

**MINUTES OF FEB. 23, 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 Director Ed Lacy at 7:00 PM.

**BOARD MEMBERS PRESENT:**

Marjorie Stein, President  
Stephen Kahn, Vice-President  
Rose Gillespie, Treasurer  
Ed Lacy, Director - absent  
Stephen Stine, Secretary

**OTHERS ATTENDING:**

Tim Kirchner, Northern Virginia Management (NVM)

**MEMBERS FORUM**

No members were present. Tim brought up an issue with a condo tenant/resident using the clubhouse, and not cleaning up two months in a row, January and February. The Board decided that we will tell the resident that the deposit will be withheld for a second time and warned that if it happens to him again, his renting privileges will be suspended for a year.

**APPROVAL OF MINUTES:** The Board unanimously approved the January 2017 minutes as amended. Rose so moved and Stephen K. seconded.

**POOL REPORT:** The Board reviewed American Pool contract with lifeguard hours totaling 95.5 hours/week. The Board unanimously approved the contract, Rose so moved and Stephen S. seconded.

The Board reviewed the Pool Committee Admission Chart and amended it to state "Govt Approved ID.," adding the word "approved." In pool policy resolution, paragraph 3 changed from "pool manager" to "lifeguard/manager." Other grammatical and word changes were approved as amended to the pool policy resolution and memorandum. The Board unanimously approved the pool memorandum, resolutions s, and admission chart as amended. Stephen S. moved and Stephen K. seconded.

**POLICE REPORT:** Sgt. Plank briefly described some cars being broken into.

**HEARINGS:** No hearings were conducted.

**COVENANTS:** The Board discussed one unit with a variance on file from previous covenant committee to approve a fan on the door. The Board suggested stating on the record that this is a once-only variance and all QHD doors need to be a solid color.

LANDSCAPE: Bartlett was advised to take resident referrals for common area trees for assessment for next year. The Board unanimously approved the Bartlett \$650 bid to remove limbs overhanging pool area, Rose so moved and Stephen K. seconded.

The Board discussed repaving work (sidewalks, curbs, gutters) coming up in the summer to come out of operating account, and if necessary, from the reserve account. Tim stated he could get estimates for such work.

The Board discussed replacing the various locks on the clubhouse main entrance, bathrooms, furnace room, and guardrooms.

The Board discussed various streetlights needing replacement.

FINANCIAL REPORT: The Board unanimously approved 1103 Quaker Hill court to not have to pay late fees because the owner recently passed away. Stephen K suggested that Access National Bank CD should be split in two, with one CD for 21-22 months and the other maturing in another 2-3 months.

The Board discussed ways to budget and properly allocate payment for the reserve study. The Board agreed to continue putting the payment into reserves but to put an additional yearly \$1000 contribution for reserve study from the operating account into the reserve account.

NEW BUSINESS: The Board went over the insurance renewal, including coverage of fire hydrants. The Board asked Tim to check if we can get a rider on damage to the sidewalks, streets, city pipes, hydrants bursting. The Board continued examining insurance coverage and how much coverage will go up (approximately 33%), from approximately \$7700 to some new premium amount.

PRIVILEGED: No executive session was conducted.

NEXT MEETING: Next monthly meeting scheduled for March 23, 2017.

ADJOURNMENT: The meeting was adjourned at 9:34 p.m.

Respectfully submitted,

/s/ Stephen J. Stine, Secretary