

**APPROVED MINUTES OF OCTOBER 27 2022  
BOARD OF DIRECTORS MEETING  
QUAKER HILL COMMUNITY ASSOCIATION**

**I. CALL TO ORDER**

The meeting was held via teleconference (Zoom Meeting) and was called to order by President Mary Beth Cockerham at 7:01 p.m.

**BOARD MEMBERS PRESENT:**

Mary Beth Cockerham, President  
Rose Gillespie, Treasurer  
Marc Greenberger, Director  
Marjorie Stein, Vice President, joined at 7:25 p.m.

**BOARD MEMBERS ABSENT:**

Lennin Lopez, Secretary/ARHA Director

**OTHERS ATTENDING:**

Jody Lee, SFMC  
Emanuele Francesco Pecora, 1100 Quaker Hill Dr.; left meeting at 8:43 p.m.

- II. POLICE LIAISON:** Mary Beth discussed that the Alexandria Police Department has reassigned all community police officers to other tasks. For the time being, Mary Beth asked that this be removed from the agenda, but if any community member has questions for the police, please email Mary Beth. We will suggest a monthly update that can be emailed with Police Liaison information.

**III. OPEN FORUM:**

Emanuele contributed that there is also a link that contains the police data (Community Crime Map) that we may access to view information. He shared the link during the meeting. <https://communitycrimemap.com/map>

**IV. COMMITTEES/ REPORTS**

- ARHA: No report available
- COVENANTS AND ARC:
  - We will solicit for Architectural Review Committee (ARC) members, along with one member of the Board (which will rotate) to review the applications submitted to the Architectural Review Committee. The ARC reviews applications submitted for home repairs, replacements, enhancements, etc. It is not the Covenants Committee, which is responsible for reviewing existing exterior maintenance to ensure consistency with the HOA documents.
  - The Board discussed Community Inspection Services (CIS), which provides a database for Covenants reviews. A possible contract will be discussed at the November Board meeting. Board members should be

prepared to discuss, and possibly vote, on the contract services to be provided.

- **LANDSCAPE/GROUNDS**

Mary Beth updated the Board on the following contracts / projects

- Chapel Valley was on site today and completed the fall plantings. They will be back tomorrow to finish mulching,
- Bartlett Trees completed the Fall inspection and has submitted the proposal for tree maintenance for 2023.
- Down to Earth is set to complete phase one of the erosion project tomorrow. They need to address the areas that have settled since the initial installation.

- **PARKING:**

- We will ask for input and volunteers to help with the parking committee. An ad hoc committee will be solicited to research solutions and processes for enforcement of visitor parking policy
- Emanuele discussed the process used at the condos and the need to discuss the parameters for towing with the towing company.
- Management discussed a company that provides an online service for guest parking and collaborates with the towing service for enforcement.

**V. APPROVAL OF MINUTES:** The Board reviewed the minutes for the September 2022 meeting. Marci motioned to approve the minutes as amended; Rose seconded. The Board unanimously approved the minutes.

**VI. FINANCIAL MANAGEMENT:**

- Management stated that financials are still not completed due to the transition audit.
- Rose reviewed the budget proposal for 2023. A motion to approve the 2023 Budget was made by Marci, Rose seconded. The Board unanimously approved the proposal. Due to technical difficulties, Marjorie Stein asked to be noted as an abstention.
  - Single Family - \$112.77 per month
  - Townhomes - \$120.41 per month
  - Condominiums - \$70.70
- The Board wanted to note appreciation for the work that Rose put towards preparing the budget.

**VII. CONTRACT SERVICES/PROPOSALS:**

- The Board discussed the 2023 Pool Contract submitted by High Sierra.
  - The Board discussed the issue of the occasional lack of a second lifeguard and the need to build a remediation process into the contract when a second lifeguard is not available and/or is late. Management will follow up with High Sierra to ask for a clause in the contract that addresses the issue and an amendment to the pricing when it occurs.

- The Board reviewed the proposal submitted by VSC Fire & Security to conduct the annual dry pipe sprinkler system inspection for \$600 per year, with annual costs to be updated.
  - Rose moved to approve the proposal; Marci seconded. The Board unanimously approved the proposal.
- The Board reviewed the proposals submitted for fire hydrant maintenance. Management discussed the different aspects needed. There were questions why some of the companies did not grease the hydrants as part of the service. Management will get back to the companies to get clarification. This will be a spring project for 2023.
  - Mary Beth moved to table the proposal; Marci seconded. The Board unanimously approved to table the proposal until further information could be obtained.
- The Board reviewed proposal 7416A submitted by District Builds for repairs in the community center pool pump room for \$1975.
  - Rose moved to approve the proposal; Marci seconded. The Board unanimously approved the proposal.
- The Board reviewed proposal 7416B submitted by District Builds for repairing exterior components of the community center for \$1500.
  - Marci moved to approve the proposal; Rose seconded. The Board unanimously approved the proposal.
- The Board reviewed the proposal submitted by Uber Reyes to power wash the Community Center for \$400 plus materials.
  - Rose moved to approve the proposal; Marci seconded. The Board unanimously approved the proposal.
- The Board reviewed proposal 7421 submitted by District Builds for repairing Community Center components.
  - The Board accepted individual items from the proposal which included:
    - Item 1 – Replace broken exterior wall light next to guard’s office; \$295
    - Item 3 – Replace AC unit ripped insulation on condenser lines; \$265
    - Item 4 – Replace front entrance bulletin board, but opt for a smaller sized board (approximately \$350) + labor. (Original price was \$750 for same size board, including labor)
  - Rose moved to approve the proposal; Marci seconded. The Board unanimously approved the amended proposal.

## **VIII. UNFINISHED BUSINESS**

There were no unfinished business items to address.

## **IX. NEW BUSINESS**

- The Board discussed legal counsel training. It will be scheduled for next year. Management will ask about the agenda and topics covered in the training session, which will determine the length of time we will schedule for training.

- The Board discussed the dead fish discovered in the pond. A water sample was taken by Solitude for analysis. Management will follow up on the analysis results.
- Rose clarified that the information needed for TMP reporting was just the financial activity for the month. The printed report noting all participants and balances was not necessary.
- The Board asked that community feedback be summarized in the Board packet and/or resident emails be included so we are aware of issues that have been raised and/or addressed.

**X. EXECUTIVE SESSION:** Marci moved to convene in executive session to consider personnel matters; consult with legal counsel, discuss, and consider contracts, pending or probable litigation, and matters involving violations of the rules and regulations. Rose seconded. The Board entered executive session at 8:44 p.m.

Marci motioned to move out of executive session at 9:03 p.m.; Marjorie seconded. The Board unanimously approved to move out of executive session.

**XI. RECONVENE INTO GENERAL SESSION**

A motion was made to amend a previous covenant citation with an updated remediation proposal. Rose moved; Marjorie seconded. The Board unanimously approved.

**XII. ADJOURNMENT:** Marjorie moved to adjourn; Marci seconded. The Board unanimously approved to adjourn at 9:06 p.m.

NEXT MEETING: Scheduled for November 17, 2022, at 7:00pm.

Respectfully submitted,

Rose Gillespie, Director/Treasurer  
With edits by Marci Greenberger, Director