

**MINUTES OF DECEMBER 7, 2021  
ANNUAL 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 7:01 PM.

**BOARD MEMBERS PRESENT:**

Mary Beth Cockerham, President  
Marjorie Stein, Vice President  
Rose Gillespie, Treasurer  
Lennin Lopez, Secretary/ARHA Director

**BOARD MEMBERS ABSENT:**

Stephen Stine, Director

**OTHERS ATTENDING:**

Tim Kirchner, Northern Virginia Management (NVM)  
27 attending members  
86 proxies received

**POLICE REPORT:** Officer Matthew O' Malley was unable to attend the annual meeting but did send an email stating no new crime trends in the area. Mary Beth expressed her gratitude for Officer O' Malley for his hard work, accessibility and overall performance.

**APPROVAL OF MINUTES:** Rose moved to approve the 2020 annual meeting minutes as amended, Marjorie seconded. The attending members unanimously approved.

**PRESIDENT'S REPORT:** Mary Beth began by introducing herself and the current Board members to all the attendees. Following introductions, Mary Beth explained to the attendees on what the Board has focused on this year including:

- The investment made for the pool renovation, which was completed on schedule. The new specification of the pool includes a new deck, new tiles on the pool floor and everything now being up to code.
- The Board is expected to re-sign a contract with High Sierra Pools after a good year with their service.
- Drainage/Erosion issue on top of Quaker Hill Dr., which is still currently being resolved is a main priority for the Board. There is currently an active RFP to start construction and the Board is expected to select a vendor during the January 2022 Board meeting.
- Mary Beth informed all attendees about the upcoming landscaping to be done around the community.

TREASURER'S REPORT: Rose introduced herself to all attendees and broke down her report, as follows:

- The Board just approved Greenhouse Cleaning as the new snow contract removal company for this season.
- Delinquency in overall HOA fees is very low.
- The budget is currently good even with over \$5500 in repairs that had to be made. Rose explained the planned and unplanned expenses that the Board came across this year.
- The annual reserve study will be complete by August or September of 2022.

INTRODUCTION OF CANDIDATES: There are currently two board openings with a three-year term for each position. The following candidates introduced themselves to all attendees:

1. Richard Tobin
2. Lennin Lopez
3. Marci Greenberger

There were no additional candidates from the floor.

Due to there being different ways to vote this year (mail, email and drop off at the ballot box outside of Mary Beth's home), the results of the election would be delayed until all votes are accounted for. Only NVM will be allowed to count the votes with Mary Beth stating that she would like to be present during the vote count for validation purposes. The results would be announced next day.

MEMBERS' FORUM: The following items were discussed:

- A homeowner inquired on what can be done to help with ducklings being lost in the pond due to the drainage system.
  - The Board informed the homeowner that NVM will add this to the Action Item list and to contact Animal Control.
- A homeowner inquired on who to report parking violations to.
  - Mary Beth responded to please contact NVM via email to report any guest parking violations.
- A homeowner inquired on when homeowners can join NVM to walk the property during the inspections.
  - Mary Beth and Tim replied that there is never a set date on when inspections will be conducted but that homeowners can do their own inspections and email NVM about them. Mary Beth asked Tim to try his best to send an email to all when he will be coming out to do an inspection.
    - Tim informed all attendees that NVM is currently using the software HOA Life to help with inspections.
- A homeowner inquired on how to receive emails from NVM.
  - Mary Beth replied that all one has to do is email [nvm@northernvirginiamanagement.com](mailto:nvm@northernvirginiamanagement.com)
- Two homeowners asked why NVM cannot send an email with the call-in information more in advance so homeowners can have proper notice

- Tim stated that sending a meeting link weeks in advance will expire as the links are only good for a certain amount of time. Also, all NVM information is backed up nightly on their servers, so it has to be done the day of the meeting.
- Various homeowners asked if the Quaker Hill website can be updated more promptly with up-to-date information.
  - Tim replied that NVM will try but the handling of the website is currently outsourced to a third party which usually takes 36 hours to make changes to the website.
- A homeowner asked if the Board has considered adding electric vehicle charging stations in the community?
  - Mary Beth replied that this has not been a topic of discussion before, but it makes sense to consider it now. Tim informed all that one charging station is about \$45,000 to install.
- A homeowner asked if solar panels are automatically allowed or if a design review application needs to be submitted.
  - Mary Beth replied that design review applications are needed and must follow the design guidelines. Covenants will be updated soon in order to help guide homeowners.

ADJOURNMENT: Rose motioned to adjourn; Lennin seconded. The meeting was unanimously adjourned at 8:35 p.m.

Respectfully submitted,

Lennin Lopez, Secretary/ARHA Director