

**Kingstream Community Council**  
**Minutes of the September 19, 2024 Meeting**

Attendance	
Board Members	Present
Steve Fast, President	Yes
Ken Neumann, 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	No
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 7:01 P.M.

**B. Approval of Agenda**

The agenda was approved.

**C. Homeowner Open Forum**

No topics were discussed.

**D. Review/Approval of Meeting Minutes**

The July meeting minutes were approved as written.

**E. Committee Reports**

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

Request	Address
Front Door Replacement	xxxx Kingstream Cir
Fence Panel Replacement	xxx Kingsvale Cir
Solar Panels	xxx Valebrook Ln
Flagstone Front Walkway and Patio (Retroactive)	xxx Kingsvale Cir
Fence Replacement	xxxx Meadow Chase Dr

Fence	xxxxx Eddyspark Dr
Window Replacement	xxxx Kingsvale Cir
Door Color Change	xxxx Kings Valley Court
Fence	xxxxx Meadowstream Court

2. Landscape – The Committee reported that Frank’s Lawn Care recently completed trimming along the trails. The Committee also reported that a recent inspection of the tot lot playground identified a loose bolt which has been repaired. The Board discussed the need to continue development and approval of a maintenance plan to include community amenities. The Committee also recommended cleaning the playground equipment to coincide with the annual spring cleanup. **The Committee recommended the use of pre-emergent (corn gluten) on the tot lot playgrounds to prevent weeds which is safe for children in those areas. A motion to approve the purchase of pre-emergent for an amount up to \$100; the Board voted to approve the motion.**
  
3. Communications – The Communications Committee had no substantive updates to report.
  
4. Outreach – The Outreach Committee discussed the opportunity to have a junk removal company visit the community for a neighborhood-wide pickup, recommending that the event last two hours or until the provided truck is full. **The Board voted to approve the event. The Board discussed the purchase of another sign to alert the community to events and announcements; the Board voted to approve the purchase up to \$325.** The Committee also recommended that the Board hold a trunk-or-treat event, vice pumpkin painting, for the fall block party. The Board agreed. The event will take place October 19, 2024, from 2:00 to 4:00 PM, with a rain date of October 20, 2024.
  
5. Pool – The Pool Committee thanked members of the Board and the community for staying after the Labor Day dog swim to help put pool equipment and furniture away for the season. Additionally, the Board heard about an issue with the camera system necessitating a replacement of hardware.
  
6. Finance – The Finance committee briefed year end activities, noting that the community is adhering to the established budget. The Board also discussed the need to accrue expenses for the upcoming audit given that it will be occurring next year; there is currently no date scheduled for the audit kick-off. **The Committee noted that it has prepaid \$37,600 into reserves for the annual contribution, making the total required 2024 reserve contribution \$14,100; the Board approved the transfer of \$14,100 to reserves.** The Board then reviewed the 2024 reserve expenses.
  
7. Traffic Calming – The Traffic Calming Committee briefed their recent meeting as well as discussions with Fairfax County Police. Members of the police and the Herndon High School (HHS) School Resource Officer (SRO) are willing to meet and discuss the issues with the volume and speed of traffic in the community. The Committee also recommended formally initiating a traffic study, reviewing several programs for which the community may qualify. Overall, the Committee recommended pursuing traffic calming options first the pursuing other options – such as additional stop signs – if necessary. **The Board made a motion to develop and submit a formal letter requesting the traffic study; the Board approved the motion.**

## **F. New Business**

1. Landscape Contract – The Board discussed and reviewed the new contract with Frank’s Lawn Care, discussing some specific items as well as changes from the previous contract. The six-year contract with no annual escalation is valued at \$24,962 per year with a 5% pre-payment discount. **A motion was made to approve the contract; the Board voted to approve.**
2. Reserve Study Quote – The Board reviewed a quote from Mason & Mason for the upcoming required reserve study. **The total quote was for \$4,050 – including \$3,800 for the study with a \$250 optional Zoom meeting discussion – and was approved by Board vote.** The study will take place in 2025, as will the payment.
3. 2025 Draft Budget – The Board reviewed the 2025 draft budget.
4. NV Pools Season Feedback Meeting – The Board discussed the need to meet with NV Pools to provide feedback gathered throughout the 2024 season. Topics include overall safety and maintenance issues. The Board briefly discussed some recommendations which may be presented to NV Pools during the discussion, which has not yet been scheduled.
5. Pool Event Form Update – The Board briefly reviewed the revised event form, used when booking events at the pool, recommending that all Board members review in greater depth and provide feedback. Specifically, the Board discussed revising the hourly fee and updating the form with specific instructions for advanced payment. The Board also discussed the need to educate lifeguards about the process.
6. Pool Toilet/Tile Repairs and Backflow Meter Brackets – The Board discussed repairs to the pool house needed as a result of structural issues in the women’s restroom causing the toilets to separate from the wall and damage drywall and tile. In addition, the Board discussed the replacement of the brackets holding the pool’s backflow meter. **The Board reviewed two repair quotes and voted to approve the quote from Prime Craft LLC for an amount not to exceed \$2,500.**
7. Pool House Fans/Electrical Work – The Board reviewed a quote for electrical work needed in the pool house. The Board agreed that prices were high in some areas and agreed to look for other quotes, as well as alternative solutions.

## **G. Old Business**

1. Financial Crimes Enforcement Network Filing – The Board briefly discussed options for required filings under the Corporate Transparency Act (CTA), specifically satisfying requirements pertaining to the Financial Crimes Enforcement Network (FinCEN). According to the property manager, there are no extensions for the filing nor a timeline for the potential repeal of the law. As a result, the Board needs a plan for filing by the end of the calendar year. The community’s attorneys, Rees Broome, are able to file on the Board’s behalf for \$375 for the initial filing and \$100 each year thereafter. **A motion was made to task Rees Broome with the filing; the Board approved the motion.**

**H. Highlights For Communication** – The Board discussed topics for homeowner communications including traffic committee.

**I. Closed Session – (9:10 PM)**

The Board met in closed session to review accounts in arrears.

**J. Open Session – (9:41 PM)**

**K. Adjourn – (9:41 PM)**

**Homeowners in attendance:**

- Kelsey Bechara

Submitted by Chris Bollerer