

**FINAL MINUTES OF APRIL 28, 2016
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 President Marjorie Stein at 7:05 P.M.

BOARD MEMBERS PRESENT:

Marjorie Stein, President
Stephen Kahn, Vice President
Rose Gillespie, Treasurer

BOARD MEMBERS ABSENT:

Stephen Stine, Secretary
Ed Lacy, ARHA Director

OTHERS ATTENDING:

Officer Nugent, Alexandria Police liaison; left at 7:20 p.m.
Rich Tobin, Resident, left at 8:03 p.m.
Marci Greenberger, Resident; left at 8:03 p.m.
Antonio Herazo, American Pool, left at 8:01 p.m.
Greg Gochoel, American Pool, left at 8:01 p.m.

POLICE LIAISON: Officer Nugent reported that there were no major concerns. He asked that the community be on the alert for larceny from vehicles and the possibility of increased activity during the summer months. The Board discussed other issues, such as child signs placed in the street, the new speed limits on Quaker Lane and Seminary Road, and parking enforcement rules.

AMERICAN POOL:

The Board met with the new pool management company and discussed past issues which were of a concern and the need to enforce the registration rules. The Board also discussed effective enforcement rules and practices used at other communities, such as key fobs, photo IDs and a dedicated gate attendant. The pool company will let us know the safety supplies that are needed before the pool opening. Pool opening activities are underway.

APPROVAL OF MINUTES:

The minutes from the November 2015 meeting were not available. The minutes from the March 2016 meeting were reviewed, amended and approved as amended. Moved by Stephen, seconded by Rose, motion was approved.

ARHA REPORT: None

POOL FLOWERS: The Board approved \$350 for the pool plantings. Moved by Stephen, seconded by Rose, motion was approved.

LANDSCAPE MAINTENANCE CONTRACT: The Board discussed discrepancies in the Chapel Valley contract with the amounts listed. The contract with Chapel Valley was approved, pending the corrections needed. The current contract is for March to December 2016.

LANDSCAPE ENHANCEMENTS: The Board looked at the bids provided for a replacement tree and for landscape clean up needed on Ellsworth. Since the bid for the replacement tree will not have a warranty, the Board will ask for a bid for a different species. The Board approved the landscape clean up, but asked that a follow up be made with Chapel Valley. It may be more effective to defer this to the fall season. A bid is still needed for the Austrian pine that will be placed on Yale, behind the Quaker Hill Court town homes.

The Board is still in need of the plat lines for the common area near 212 Ellsworth that has an erosion issue and for the 212-218 Ellsworth town homes and 211 Yale Drive. Corrections need to be made to the drainage area, but the property lines need to be determined before a course of action can proceed. NVM will obtain the plat lines for 212-218 Ellsworth and for 211 Yale Drive.

ACTION ITEMS:

The Board reviewed the action items from the March Board meeting. As a new practice, an action item list will be generated each meeting, with incomplete items carried over until they are resolved.

ADJOURNMENT: The meeting was adjourned at 9:31 p.m.

NEXT MEETING: The next Board meeting will be May 26, 2016.

Respectfully submitted,
Rose Gillespie
Treasurer

ACTION ITEM LIST TO BE REVIEWED MONTHLY

MONTH NOTED	ITEM	WHO	STATUS	COMMENTS
MARCH	Dead tree	Rose	Done	Tree was not dead
MARCH	Bridge over trickle stream needs to be repainted	NVM	Not done	Still needs to be painted
MARCH	Broken light at Quaker Hill entrance sign near Yale	NVM	Not done	'Blinders' on light are missing, light needs to be directed at sign
MARCH	Contract needed with Bartlett Tree Service (NVM)	NVM	Not done	Email sent March 28 th . New contact is Josh Drakow; follow up and walk thru needed
MARCH	Dog signs to Stephen Kahn	NVM	Not done	
MARCH	Plats needed for Ellsworth and Yale addresses as noted in the minutes	NVM	Not done	Needed in order to move forward with erosion projects
MARCH	November meeting minutes	Stephen Stine		
APRIL	Pool supplies	American Pool & NVM		Need list and purchase prior to pool opening
APRIL	Amended/corrected Chapel Valley landscape contract	Chapel Valley & NVM		
APRIL	Walk grounds with Bartlett Tree Service; check the trees in the 'alleyway' between town homes on Quaker Hill Drive (behind Stephen Kahn's)	Bartlett, NVM & interested Board members		
APRIL	Need bid from Chapel Valley on the Austrian pine that was requested	Chapel Valley & NVM		
APRIL	Submit request for different replacement tree	Rose, NVM & Chapel Valley		
APRIL	Check with Chapel Valley to see if landscape clean up would be more effective in the fall	NVM		

APRIL	Answer question on American Pool requirement to have \$5 million in insurance (we only have \$2 million)	NVM		
APRIL	Letter to homeowner re: paid in full assessment (April Board packet)	NVM to check with Legal		Inform Board of advice and action
APRIL	2 CD's due in May, need renewal terms	NVM		Due at May meeting
APRIL	Walk through with Uber for clean up on Quaker Hill Drive – clean once weekly, 15 minutes maximum per week	Stephen Kahn & NVM		
APRIL	Need final budget detail for 2015	NVM		Due to Rose, so yearend report can be completed
APRIL	Budget reclassifications per the Treasurer's Report	NVM		Provide updated report showing follow up work was completed
APRIL	Light fixture at entrance to community center – replace with NON motion detecting light fixture	NVM		Light should stay on constantly for safety