

**APPROVED MINUTES OF MAY 26, 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 Vice President Stephen Kahn at 7:00 P.M.

**BOARD MEMBERS PRESENT:**

Marjorie Stein, President, arrived at 7:05 p.m.  
Stephen Kahn, Vice President  
Rose Gillespie, Treasurer  
Stephen Stine, Secretary  
Ed Lacy, ARHA Director

**OTHERS ATTENDING:**

Officer Daniel Plank, Alexandria Police liaison; left at 7:20 p.m.  
Rich Tobin, Resident, left at 8:11 p.m.  
Marci Greenberger, Resident; left at 8:55 p.m.

**POLICE LIAISON:** Officer Plank discussed two burglaries and items stolen. One had an unlocked door. He also discussed the car break-ins and theft that happened this week in Quaker Hill Court. He surmised that the doors may have been unlocked. A suspect was apprehended that same night on Seay Street in Alexandria, who was checking multiple car doors and taking items from unlocked cars. It is not known if it is the same individual responsible for the Quaker Hill Court thefts. A 'beat check' is currently in place. He asked that the community be on the alert for larceny from vehicles and other illegal activity which tends to increase during the summer months. He also advised that when a car has been broken into, the police should be called immediately and the car should not be driven anywhere. Moving the car and late reporting may affect their ability to prosecute the case.

**APPROVAL OF MINUTES:**

The minutes from the November 2015 meeting were not available.  
The February 2016 draft minutes will be included in the June Board packet.  
The minutes from the April 2016 meeting were reviewed. Motion to accept was moved by Stephen Kahn, seconded by Ed; motion was approved.

**ARHA REPORT:** Ed reported that the residents at 1221 Quaker Hill Drive had a new apartment approved and would be moving out by mid to late June. He also discussed the major reorganization of ARHA by functional areas instead of by area and specific properties. ARHA felt this would better balance the caseloads and improve efficiencies. The Board also discussed the process for compliance reporting. The ARHA process is dependent upon reporting by residents and Boards on non-compliant issues, proactive audits are not conducted by ARHA. As a follow up item, Ed said that the doors that were in need of repair at 1252 and 1256 Quaker Hill Drive were being handled by their maintenance group.

**COVENANTS:**

Guidelines were discussed for rain barrels in the community. The Board discussed concerns about standing water, mosquito breeding grounds and general safety. The covenants guidelines need to be updated and reviewed by the Board. Preliminary guidelines will include covers on the rain barrels.

**TREE MAINTENANCE CONTRACTS:**

The Board approved the amended maintenance contract with Bartlett Trees (\$10,000.) Motion to accept by Stephen Kahn, seconded by Rose; approved.

The Board also approved was the contract to remove the five dead/dying ash trees and to grind the stumps to 8 inches below existing grade (\$690.) Motion to accept by Stephen Stine, seconded by Ed; approved.

**LANDSCAPE ENHANCEMENTS:**

The Board asked Chapel Valley for a bid for seven trees, which will be planted in the fall.

The Board approved the landscape clean up proposal from Chapel Valley for the Ellsworth area that was previously discussed. The work should be done now, with a follow up (if necessary) in the fall. If a fall clean up is also needed, a bid will need to be submitted first. Motion to accept by Stephen Kahn, seconded by Ed; approved.

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. These plat lines are also critical for the clean-up area on Ellsworth so the exact boundaries can be determined.

**POOL:**

The Board formally approved the expenditures for the pool supplies (\$1,657.82) and pool repairs (\$939.45) that were needed to open the pool. Motion to approve by Rose, seconded by Stephen Stine; approved.

**POND:**

The Board asked NVM to follow up with Solitude, the pond company, on their proposal to clean out the trickle stream. It was built into the 2016 budget, included as an option in their original contract and needs to be completed.

