

**DRAFT MINUTES OF NOVEMBER 21, 2019  
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 Mary Beth Cockerham at 7:02 PM.

**BOARD MEMBERS PRESENT:**

Marjorie Stein, President – Arrived at 7:07 p.m.  
Mary Beth Cockerham, Vice President  
Rose Gillespie, Treasurer  
Lennin Lopez, ARHA Director

**BOARD MEMBERS ABSENT:**

Stephen Stine, Secretary

**OTHERS ATTENDING:**

Tim Kirchner, Northern Virginia Management (NVM)

**MEMBERS FORUM:**

None present

**APPROVAL OF MINUTES:**

No minutes were available to approve

**POLICE REPORT:** The police liaison was not present. NVM will follow up to ensure one is present at the Annual Meeting on December 3, 2019.

**ARHA REPORT:** An accounting issue and a door maintenance issue were discussed. Both issues are being resolved.

**COVENANTS:** The Board discussed an ongoing violation. If it is not resolved, the homeowner will be called to a hearing in January. There were not enough required notification days to be called to the November meeting.

**PARKING ISSUES:** The committee has sent several notices. They are clarifying one address to see if previous notices have been sent.

**PROPOSALS/CONTRACTS:**

The Board approved the annual contract with Chapel Valley for common area and townhome landscape maintenance. Motion to approve by Rose, seconded by Lennin; the vote was unanimous.

The Board discussed the grasscrete installation proposal from Chapel Valley for erosion control and repair behind the townhomes on Quaker Hill Drive. NVM will follow up with Chapel Valley on the pricing. The Board voted to approve the proposal, if amended to under \$3K. Motion to approve as amended by Mary Beth, seconded by Lennin; approval was unanimous.

The Board approved the contract from Montgomery Irrigation for the maintenance of our common area irrigation lines (spring service and winterization) for both the pond and street locations (\$250 per contract, 2 contracts). Motion to approve as amended by Mary Beth, seconded by Lennin; vote was unanimous.

The Board reviewed the proposal from B&K Concrete for the signature wall repairs. It is higher than the bid received last month. NVM will seek out one more bid.

The Board reviewed the proposals from Northern Woods and Bartlett Trees to remove six dead trees and an additional stump removal. The Board voted to accept the Northern Woods proposal (\$3,075). Motion to approve by Mary Beth, seconded by Lennin; vote was unanimous.

The Board approved the amended contract for Bartlett Trees for FY20 maintenance, pruning and treatments ((\$17,235). Motion to approve as amended by Mary Beth, seconded by Lennin; vote was unanimous.

The Board discussed and edited a current copy of the Northern Virginia Management contract. The contract was approved as amended. Motion to approve as amended by Mary Beth, seconded by Lennin; vote was unanimous.

#### **FINANCES:**

By acclamation, Mary Beth will be added to the Fidelity account so there will be two Board members who will be able to access the account. Stephen Kahn, former Board member, will be removed once she is added.

The Board discussed moving \$100K from the BB&T Operating account and investing it into two separate CDs at Fidelity. The new CDs should be staggered with the current CDs in Fidelity, with one due approximately every quarter. Motion to approve by Lennin, seconded by Mary Beth; vote was unanimous.

We will check to see if the money can be electronically transferred from the BB&T account.

#### **OTHER ISSUES:**

- The Board discussed the emails and concerns in the Board packet from homeowners.
- The Board discussed the decreased use of TMP, which was impacted by the summer shutdown of the local metro lines in Alexandria.
- The Board received a bid from a new pool company, which will be compared to the proposal received by Aqua Safe, the current pool company, which is up for renewal.
- NVM noted that they are closed by noon on the day before Thanksgiving and will not re-open until Monday, December 2<sup>nd</sup>.
- All materials have been received for the Annual Meeting.

**ACTION ITEM LIST:** The Board reviewed and updated the Action Item list. The list will be divided into long-term and short-term items.

**FINANCIAL REPORT:** The Treasurer's financial report for the September financials was included in the Board packet. The most current report (October financials) was sent prior to the meeting and was available to the Board for review. It will be included in the next Board packet.

**NEXT MEETING:** The 2019 Annual Meeting will be held on Tuesday, December 3<sup>rd</sup> at 7:00 p.m. The next regularly scheduled Board Meeting will be January 23, 2020, at 7:00 p.m.

**ADJOURNMENT:** The Board adjourned at 8:54 p.m.

Respectfully submitted,

/s/ Rose M. Gillespie  
Treasurer

APPROVED