

**MINUTES OF FEBRUARY 23, 2023  
BOARD OF DIRECTORS MEETING  
QUAKER HILL COMMUNITY ASSOCIATION**

**CALL TO ORDER**

The meeting held via teleconference (Zoom 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, joined at 7:13 pm  
Rose Gillespie, Treasurer  
Marci Greenberger, Director

**BOARD MEMBERS ABSENT:**

Lennin Lopez, Secretary/ARHA Director

**OTHERS ATTENDING:**

Jody Lee, SFMC  
Melina Luizaga, 1100 Quaker Hill Dr, #111; left meeting at 8:27 p.m.  
Rich Tobin, 1131 Quaker Hill Court; left meeting at 8:27 p.m.  
Dominique Mack, 1271 Quaker Hill Drive; left meeting at 8:27 p.m.

**OPEN FORUM:** No attendees brought forward any issues to discuss.

**COMMITTEES/ REPORTS**

**ARHA:**

An email was received noting that a tree encroaching on an adjacent property has been addressed.

**ARC (Architectural Review Committee):**

The Committee has been assembled. One application has been reviewed.

**COVENANTS:**

- Community Inspection Services (CIS) contract payment has been sent.
  - Community information data has been sent for upload into the website.
  - The next few steps are being driven by CIS.
  - The Board should be receiving emails and links from CIS so that the board will have access to the information.
  - The initial inspection is targeted for May.

#### LANDSCAPE /GROUNDS:

- Bartlett Trees will be conducting the winter pruning next week.
- SFMC will follow up with Marquez Landscaping on the Spring cleanup above the retaining walls on Quaker Hill Drive and Ellsworth.
- Side issue – 1273-1275 walkway area needs to be monitored for trash. This will be addressed by the casual labor company used for trash pick and other ad hoc issues.

PARKING: The parking committee is discussing possible technology solutions to assist enforcement of the parking regulations. The committee has identified several options and will present to the board recommendations that are simple for the residents and those responsible for enforcing the regulations.

APPROVAL OF MINUTES: The Board reviewed the minutes for the January 2023 meeting. Amendments were submitted. Rose motioned to approve the minutes; Mary Beth seconded. Marci abstained. There were technical difficulties hearing Marjorie, so an approving vote could not be confirmed. The January minutes will need to be finalized at the next Board meeting.

#### FINANCIAL MANAGEMENT:

- The Treasurer updated the Board on the January financials and expenses. The internal audit has been completed.
- A CD will mature March 2, 2023 and will be reinvested.

#### CONTRACT SERVICES/PROPOSALS

- The Board reviewed the VSC proposals to address the Community Center sprinkler system, valves, internal pipe investigation and to purchase a control valve lock & chain (\$315). Both the 5-year test (\$2,270) and 20-year test (\$1,670) is required and are overdue. Marci moved to approve the VSC proposals; Rose seconded. The proposals were approved. Due to technical difficulties, Marjorie could not be heard and will be listed as an abstention.
- The Board reviewed the J Hood and TYL proposals for replacing the corroded pipes in the pool pump room. Several companies were approached but did not bid. Marci moved to accept the bid from J Hood (\$8,910); Rose seconded. The J Hood proposal was approved. This will be a Reserve project. Due to technical difficulties, Marjorie could not be heard and will be listed as an abstention.
- Fire Hydrant Maintenance – Marci moved to accept the proposal from E&G; Rose seconded; the E&G proposal was approved. The understanding is that there are 8 private hydrants to be serviced and approval was for 8 hydrants (\$3,200).
- Pool Entry/Electronic proposal – Board discussed the pool entry proposal for electronic passes (\$400.14).
  - Marci moved to accept the proposal; Rose seconded. The Pool Entry, Inc proposal was approved unanimously.
  - Board discussed a free guest pass per day, per unit.

- Rose moved to allow 1 free guest pass per day, per unit; Marci seconded. The motion was approved unanimously.
- Note – We need to obtain information on any credit card processing fee for guest passes so residents understand what will be charged in addition to the \$2 guest pass fee.

OLD BUSINESS:

- Mary Beth updated the Board re: discussions with Alexandria City and the approved scooter vendors. A scooter corral, which was previously discussed, cannot be done on private property. The geo-fencing solution will need to be revisited since this would result in the scooters being left elsewhere in the community. We will continue to track this issue.
- A pool camera installation is still a topic the Board is exploring with various options still open.

NEW BUSINESS:

Covenants enforcement – Discussed areas of purview, responsibility and timing of violations and notices. SFMC handles interim cases that may not be covered by the annual review. (Photographs are required for notifications sent to SFMC.) Processes for different scenarios were reviewed.

Letter/resident emails – To be addressed in Executive Session

TMP – Funds were added to the WMATA account.

PRIVILEGED: Marjorie 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. Marci seconded. The Board entered executive session at 8:27pm.

Marjorie motioned to move out of executive session at 8:50 p.m.; Rose seconded. The Board unanimously approved to move out of executive session.

The Board discussed a homeowner request to waive an insufficient fund fee. Marci moved not to approve the request; Mary Beth seconded. The Board unanimously approved not to waive the NSF fee.

OTHER:

Due to personal schedules and the need to sustain a quorum, the July Board meeting will be moved to July 13, 2023.

ADJOURNMENT: Marci moved to adjourn; Marjorie seconded. The Board unanimously approved to adjourn at 8:56pm.

NEXT MEETING: Scheduled for March 23, 2023, at 7:00pm.

Respectfully submitted,  
Rose Gillespie, Treasurer