

Kings Park West Civic Association  
Board of Directors Meeting  
18 January 2022  
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, Karen Cosgrove/Secretary.

**Others Present:** Nick Schumaker/Membership Committee, Tom McCook/Parks & Lake, Tim Hartle/Membership

**Call to Order:** Sarah called the meeting to order at 7:01pm.

**Approval of Minutes:** The October 2021 and November 2021 board meeting minutes were approved.

**President's Report:** Happy New Year! Sarah reiterated that we need to do proactive planning for events throughout the year, and that it's an exciting time to talk about the lessons learned from last year.

**Treasurer's Report:** Karen Emmons stated that we need to determine the Halloween budget, and that if the board has to cancel an event in the future, to determine if that money rolls over to the next year. There was approximately \$6K spent on Halloween in 2021. Mike and Kaycie mentioned that in the past, when the board knew an event would roll over to the next year, the board budgeted less for that next year (knowing there was money that would roll over). Sarah requested the Halloween budget breakout, and Karen presented the expense report, highlighting the big ticket items. Karen will ask Keith to see what he can do with a \$4500 budget. She stated that there are funds not spent from previous years. The board agreed to restrict the extra funds, so they are allotted for the Halloween event. Sarah also mentioned that we will support the Robinson All Night Graduation Party, and she will get with Karen for an amount.

**Vice President/Scouts:** Mike stated that all three units are rechartered, with one unit in the process of completing an adult training. The Troop got "Person of the Year" honorable mention from the District Supervisor. They also had a shooting sports weekend, which went very well.

**Members at Large:** Kaycie stated the need to clarify where Halloween decorations fits into the budget. She also provided the two ways to judge the decoration contests - drive around the neighborhood to score houses, or use Facebook postings. Sarah suggested a contest committee, and stated that the board will revisit this issue in the future.

Jonathan stated that Lisa Hayes volunteered to post on the signs. He also stated that the graffiti may take more cleaning. Sarah asked Jonathan to check with the vendor to see if they have better options. Jonathan and Sarah received a request from Terra Wathen (Girl Scouts) to display cookie booth information, which the board agreed to display during the first half of February. Tim will provide Jonathan with a calendar template, and Sarah stated that the Herald deadlines are good information to include.

**Membership:** Nick stated that he will be reconciling data in March, in order to match what Karen Emmons has on record. Membership has leveled out, so it's a good time to count. Sarah asked Nick to gather lessons learned from the membership drive. Tim mentioned that some members made double payments by accident, 50% of those after the December herald came out. Nick would like to provide members with confirmation that their payment was received. Sarah stated that the QR code was a great initiative, and should be continued.

**Parks and Lake:** Tom stated that the board approved \$4200 for bamboo removal. The HOA is not pleased with the chemical treatment to kill the bamboo (which had been briefed several times in the past). The environmentalist will reassure the HOA that the treatment will be tried and not a hazard to the public. Tom also mentioned \$1200 for portapots this year. The MLK cleanup was postponed to this Saturday; Sarah stated that Supervisor Walkinshaw will be in attendance. There will also be a Presidents Day cleanup. Tom stated that there will be a survey coming out to help generate the master plan for the parks, and get general demographics.

Sarah would like to post the names of the holiday contest winners (1st through 3rd) - this information will be on the website and on Facebook. She also reminded everyone to keep in mind articles to create for the association in the herald.

The next board meeting will be on February 15th.

