

Kings Park West Civic Association  
Board of Directors Meeting  
19 October 2021  
Via Google Meet

**Members Present:** Sarah Lennon/President, Mike Stonkey/Vice President, Karen Emmons/Treasurer, Jonathan Reiser/Member at Large, Kaycie Blaylock/Member at Large, Donna Thomas/Member at Large, Karen Cosgrove/Secretary.

**Others Present:** Tom McCook/Parks & Lakes

**Call to Order:** Sarah called the meeting to order at 7:03pm.

**Approval of Minutes:** The September 2021 board and member meeting minutes were approved.

**President's Report:** Sarah announced our newest board member, Karen Emmons as treasurer, and that the new bylaws were approved at the September board meeting. She reiterated that we had a great turn out at the member meeting and that it was great to see Supervisor Walkinshaw. There were a couple of questions raised about leaf removal and composting. Mike looked into the Fairfax City leaf removal/composting effort, and stated that residents were also complaining about that service. Mike also informed everyone that we would need everyone to sign off as a trash district, which could be problematic. Kaycie mentioned that we would need the right set up for composting. Karen Cosgrove suggested that we turn this matter over to the HOA for consideration.

**Treasurer's Report:** Karen Emmons submitted the budget documents to the board via email, and an insert is at the end of these minutes. Jonathan stated that we covered specific common grounds questions at the membership meeting, and that no other questions were raised. Karen stated that the Herald account was a losing account (didn't receive as many donations), so we should keep an eye on it. We usually get a fairly large amount in the unrestricted account which will provide additional room. Karen asked about the Fairfax cemetery account, and Tom mentioned that the area hasn't been maintained but he could get the Road Raiders to clean it up. Karen will make a sub account, and Mike will also look into the possibility of an Eagle Scout project. Karen also asked whether the host domain move should be discussed - Mike will work with Tim to get further info before this is brought up at the board meeting.

**Vice President/Scouts:** Mike sent 2 checks out to the Scout units, and will have more information next month.

**Members at Large:** Donna is working on tree removal. She stated that we may partner with the HOA to share costs once we get updated estimates. Kaycie posted the Halloween yard contest on the KPWCA website. She made a motion to have \$25 prizes to the three homes with the most likes. She will send out one-hour sign ups for Dumpster Day on 13 Nov. Mike will make windshield signs for community residents that wish to participate in the Scouting food drive during Dumpster Day. Kaycie also suggested we promote the Herald more, using different strategies to engage more with the community, possibly having more people write for it. Karen Emmons suggested a kids' corner, and Sarah suggested more fun inputs such as trivia. Sarah asked everyone to send her ideas.

Sarah stated that we need a sign board poster/manager and room scheduler, although the year is reserved for meetings. Jonathan volunteered to manage the sign postings.

**Membership:** Nick provided an update for Sarah - we raised awareness at the Halloween festival. The QR codes were helpful. Nick is working on getting 6 block captains. There are 308 households paid, with 74% renewed. Mike asked about external KPW residents joining KPWCA. Sarah stated that its not an easy prospect, as the majority of the homes on an interested street must join.

**Parks & Lakes:** Tom stated that he would need \$465 in miscellaneous supplies and \$4200 for bamboo removal. He is planning \$1200/yr from March through November for porta potties, and is looking to split the cost with the park authority - he asked the board if 9 months of coverage was sufficient. Tom also discussed the Eagle Scout rehabilitation of the bridges at the bottom of Chatsworth court. He also suggested a 1 page article for invasive management activity instead of some of the longer articles, and to include links for the KPWCA throughout the herald.

The next board meeting will be on November 16th.

