

**Kingstream Community Council
Minutes of the September 21, 2023 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 7:02 P.M.

B. Approval of Agenda

The agenda was approved.

C. Homeowner Open Forum

No homeowners were present.

D. Review/Approval of June meeting minutes

The July minutes were approved as written.

E. Committee Reports

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

Request	Address
Siding replacement	xxxx Meadow Chase Dr
Roof	xxxxx Meadowstream Court
Solar panels	xxxxx Meadowstream Court
Siding, roof and trim	xxxx Parkvale Court
Driveway replacement	xxxx Kingstream Dr
Windows	xxxx Kingsvale Cir
Stain fence and deck	xxxx Kingstream Cir

2. Landscape – The Landscape Committee reported that erosion control mats have been put in place on the hill behind the tennis court to abate erosion. The Committee also discussed the frequency of Frank’s Lawn Care service to ensure they were performing services on time per contract.

3. Communications – The Communications team noted good participation in the bus stop survey and had no other substantive updates.

4. Outreach – The Outreach Committee reported that the end of summer party drew approximately 80 people, and the dog swim went well, with 24 families participating. The Board then reviewed the newly revised Outreach Committee charter; the Board discussed minor changes to the charter’s language including the removal of the limitation on the total number of Outreach Committee members. The Board also recommended that the Outreach Committee’s annual calendar of events be prepared and submitted by November for Board approval. The Board approved the charter with the discussed changes. Finally, the Committee chair noted that an Outreach Committee meeting will take place on October 1, 2023, at 4:00 PM.

5. Pool – The Pool Committee noted the very efficient pool cleanup and closing process this year. In addition, the doors to the pump and chemical rooms in the pool house have been replaced, primed and painted. The Committee also discussed the amount of chlorine used during the season. The Committee shared concerns about glass containers being used at the pool this season and discussed the need for increased communications and potential signage to reinforce the rules against glass containers.

6. Finance – The Finance Committee reviewed the monthly financials and balance sheet while also discussing a recent CD which was up for renewal and subsequently reinvested. The Committee noted that the balance sheet is in a very healthy state. The following items provided funding for the 2023 cash a contribution; a \$36,000 prepayment in 2022 for the 2023 reserve cash contribution and \$10,610 in 2022 reserve expense savings applied to the 2023 reserve cash contribution. This left an amount of \$5,090 required for the 2023 cash contribution. These three items account for the 2023 reserve cash contribution of \$51,700. A motion was made to approve a cash contribution to the reserve account in the amount of \$5,090 for 2023; the motion was approved. A motion was also made to accrue a performance bonus in the amount of \$2,500 for the property manager; the motion was approved. The Committee then provided a brief

overview of the reserve investment status as well as the 2024 draft budget, reviewing some specific line items in greater detail. The Finance Committee plans to present the 2024 budget for formal approval by the Board in October or November. The Committee also noted that it will be working with the property manager to ensure sufficient funding is available to cover expenses at the beginning of 2024.

F. New Business

1. Basketball Court Expansion Joint Repair – The Board reviewed a quote from HEMAX for minor repairs needed to the basketball court. The quote for \$980.00 addresses the need to flush the basketball court’s drainage system and to fill an existing gap which currently allows water to pool underneath the court. The board approved the \$980.00 operating expense.
2. Pool Expansion Joint Replacement – The Board reviewed a quote from NV Pools to repair some existing concrete patching and replace the white plastic expansion joints on the pool deck. The Board approved the \$5,130.25 reserve expense. The board also discussed some potential improvements to the clubhouse, primarily the bathroom floors.
3. Bus Stop Survey Results – Results of the bus stop survey sent to the community in July were reviewed. Based on the results, the Board concluded that no further action is necessary.
4. High School Parking - The Board noted that an increased number of cars are parked in the areas of Kingstream that require a parking permit, likely students from Herndon High School. The Board agreed to include information about obtaining parking permits in the next communication and to put the information in welcome packets for new homeowners. A recommendation was also made to contact the Herndon High School principal and encourage her to share parking restrictions with the students.

G. Old Business

1. 2022 Audit – The Board reviewed artifacts from the 2022 audit conducted by the Goldklang Group. The Treasurer noted several questions he plans to address directly with the auditor and briefly reviewed those questions with the Board.
2. 2023 and 2024 Audit Proposal – The Board briefly discussed the auditor’s proposal for 2023 and 2024 audits, including the overall audit cost.

H. Management Report

The property manager reviewed a recent article on the potential impact of the newly passed Corporate Transparency Act as well as recent interaction with County building inspectors regarding the pool bathhouse.

I. Highlights for Communication

The Board identified the following topics for inclusion in the forthcoming community-wide communication - Fall block party, the Outreach Committee meeting planned for October 1, 2023, at 4:00, the Halloween decorating contest on October 28, 2023, and the residential parking permit process.

J. Closed Session (8:47)

K. Open Session (8:48)

The Board voted to concur with an attorney recommendation pertaining to the collection of an outstanding account.

L. Adjourn – (8:49 PM)

Submitted by Chris Bollerer

Homeowners in attendance: None