

**DRAFT MINUTES OF JANUARY 24, 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 President Marjorie Stein at 7:02 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 (NVM)

POLICE LIAISON: The police officer noted that the actual community area did not have much to report, but reported on the offenses in the general area, such as accidents (hit and run of vehicles), shoplifting and assaults. He noted that the crimes in the City of Alexandria are down. The officer left at 7:07 p.m.

MEMBERS FORUM:

No members present

ELECTION OF OFFICERS:

The following slate of officers was proposed:

President – Marjorie Stein
Vice President – Stephen Kahn
Secretary – Stephen Stine
Treasurer – Rose Gillespie

Rose made a motion to approve, Steve K. seconded; the vote was unanimous.

APPROVAL OF MINUTES:

The minutes from the November 2018 meeting were not available.

COVENANTS:

The Board discussed the proposed letter to be sent to all residents. Information needs to be added about the time the trash needs to be retrieved. Steve K. and Rose offered to work on rewording the letter. The draft will be sent to the entire board.

REQUEST TO WAIVE FEES

The Board discussed the homeowner request to waive the late fees and attorney fees for a resident. The attorney fees cannot be waived, but the Board agreed to waive the late fees as long as the account stayed current for the rest of the year. NVM to follow up.

LANDSCAPE CONTRACT

The Board discussed the confusion concerning common area and townhome area responsibilities in the landscape contract. While the contract does not provide for cutting, pruning or maintaining any shrubs, plants or ornamental grasses in the townhome yards, some homes have received this service. Grasses, when cut, are usually addressed in the late winter/early spring time frame. NVM will follow up with the homeowner.

TREE DAMAGE

The Board reviewed the tree damage caused by a car accident on Quaker Hill Drive. Bartlett Trees has already examined the tree.

COMMUNICATION

It was requested that NVM include the Board in the communications with Quaker Hill residents and to not sign communications using "Quaker Hill Board of Directors" on items that have not been reviewed by the Board. NVM will adjust its practice.

EXTERIOR HOME REPAIRS/REPLACEMENTS

The Board discussed the process for roof replacements and the use of proper colors and materials. NVM will send the colors used by the top three manufacturers. Discussion was also held on window and door standards and the process for repair/replacements.

SNOW REMOVAL BILL

The Board discussed the bill that was just received by the new snow removal company, VCI. NVM will follow up with them on credits for extra work that was done (not in the contract or by request). The contract will be reassessed before the next season.

MONTGOMERY IRRIGATION CONTRACT

The Montgomery irrigation contract for Spring and Fall maintenance was approved (\$250). Motion to approve – Stephen Kahn; second – Ed Lacy; vote was unanimous

ACTION ITEM LIST

The Board reviewed the action item list, which included but was not limited to, some of the following items:

CHIMNEY REPAIR ESTIMATES

A third bid is needed to proceed with the chimney repairs for the Community Center.

POOL CONTRACT

The pool contract stills needs to be amended to ask for two lifeguards, but with billing built into the contract for one. The second lifeguard needs to be billed at an hourly rate, when actually provided by the pool company. Credits for the lack of a second lifeguard during the 2018 season (which was paid in advance) still need to be submitted. Stephen K and Rose offered to draft the information for the credits that need to be reimbursed to Quaker Hill.

GREENSTREET GARDEN PROPOSAL

The proposal from Greenstreet Gardens needs to be organized so the Board can begin assessing the projects. Rose, Steve K and Ed offered to help with the organization.

EXECUTIVE SESSION

The Board went into executive session at 9:04 p.m. and out of executive session at 9:09 p.m.

ADJOURNMENT

The Board adjourned at 9:10 p.m. The next Board meeting will be February 28, 2019.

Respectfully submitted,
Rose Gillespie, Treasurer

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