

**DRAFT MINUTES OF JUNE 22, 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 Vice President Stephen Kahn at 7:00 P.M.

**BOARD MEMBERS PRESENT:**

Stephen Kahn, Vice President  
Rose Gillespie, Treasurer  
Ed Lacy, ARHA Director

**BOARD MEMBERS ABSENT:**

Marjorie Stein, President  
Steven Stine, Secretary

**OTHERS ATTENDING:**

Tim Kirchner, Northern Virginia Management  
Officer Daniel Plank, Alexandria Police liaison; left at 7:05p.m.  
Marci Greenberger

**POLICE LIAISON:** Officer Plank noted that there was not much to report. He asked that residents not keep valuables in their cars and to keep cars locked. The group discussed recent graduating classes for the Alexandria Police department. Office Plank left at approximately 7:05 p.m.

**APPROVAL OF MINUTES:**

The minutes from the May 2017 meeting were not available.

**ARHA REPORT:**

Ed noted that interviews were currently being conducted for the CEO position. He also explained the management structure for communities and how it is divided by specific function, not geographical areas or communities. Functions include intake, occupancy and compliance. Compliance may involve both rule compliance and/or maintenance compliance.

**COVENANTS:** No report

**PARKING:** The Board reviewed two letters that need to be sent.

**LANDSCAPING:**

The Board reviewed the information from the Landscape Committee. The guidelines need to incorporate citations and information from the Virginia Statutes Property Owners Association Act and establish clear authority guidelines. The information will be updated and reviewed with the Board. Communication with the committee will be through Northern Virginia Management.

**CONCRETE REPAIR:**

NVM, Stephen Kahn and Rose walked the grounds prior to the meeting to review the areas of greatest concern for needed concrete repairs. We discussed the need for proper and timely

notification to the residents. Ed Lacy moved to accept the concrete repair proposal from B&K Concrete; Rose seconded, approval was unanimous.

**RESERVE STUDY:**

The Board still needs to conduct a more thorough review of the 2017 Reserve Study prior to the Budget Review for 2018 projects. NVM will send a reminder to the Board members, along with a note on items that should be studied (2018 recommendations, pool pump/equipment and possible pond equipment repairs/replacements, etc.)

**POOL:**

The board discussed the recent issues with the pool company, which includes not opening the pool per the contract hours, no second lifeguard, poor communication, erroneous information, late openings and not supplying the lifeguard with needed supplies for water safety and hygiene. Current bills have not been adjusted. The board discussed the dilemma of withholding payment, the risk of the pool not being open by American Pools and the need to resolve the issue equitably and fairly. The Board decided that NVM would meet with the pool company as soon as possible and discuss a fair adjustment to the payment price. They will also discuss the lack of a second lifeguard.

As a separate issue, the Board discussed a more direct, and more frequent, reward for good performance that could be given directly to the lifeguard. Instead of a bonus (which was being administered through the pool company) after the season was over, the board discussed a monthly bonus such as a food gift card, which would be approved by the Board each month. Motion to approve a \$50 Panera gift card for June was made by Ed Lacy, seconded by Rose and approved unanimously. Stephen Kahn will purchase one on June 23, 2017 and present it to the lifeguard.

**ACTION ITEMS:**

The Board reviewed the action item list from the May Board meeting.

**EXECUTIVE SESSION:** The Board went in to Executive session at 8:52 p.m. and ended the Executive session at 8:57 p.m.

**ADJOURNMENT:** The meeting was adjourned at 8:58 p.m.

**NEXT MEETING:** The next Board meeting will be July 27, 2017.

Respectfully submitted,  
Rose Gillespie  
Treasurer