**Adjournment:** Sarah adjourned the meeting at 8:06pm.

01/11/22

# Kings Park West Civic Association

## FY22 Budget Report

October 01, 2021 through December 31, 2022

	Oct - Dec 21	Budget
<b>Income</b>		
Annual Member Dues	19,350.00	21,100.00
Donations	16,019.00	0.00
<b>Herald Classified Ads</b>	80.00	700.00
Herald Display Ads	400.00	8,000.00
Herald Subscriptions	0.00	10.00
Investment Income	3.62	200.00
KPW Directory Ads-print odd FYs	0.00	0.00
Other Income	0.00	0.00
Savings/Optional Donations	0.00	0.00
<b>Total Income</b>	<b>35,852.62</b>	<b>30,010.00</b>
<b>Gross Profit</b>	<b>35,852.62</b>	<b>30,010.00</b>
<b>Expense</b>		
<b>Admin &amp; Misc Activities</b>		
Bank Charge	0.00	50.00
BDC of Community Assoc Dues	0.00	100.00
Insurance-D&O/General Liability	385.00	4,100.00
Other Misc Expenses	11.60	225.00
PayPal Fees	179.65	275.00
State Corporate Registration	25.00	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>601.25</b>	<b>5,225.00</b>
<b>Common Grounds Maint. Committee</b>		
Area Maintenance Contract	616.00	1,000.00
Beautification & Gardening Grp	161.99	150.00
Message Board Maintenance	0.00	100.00
Utilities	37.95	160.00
<b>Total Common Grounds Maint. Committee</b>	<b>815.94</b>	<b>1,410.00</b>
<b>Herald Newsletter Committee</b>		
Herald Administrative Expense	0.00	100.00
Herald Delivery-\$350/issue	0.00	2,800.00
Herald Printing-8 issues	3,723.71	9,500.00
<b>Total Herald Newsletter Committee</b>	<b>3,723.71</b>	<b>12,400.00</b>
<b>Membership Committee</b>		
Admin Expenses	0.00	240.00
Block Capt Appreciat'n	0.00	300.00
Directory Printing-odd FYs, \$3K	0.00	0.00
Welcome Package/Marketing	0.00	100.00
<b>Total Membership Committee</b>	<b>0.00</b>	<b>640.00</b>
<b>Standing Committees</b>		
Halloween Fall Festival Committ	4,558.39	3,000.00
Parks and Lake Committee	255.78	200.00
Scholarship Committee	0.00	3,050.00
Spring Egg Hunt Committee	0.00	360.00
Web and Social Media Committee	244.78	800.00
<b>Total Standing Committees</b>	<b>5,058.95</b>	<b>7,410.00</b>
<b>Support for Special Activities</b>		
Spring/Fall Dumpster Day	850.00	1,700.00
Winter Holiday Decortng Contest	0.00	75.00
Yard of the Month	0.00	100.00
<b>Total Support for Special Activities</b>	<b>850.00</b>	<b>1,875.00</b>

01/11/22

## Kings Park West Civic Association

### FY22 Budget Report

October 01, 2021 through December 31, 2022

---

	<u>Oct - Dec 21</u>	<u>Budget</u>
Support for Youth Groups		
Robinson Grad Party	0.00	250.00
Scout Packs and Troop	0.00	800.00
<b>Total Support for Youth Groups</b>	<u>0.00</u>	<u>1,050.00</u>
<b>Total Expense</b>	<u>11,049.85</u>	<u>30,010.00</u>
<b>Net Income</b>	<u><b>24,802.77</b></u>	<u><b>0.00</b></u>

**Kings Park West Civic Association**  
**Change in Restricted Equity Accts from Previous Year**  
**FY 22 compared to FY 21**  
**As of December 31, 2021**

	Escrow Acct As of 30-Sep-21	Donations in FY 22	Spent in FY22	Escrow Acct As of 31-Dec-21
Braddock Nights Acct	35.00	380.00	-	415.00
Common Grounds Maintenance Acct	5,410.29	1,606.00	-	7,016.29
Fairfax Family Cemetery Acct	300.00	-	-	300.00
Fall Festival Police Acct	327.76	-	-	327.76
Halloween Fall Festival Acct	964.50	381.00	(1,345.50)	-
Herald Newsletter Acct	5,661.93	972.00	-	6,633.93
Parks and Lake Acct	12,843.58	2,009.00	-	14,852.58
Pools in Community Acct	-	484.00	-	484.00
Robinson Graduation Party Acct	10.00	838.00	-	848.00
Scholarship Acct	145.00	1,241.00	-	1,386.00
Scout Packs and Troop Act	850.00	549.00	-	1,399.00
Spring Egg Hunt Acct	1,400.30	314.00	-	1,714.30
Unrestricted Community Use Acct	-	3,401.00	-	3,401.00
Volunteer Fire/Rescue Acct	80.00	3,844.00	-	3,924.00
<b>TOTAL IN EQUITY ACCOUNTS</b>	<b>28,028.36</b>	<b>16,019.00</b>	<b>(1,345.50)</b>	<b>42,701.86</b>

\*Note - a pending board decision may move \$3,000-\$6,000 into the Halloween Fall Festival Acct due to the Festival not being held for two years.