

**Kingstream Community Council
Minutes of the January 18, 2024 Meeting**

Attendance	
Board Members	Present
Steve Fast, President	Yes
Ken Neuman, Vice President	Yes
Chris Bollerer, Secretary	Yes
Larry Kaplan, Treasurer	Yes
Mike Wei, Architecture Committee	Yes
Stephanie Palmer, Communications Committee	Yes
Peter Mech, Landscape Committee	Yes
Jeff Albanus, At Large	Yes
Sharon Kessler, Outreach Committee	Yes
Lisa Cornaire, Management	Yes
Board meeting held via Zoom (electronically) with community member participation.	

A. Call to Order

The meeting was called to order at 7:03 P.M.

B. Approval of Agenda

The agenda was approved.

C. Homeowner Open Forum

No homeowners were present.

D. Review/Approval of Meeting Minutes

The November minutes were approved as written.

E. Committee Reports

1. ARC – The ARC committee reviewed recently approved requests which include:

Request	Address
Window Replacement	xxx Kingstream Drive
Replace Sliding Door; Expand to Three Panels	xxxx Eddyspark Drive
Siding, Trip Capping, Roof, and Shutters	xxxx Meadow Chase Drive

2. Landscape – The Landscape Committee reported that work has begun on a maintenance plan as has work supporting the renewal of the grounds contract which expires at the end of 2024. The Board discussed the need to obtain proposals for the work in the spring. The Landscape

Committee discussed the annual spring clean-up scheduled for 9:00 AM on March 9th; the rain date is March 16th. The Committee also discussed maintenance on the playgrounds including mulch for the tot lot.

3. Communications – The Communications Committee had no substantive updates.
4. Outreach – The Outreach Committee reported that the holiday decorating contest was a success. The nomination process worked well, and the Committee will continue to use the process moving forward. The first event of the season will be a spring event and the Committee will present more details for approval ahead of the next Board meeting. The Outreach Committee also reported that it is finalizing the new homeowner packet.
5. Pool – The Pool Committee had no substantive updates.
6. Finance – The Finance Committee reviewed profit and loss and balance sheets for 2023 citing no significant issues and overall effective budget management. The Committee also noted that the Board reinvested one of the CDs valued at \$100,000 for five years at a 3.95% interest rate. The Committee provided an overview of all CDs and the projected interest accrual for 2024 through 2026. The Committee also noted that a new reserve study will take place in 2025.

F. New Business

1. Additional 2023 Reserve Contribution – The Board noted that the CPA reviewed all year end numbers and recommended contributing an additional \$8,000 to the reserve account. **The Board voted to make the additional \$8,000 contribution to the reserve account based on the accountant’s recommendation.**
2. Annual Assessment Cover Letter – The Board reviewed the draft annual assessment cover letter to be distributed to homeowners; members of the Board made minor changes.
3. Board Nomination Form – The Board reviewed the board nomination form and discussed items that should be included in January’s homeowner communication. The Board also noted that the Herndon United Methodist Church is available for the annual meeting scheduled for Thursday, April 18, 2024.

G. Old Business

1. Pool Cameras – The Board reviewed options for the pool camera replacement and discussed a path forward. All agreed to provide details of the proposed systems to professional installers to get installation quotes.
2. Pool Automated External Defibrillator (AED) – The Board reviewed AED features, costs and benefits. **The Board formally voted to approve and purchase an AED unit for \$1,631.34.**

3. 2022 Audit – The Board briefly reviewed the revised 2022 audit report provided by the Goldklang Group, including a review of changes made after Board feedback was considered. **The Board voted to approve the 2022 audit.**
4. Pool House Flooring – Members of the Board recently met with the vendor SUNDEK to discuss potential options for improvements to the pool house flooring, including an option to recolor sections of the existing flooring for a cost of \$4,250.00. **The Board voted to approve the \$4,250.00 reserve expense.** The Board also reviewed options for the pool deck, agreeing to take no immediate action but to continue monitoring the pool decking over the next five to ten years, taking action when needed, based on feedback from vendors.
5. Kingstream Drive Bus Stop – The Board reviewed the contents of a letter recently received from the County stating that a concrete pad and bench will be placed at the Fairfax County Connector bus stop on Kingstream Drive. The Board discussed potential concerns from the community and agreed to invite Supervisor James Bierman to the annual meeting occurring on Thursday, April 18, 2024. The Board also agreed to follow up with the Fairfax County project manager assigned to this project for additional details.

H. Highlights for Communication –The Board highlighted the following topics for inclusion in the upcoming communication to homeowners – the election of new Board members, winter reminders, dates for the community clean-up in March and the upcoming annual meeting.

I. Closed Session (8:18 PM)

The Board entered closed session to discuss accounts in arrears and the property management contract.

J. Open Session (8:32 PM)

Following the closed session, the Board voted on efforts to bring a delinquent account up to date. The Board also voted to approve the new property management contract with Spectrum Property Management. The Board then voted to amend the 2024 budget to account for the management contract. Finally, the Board briefly discussed planning for the upcoming annual meeting.

K. Adjourn – (8:38 PM)

Submitted by Chris Bollerer

Homeowners in attendance: None