

**DRAFT MINUTES OF AUGUST 24, 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 6:00 P.M.

**BOARD MEMBERS PRESENT:**

Stephen Kahn, Vice President  
Rose Gillespie, Treasurer  
Ed Lacy, ARHA Director, arrived 6:10 p.m.  
Marjorie Stein, President, arrived 6:15 p.m.

**BOARD MEMBERS ABSENT:**

Stephen Stine, Secretary

**OTHERS ATTENDING:**

Tim Kirchner, Northern Virginia Management  
Mike Olmstead, American Pool, left at 6:50 p.m.  
Will Washington, Attorney for QHCA, left at 8:07 p.m.  
Jeff Vogelman, attorney representing homeowner, left at 7:30 p.m.  
Mayada Logue, arrived at 7:30 p.m., left at 7:36 p.m.  
Marci Greenberger, arrived at 7:30 p.m., left at 7:41p.m.

Other homeowners stopped at the meeting, but due to the Executive Session, were asked to return later. Homeowners included Pat Webb and Chris Sutton.

**EXECUTIVE SESSION:**

The Board went into Executive Session from 6 p.m. to 7:30 p.m.  
The Board went back into Executive Session from 7:42 p.m. to 8:23 p.m.

**LANDSCAPE COMMITTEE:**

Mayada noted that they were still waiting for feedback on the guidelines that the Committee had drafted for the Board's review. The Board noted that the documents were in the packet and would be reviewed at this Board meeting.

**MEMBERS FORUM:**

Marci inquired about several issues – the concrete paving work, the cleanliness of the Community Center and communication issues concerning the pool closure and the late start of the Board meeting (due to the Executive Session).

**POLICE LIAISON:** Officer Plank had sent an email noting that he would not be able to attend. A report was not emailed for review.

**APPROVAL OF MINUTES:**

The minutes from the July 2017 meeting were not available.

**COMMITTEE GUIDELINES:**

The Board reviewed and edited the generic volunteer/volunteer committee guidelines and the roles and responsibilities guidelines provided by the Landscape Committee. Amended copies will be sent to the Landscape Committee and kept on file with Northern Virginia Management.

**POOL:**

The Board reviewed the generic pool proposal that will be used for pool management bids.

**PARKING:**

The Board discussed updated information on a previous parking concern and the follow-up action needed.

**LANDSCAPE CONTRACTS:**

The Board discussed the bid information provided last month and asked for additional clarification. Due to difficulties obtaining plants in the spring, they will be installed in the fall. We have also requested proposals for additional plants and projects based on the latest walk through of the community property.

**CASUAL LABOR:**

The Board discussed the weekly clean up requested on Quaker Hill Drive. A new procedure will be implemented immediately. This will be evaluated at the next meeting to see if the service is still required.

**POOL CONTRACT CREDIT:**

The Board discussed and approved that any credits from the pool company would be applied to the 2018 recreational fees. Motion- Stephen Kahn, Second – Ed; vote was unanimous.

**ACTION ITEMS:**

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

**2018 BUDGET:**

The Board will meet early in September to review the 2018 budget proposal.

**ADJOURNMENT:** The meeting was adjourned at 9:40 p.m.

**NEXT MEETING:** The next Board meeting will be at 6 p.m., September 28, 2017.

Respectfully submitted,  
Rose Gillespie  
Treasurer