.
Stephen Kahn, Vice President
Rose Gillespie, Treasurer
Ed Lacy, ARHA Director

BOARD MEMBERS ABSENT

Stephen Stine, Secretary

OTHERS ATTENDING

Tim Kirchner, Northern Virginia Management (NVM)
Marci Greenberger, Resident

APPROVAL OF MINUTES

The minutes from the October and November 2016 meetings were not available. The minutes from the Annual Meeting in December 2016 were reviewed and amended.

POLICE LIAISON

Sgt. Plank was not in attendance.

MEMBERS FORUM

Marci Greenberger attended and left at 7:54 p.m.

ARHA REPORT

Ed is trying to set up a meeting for Connie Staudinger to meet with the Board on ARHA redevelopment activities planned for the 40 units located next to Quaker Hill. The Board discussed preparing some of our specific concerns in writing (financial and legal issues) that may affect our community. We also discussed the need for timely follow up by the Board as the plans are developed and executed.

COVENANTS

NVM noted that the inspections would start up again in March. The Board discussed the need for a comprehensive document that noted all the exemptions that are on file – color exceptions, shutters and doors that don't match, design approvals and any other information that is on file. This should be done before the new inspections begin. The Board needs to review the information against the design guidelines.

The Board also reviewed the recent letters sent to homeowners. There was a response from a landlord about a tenant issue that was not in the Board packet. This needs to be emailed and/or included in the next Board packet.

LANDSCAPING

The contract notes a leaf clean up in January. An action item list was created to follow up with Chapel Valley.

PARKING COMMITTEE

Stephen Kahn and Marci Greenberger noted that they are keeping records and that the visitor parking situation has greatly improved.

ELECTION OF OFFICERS

Marjorie Stein was nominated for President. The nomination was moved by Rose, seconded by Ed and approved unanimously.

Stephen Kahn was nominated for Vice President. The nomination was moved by Marjorie, seconded by Ed and approved unanimously.

Stephen Stine was nominated for Secretary. The nomination was moved by Stephen Kahn, seconded by Rose and approved unanimously.

Rose Gillespie was nominated for Treasurer. The nomination was moved by Ed, seconded by Stephen Kahn and approved unanimously.

COMMUNICATIONS

The Board discussed the legal communications requirement that the monthly Board meetings, with an open member's forum met the legal requirements. NVM noted that it was discussed on a phone conversation. The Board asked that an email from our attorneys be sent so that we would have it in writing.

RESERVE STUDY

The results of the new Reserve Study were just received. It will be reviewed at the next Board meeting.

BUS SHELTER/TMP

The Board was brought up to date on correspondence, the insurance issues, the legal opinions of the Quaker Hill attorneys and other related information. Tim will forward all related correspondence to our attorneys. The Board asked that our attorneys handle the case and clarify the legal ownership issue with the City attorneys. NVM will follow up immediately. Marjorie also volunteered to get in touch with our attorneys.

CLUBHOUSE REPAIRS

NVM noted that there is a roof leak that needs to be repaired. The Board also discussed the lower floor windows. The windows will be caulked along the upper edge, which should help prevent the windows from sliding open. The closet door in the upstairs hallway still needs to be repaired. Until it is repaired, it should be stored so it does not fall on anyone.

POOL CONTRACT

The Board reviewed the 2017 pool contract and realized that it was the old contract without the additional weekday hours for a second guard. NVM will follow up with the pool company for a revised contract, with a second guard four hours a day, Monday through Friday, from 3-7 p.m. The part time hours may need to be amended to meet peak usage needs. Weekend hours, with the current second guard hours on Saturday and Sundays did not need to be revised.

POOL COMMITTEE

The Board discussed possible issues and revisions to the pool regulations, administrative process changes and the pool pass process. A pool committee needs to meet soon to review the issues. Stephen Kahn, Ed and Rose volunteered.

ACTION ITEM LIST

The Board reviewed, amended and updated the Action Item List from October. An updated list will be published for Board and NVM use.

EXECUTIVE SESSION

The Board went into Executive session at 9:12 p.m. The Board came out of Executive session at 9:20 p.m.

ADJOURNMENT

The meeting was adjourned at 9:22 p.m.

NEXT MEETING

The next meeting is scheduled for February 23, 2017.

Respectfully submitted,
Rose Gillespie, Treasurer