**Adjournment:** Sarah adjourned the meeting at 8:07pm.

10/12/21

# Kings Park West Civic Association

## FY21 Budget Report

October 01, 2020 through September 30, 2021

	Oct '20 - Sep 21	Budget
<b>Income</b>		
Annual Member Dues	22,066.50	20,000.00
Donations	18,936.29	0.00
<b>Herald Classified Ads</b>	285.00	700.00
Herald Display Ads	4,232.00	8,000.00
Herald Subscriptions	0.00	50.00
Investment Income	355.71	200.00
KPW Directory Ads-print odd FYs	720.00	500.00
Other Income	0.00	0.00
Savings/Optional Donations	0.00	8,340.00
<b>Total Income</b>	<b>46,595.50</b>	<b>37,790.00</b>
<b>Gross Profit</b>	<b>46,595.50</b>	<b>37,790.00</b>
<b>Expense</b>		
<b>Admin &amp; Misc Activities</b>		
Bank Charge	38.50	90.00
BDC of Community Assoc Dues	100.00	100.00
Insurance-D&O/General Liability	4,074.00	3,900.00
Other Misc Expenses	427.35	180.00
PayPal Fees	450.92	280.00
State Corporate Registration	35.00	25.00
Tax Prep & Filing Fees	0.00	100.00
Volunteer Appreciation Dinner	0.00	350.00
Admin & Misc Activities - Other	0.00	0.00
<b>Total Admin &amp; Misc Activities</b>	<b>5,125.77</b>	<b>5,025.00</b>
<b>Common Grounds Maint. Committee</b>		
Area Maintenance Contract	3,620.00	3,500.00
Beautification & Gardening Grp	142.91	150.00
Message Board Maintenance	0.00	100.00
Utilities	236.49	180.00
<b>Total Common Grounds Maint. Committee</b>	<b>3,999.40</b>	<b>3,930.00</b>
<b>Herald Newsletter Committee</b>		
Herald Administrative Expense	0.00	100.00
Herald Delivery-\$350/issue	1,400.00	2,800.00
Herald Printing-8 issues	12,225.99	12,000.00
<b>Total Herald Newsletter Committee</b>	<b>13,625.99</b>	<b>14,900.00</b>
<b>Membership Committee</b>		
Admin Expenses	240.37	200.00
Block Capt Appreciat'n-100 blks	0.00	300.00
Directory Printing-odd FYs, \$3K	3,770.78	3,200.00
Welcome Package/Marketing	57.79	100.00
Membership Committee - Other	456.00	0.00
<b>Total Membership Committee</b>	<b>4,524.94</b>	<b>3,800.00</b>
<b>Standing Committees</b>		
Halloween Fall Festival Committ	424.75	3,000.00
Parks and Lake Committee	2,567.68	200.00
Scholarship Committee	3,018.25	3,050.00
Spring Egg Hunt Committee	114.13	360.00
Web and Social Media Committee	607.18	600.00
<b>Total Standing Committees</b>	<b>6,731.99</b>	<b>7,210.00</b>
<b>Support for Special Activities</b>		
Spring/Fall Dumpster Day	1,700.00	1,700.00
Winter Holiday Decortng Contest	86.85	75.00
Yard of the Month	0.00	100.00
<b>Total Support for Special Activities</b>	<b>1,786.85</b>	<b>1,875.00</b>

10/12/21

## Kings Park West Civic Association

### FY21 Budget Report

October 01, 2020 through September 30, 2021

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	<u>Oct '20 - Sep 21</u>	<u>Budget</u>
Support for Youth Groups		
Robinson Grad Party	250.00	250.00
Scout Packs and Troop	1,643.01	800.00
<b>Total Support for Youth Groups</b>	<u>1,893.01</u>	<u>1,050.00</u>
<b>Total Expense</b>	<u>37,687.95</u>	<u>37,790.00</u>
<b>Net Income</b>	<u><u>8,907.55</u></u>	<u><u>0.00</u></u>

**Kings Park West Civic Association**  
**Change in Restricted Equity Accts from Previous Year**  
**FY 21 compared to FY 20**

	Escrow Acct As of 30-Sep-20	Donations in FY 21	Spent in FY21	Escrow Acct As of 30-Sep-21
Braddock Nights Acct	-	35.00	-	<b>35.00</b>
Common Grounds Maintenance Acct	3,532.69	1,947.00	(69.40)	<b>5,410.29</b>
Fairfax Family Cemetery Acct	300.00	-	-	<b>300.00</b>
Fall Festival Police Acct	327.76	-	-	<b>327.76</b>
Halloween Fall Festival Acct	610.00	354.50	-	<b>964.50</b>
Herald Newsletter Acct	7,286.92	1,359.00	(2,983.99)	<b>5,661.93</b>
Parks and Lake Acct	11,960.26	3,251.00	(2,367.68)	<b>12,843.58</b>
Pools in Community Acct	25.00	809.00	(834.00)	-
Robinson Graduation Party Acct	35.00	833.00	(858.00)	<b>10.00</b>
Scholarship Acct	127.00	1,258.00	(1,240.00)	<b>145.00</b>
Scout Packs and Troop Act	734.01	959.00	(843.01)	<b>850.00</b>
Spring Egg Hunt Acct	1,132.80	267.50	-	<b>1,400.30</b>
Unrestricted Community Use Acct	25.00	2,694.29	(2,719.29)	-
Volunteer Fire/Rescue Acct	165.00	5,139.00	(5,224.00)	<b>80.00</b>
Other		30.00	(30.00)	-
<b>TOTAL IN EQUITY ACCOUNTS</b>	<b>26,261.44</b>	<b>18,936.29</b>	<b>(17,169.37)</b>	<b>28,028.36</b>