

**DRAFT MINUTES OF SEPT 23, 2021  
BOARD OF DIRECTORS MEETING  
QUAKER HILL COMMUNITY ASSOCIATION**

**CALL TO ORDER**

The meeting held via teleconference (Go To Meeting), was called to order by President Mary Beth Cockerham at 7:00 PM.

**BOARD MEMBERS PRESENT:**

Mary Beth Cockerham, President  
Marjorie Stein, Vice-President (Caller 02)  
Rose Gillespie, Treasurer

**BOARD MEMBERS ABSENT:**

Stephen Stine, Director  
Lennin Lopez, Secretary/ARHA Director

**OTHERS ATTENDING:**

Tim Kirchner, Northern Virginia Management (NVM)  
Officer Matt O'Malley, left meeting at 7:03pm  
Marc Greenberger, 1214 Quaker Hill Dr.; left meeting at 7:58pm (Caller 01)

**POLICE REPORT:** Officer Matt O'Malley reported the following crimes that have occurred around the neighborhood: Ran stats from Aug 16 – 2 assaults (known to each other), rock thrown through window, 3 shopliftings in the plaza, police presence related to incident in Del Ray. Officer O'Malley said to watch for burglaries. Mary Beth asked about an incident at the Bradlee Shopping Center. It was related to a youth altercation at the McDonalds in the Shopping Center.

**APPROVAL OF MINUTES:** The Board reviewed the August 2021 minutes. Marjorie motioned to approve the minutes as amended, Rose seconded.

**MEMBERS' FORUM:** The homeowners who attended the meeting brought forth the following issues that they felt warranted the Board's attention:

- Mary Beth asked about the vehicle violation policy and the process for notification over the weekend, when it seems to be an issue
  - NVM will send the email for the towing company to the Board.

**ARHA REPORT:** Lennin was not available but had emailed that there were no issues to report.

**COVENANTS:** Application will be reviewed in Executive Session. The Board discussed the citation report and how to determine which have been corrected within the timeframe. Specific information on the report to be discussed in Executive Session. The Board discussed the data and noted that it may be helpful to homeowners to note the most common violations in a newsletter article.

#### LANDSCAPING:

- The Board will have a walk around with Bartlett Tree Experts on September 28, 2021.
- The Board asked Tim to get an updated quote from Chapel Valley regarding the bi-annual cleanup/walk around – this still needs to be done prior to authorization.
- NVM is still working on a bid to repair the walkway stones near the pond alleyway.
- ACTION ITEM – NVM to contact Chapel Valley to ask for updated bid for the annual clean up. Also contact Chapel Valley not to proceed with the walkway repair, additional bids are still needed.

PARKING COMMITTEE: The Board discussed the letter and the issue with a car alarm that goes off several times a day. NVM will confirm that a letter has been sent to the owner.

#### MANAGER'S REPORT:

- The Board discussed the financial environment and will not tie up the CD investments in low interest returns for longer than 12 months.
- The Board discussed the light repairs for Quaker Hill Drive. The lights are still out, but the company will be out tomorrow. NVM will follow up.
- The Board is working on a more appropriate cover for the broken fire hydrant. It is still on back order but will be placed as soon as possible.
- Tim is still working on getting snow removal bids for the upcoming season. They should be received within the next week.

#### NEW BUSINESS:

- Letters sent and received
  - Car alarm issue addressed
  - Front step damage – Concern was sent to Chapel Valley.
  - Discussed letter from new homeowner – exterior water issues
- The new resolution to formally approve virtual meetings was discussed. The verbiage needs to be corrected to reference the proper legal act. NVM will correct it, the Board will vote on it next month.
- Solar panels – Discussed the recent installations of solar panels. Updated verbiage has been submitted. It will be provided in the Board packet for review and voting next month.
- Discussed the historical design guidelines on the website versus the updated one. NVM will notate the outdated design guidelines to distinguish it from the updated 2010 guidelines.
- Erosion project: Discussed the erosion solution project. Mary Beth reached out to Kimley Horn and confirmed that the report can be used as the basis for Request for Proposals to complete work.
  - Mary Beth drafted a cover letter for the Request for Proposals that covered the concerns for obtaining permits.
  - RFPs (Request For Proposals) have been sent.
  - Kimley Horn approved for the Board to use their report for bids, so NVM will post the report on the Quaker Hill website for all to see.
  - Mary Beth will draft a status report on the Kimley Horn recommendations to be posted with the report.

- The Board will invite the new pool company to debrief on the pool season and address any concerns. NVM will contact the pool company.

PRIVILEGED: Rose motioned to enter executive session at 7:59 pm to discuss privileged matters, Marjorie seconded. The Board unanimously approved to enter executive session at 7:59p.m.

Marjorie motioned to move out of executive session at 8:27p.m.; Rose seconded. The Board unanimously approved to move out of executive session.

Mary Beth motioned to accept the design application plan for the extension of the upper home: Rose seconded. 2 approvals, one non-approval.

The new door design, as submitted, was not approved. NVM will follow up on the concerns for the renovations submitted.

NEXT MEETING: Scheduled for October 28, 2021, at 7pm

- The November meeting will be 11/18/2021 at 7pm
- The December annual meeting be 12/7/2021 at 7pm

ADJOURNMENT: Marjorie moved to adjourn; Rose seconded. The Board unanimously approved to adjourn at 8:49pm.

Respectfully submitted,  
Rose Gillespie