

**DRAFT MINUTES OF SEPTEMBER 28, 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 President Marjorie Stein at 7:00 P.M.

BOARD MEMBERS PRESENT:

Marjorie Stein, President
Stephen Kahn, Vice President
Rose Gillespie, Treasurer
Ed Lacy, ARHA Director

BOARD MEMBERS ABSENT:

Stephen Stine, Secretary

OTHERS ATTENDING:

Tim Kirchner, Northern Virginia Management
Sgt. Dan Plank, police liaison, left at 7:06 p.m.
Mayada Logue, left at 7:39 p.m.
Susan Thomas, left at 7:39 p.m.
Chris Sutton, left at 7:44 p.m.
Marci Greenberger, left at 7:58 p.m.

POLICE LIAISON:

Sgt. Plank provided information on the suspicious individual report that was recently made by a Quaker Hill resident. He noted that if the individual was spotted, to call police. He also discussed the Community police academy meetings that are conducted annually. The academy presents information and reports from various divisions, tours the command center and may involve a ride along with Alexandria police. Information is available on their website.

LANDSCAPE COMMITTEE: The committee received their guidelines and discussed the committee's role within the community and with the Board. Their initial email was discussed, along with the need for specific information. Discussion was held on the purpose of the landscape contract versus the tree maintenance contract. They would like to be included on the walk through in the spring with the landscape contractor. Permission was given to publish the chairperson's email address in the community newsletter.

The Board approved a not to exceed amount of \$200 for the purchase of fall bulbs and planting supplies, which the committee will plant using volunteers. Motion: Stephen Kahn, Second – Ed; vote was unanimous

MEMBERS FORUM:

Chris asked if the common area tree near her home was included in the tree maintenance proposal for pruning/trimming. The Board assured her that it was in the 2018 proposal which was being reviewed at tonight's meeting.

APPROVAL OF MINUTES:

The minutes from the July 2017 meeting were approved as submitted. Motion: Ed Lacy, Second - Stephen Kahn; vote was unanimous

Then minutes from the August 2017 meeting were approved as submitted. Motion: Stephen Kahn, Second – Ed; vote was unanimous

ARHA REPORT:

Ed reported that ARHA is in the process of externally recruiting a new CEO.

PARKING: The Committee is working with the homeowner about the parking issue on Ellsworth. Five notifications are being prepared to be sent. The Board discussed (and NVM noted) that in rental situations, both the owner and the resident need to be copied on the letter.

COVENANTS:

NVM is working on the post inspections and is about 75% of the way through the community. Discussion was also held on the recent fence citation. Follow up is needed with the homeowner on acceptable guidelines for repair.

CONTRACT PROPOSALS:

The Board voted to accept the 2018 tree maintenance proposal from Bartlett Trees for \$20,280. Motion: Stephen Kahn, Second – Ed; vote was unanimous

The Board voted to accept sections 1 and 2 of the planting proposal from Chapel Valley for \$1056.67 + appropriate tax amount. Motion: Stephen Kahn, Second – Ed; vote was unanimous

DEFERRED ASSESSMENTS:

The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. Motion-Ed, Second-Stephen Kahn; vote was unanimous.

LIFEGUARD AWARD:

The Board approved a \$100 cash award directly to the lifeguard. Motion-Ed, Second-Marjorie; vote was unanimous.

EXECUTIVE SESSION: The Board went in to Executive session at 8:21 p.m. and ended the Executive session at 8:48 p.m.

FINANCIAL: The Board approved opening a Fidelity account, as recommended by our auditors and will invest the Washington First CD for \$50,725.68 that will mature on October 1, 2017. Motion-Ed, Second-Rose; vote was unanimous

Although the budget was reviewed, the Board did not vote on the 2018 budget. A final pool contract amount will provide better details on the final costs

POOL CONTRACTS:

The Board members will review the pool management bids prior to the next meeting. Concerns should be emailed so NVM can follow up with the contractors.

ACTION ITEMS:

The Board reviewed the action item list from the August Board meeting.

ADJOURNMENT: The meeting was adjourned at 9:28 p.m.

NEXT MEETING: The next Board meeting will be October 26, 2017.

Respectfully submitted,
Rose Gillespie
Treasurer

DRAFT