**FINANCIALS:**

The Board voted to renew the two Congressional CD's expiring in May. The new CDs should be set to one CD for an 18 month term and the other for a 24 month term. The rate will be determined by the rates available on May 30, 2016. Motion to approve by Stephen Kahn, seconded by Rose; approved.

**ACTION ITEMS:**

The Board reviewed the action items from the April Board meeting.

**ADJOURNMENT:** The meeting was adjourned at 9:39 p.m.

**NEXT MEETING:** The next Board meeting will be June 23, 2016.

Respectfully submitted,  
Rose Gillespie  
Treasurer

**ACTION ITEM LIST TO BE REVIEWED MONTHLY**

<b>MONTH NOTED</b>	<b>ITEM</b>	<b>WHO</b>	<b>STATUS</b>	<b>COMMENTS</b>
MARCH	Dead tree	Rose	Done	Tree was not dead
MARCH	Bridge over trickle stream needs to be repainted	NVM	Still needed	Still needs to be painted
MARCH	Broken light at Quaker Hill entrance sign near Yale	NVM	Complete	'Blinders' on light are missing, light needs to be directed at sign
MARCH	Contract needed with Bartlett Tree Service (NVM)	NVM	Completed May 2016	Email sent March 28 <sup>th</sup> . New contact is Josh Drakow; follow up and walk thru needed
MARCH	Dog signs to Stephen Kahn	NVM	Posts needed	
MARCH	Plats needed for Ellsworth and Yale addresses as noted in the minutes; also need 1139 QH Court	NVM	Still needed	Needed in order to move forward with erosion projects
MARCH	November meeting minutes	Stephen Stine	Still needed	Will also send 2015 Annual minutes
APRIL	February 2016 minutes needed	Stephen Stine		Will be in June 2016 packet
APRIL	Pool supplies	American Pool & NVM	Completed May 2016	Need list and purchase prior to pool opening
APRIL	Amended/corrected Chapel Valley landscape contract	Chapel Valley & NVM	Completed May 2016	
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	Completed May 2016	
APRIL	Need bid from Chapel Valley on the Austrian pine that was requested	Chapel Valley & NVM		Requested different tree along with others for fall plantings
APRIL	Submit request for different replacement tree	Rose, NVM & Chapel Valley		Requested multiple trees to replace dead ash trees and others; fall planting
APRIL	Check with Chapel Valley to see if landscape clean up would be more effective in the fall	NVM		Approved initial clean up May 2016; need plat lines, will revisit in the fall for major clean up

APRIL	Answer question on American Pool requirement to have \$5 million in insurance (we only have \$2 million)	NVM	Answered at May 2016 meeting; combined with umbrella insurance, it was sufficient to meet needs	
APRIL	Letter to homeowner re: paid in full assessment (April Board packet)	NVM to check with Legal	Update at June mtg	Inform Board of advice and action
APRIL	2 CD's due in May, need renewal terms	NVM	Done	Voted at May 2016 meeting
APRIL	Walk through with Uber for clean up on Quaker Hill Drive – clean once weekly, 15 minutes maximum per week	Stephen Kahn & NVM	Done	
APRIL	Need final budget detail for 2015	NVM	In May 2016 Board packet	Due to Rose, so yearend report can be completed
APRIL	Budget reclassifications per the Treasurer's Report	NVM	Discussed at May Board mtg, re-classes will be noted in the written financial report	
APRIL	Light fixture at entrance to community center – replace with NON motion detecting light fixture	NVM	Light adjusted to stay on	
MAY	Clarify guidelines on rain barrels	Rose, Stephen Kahn	Board clarified that standing water needed to be covered	
MAY	Cars cited for violations	Stephen Kahn	Send list to NVM and Board; should be updated and reviewed monthly	
MAY	New pool pass system	Rose, Stephen Kahn, Marci	Research new online pool pass system for next year	
MAY	Trickle stream clean up	NVM	Bring proposal for trickle stream clean up to June meeting	
MAY	Higher pool fencing	NVM	Obtain bid for cost purposes; contact legal for liability issues	