

Kings Park West Civic Association  
Board of Directors Meeting  
17 May 2022  
Via Google Meet

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

**Others Present:** Jacob/Scout, Erik/Scout (attending to meet Citizenship and Community badge requirement for Eagle Scouts)

**Call to Order:** Sarah called the meeting to order at 7:02pm.

**Approval of Minutes:** The approval of the April 2022 board meeting minutes and May membership meeting minutes will be delayed until the next meeting.

**President's Report:** Sarah stated that we need to figure out how to do the summer meetings, and she suggested her patio as an option.

**Vice President's Report:** Mike stated that there were 6 community members that are block captains, at the membership event. He mentioned that the food worked out well, and that many of the attendees were also previous board members. Mike stated that 2 of the packs may merge into one. He also said that the mulch sale declined from last year. The scouts are going to the beach this weekend, and have several camping trips coming up.

**Treasurer's Report:** Sarah thanked Karen E for the presentation at the membership appreciation event, and asked if she could share the slideshow. Karen E will send Sarah the presentation link. Karen E mentioned that there are memberships still trickling in. She mentioned that she hasn't yet received a refund of the overpayment for the Bamboo removal.

**Members at Large:** Jonathan stated that the last sign event has passed. He is going to take some time to clean the signs, and he mentioned that the Tapestry sign is partially blocked by brush. Sarah suggested "Congratulations to our Graduates", or congratulating the scholarship recipients on the sign. The board also discussed some of the upcoming community events that can be posted. Jonathan is also working on the Laurel Ridge reservations.

Member appreciation event after actions: Mike asked that we be more specific about the start times of the event (dinner and then presentation). He also suggested giving time for each board member to present part of the slides. Karen Cosgrove asked how we could better advertise, and Karen Emmons suggested more of a personal touch/invite

for the community volunteers. The board discussed having Nick ask if members want to be on a civic association email list. We also discussed Tim placing information for an email sign up on the website.

Dumpster Day after actions: Mike stated that the event went well. Jonathan received a couple of membership commitments, which he will pass on to Nick. Karen E mentioned that the bill was a lot lower than last year, and wanted to be sure we were billed for the two dumpsters.

**Membership:** Sarah wants to strategize how to recruit block captains.

**Parks and Lake:** Sarah stated that the cleanup was the least well attended, with approximately 20 people helping. However, the trail maintenance last month was great.

### **Open Business:**

Sarah stated that there were only 2 scholarship applications this year. The board discussed how candidates are selected, and agreed to look at the criteria. Karen C stated that the two recipients were IB candidates, and met the criteria. The board approved the motion to award the scholarship recipients with \$1K each, plus split the \$1466 in additional donated funds. Karen C will communicate this decision to Gayle, the scholarship committee lead.

Jacob provided a plant stand update - three locations are completely operational, and the NOVA Natives want to continue donating plants. Sara stated that the community response has been overwhelmingly positive. Sarah asked Jacob to put some info on this Scout initiative, into the Herald.

Sarah discussed a possible intern for the board. Her vision is to have a high school student supporting specific board members, events, social media, postings, ect. Mike suggested that this opportunity could be advertised as a resume building experience for college applications. Karen Emmons stated that the intern may need a supervisor, and will need a clearly defined scope of their duties. Sarah suggested that we work on ideas over the summer.

Donna has not gotten further information on the Bradford Pears. Sarah did contact VDOT for an assessment. VDOT determined that the invasive species did not block the roadway view, and Sarah is awaiting an answer to see if the board can pay for the removal.

Mike mentioned that there are trees overgrown at the Lakeview pool shed. Sarah asked Mike to check with pool management to see if they would cut the brush back - if not, he can find out if the board would be permitted to do so. Mike also stated that the

shed needs to be repainted, and needs door repair. Sarah asked Mike to find a good date to do some repairs.

Sarah mentioned the need for reusable signs at various events such as cleanups, maintenance, and membership. Mike hasn't looked at the options yet, but will research.

Mike mentioned the need to prepare for fall elections at the next meeting.

The next board meeting is scheduled for 21 Jun, but Sarah will be out of town. She would like to see if the board is able to meet on 14 Jun.

**Adjournment:** Sarah adjourned the meeting at 8:22pm.

# Kings Park West Civic Association

## FY22 Budget Report

October 01, 2021 through April 30, 2022

	Oct '21 - Apr 22	Budget
<b>Income</b>		
Annual Member Dues	20,745.00	21,100.00
Donations	17,299.00	0.00
Herald Classified Ads	780.00	700.00
Herald Display Ads	3,297.00	8,000.00
Herald Subscriptions	0.00	10.00
Investment Income	9.71	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>42,130.71</b>	<b>30,010.00</b>
<b>Gross Profit</b>		
	42,130.71	30,010.00
<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	4,371.00	4,100.00
Other Misc Expenses	227.60	225.00
PayPal Fees	193.44	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>4,817.04</b>	<b>5,225.00</b>
<b>Common Grounds Maint. Committee</b>		
Area Maintenance Contract	1,271.00	1,000.00
Beautification & Gardening Grp	161.99	150.00
Message Board Maintenance	0.00	100.00
Utilities	90.63	160.00
<b>Total Common Grounds Maint. Committee</b>	<b>1,523.62</b>	<b>1,410.00</b>
<b>Herald Newsletter Committee</b>		
Herald Administrative Expense	0.00	100.00
Herald Delivery-\$350/issue	1,050.00	2,800.00
Herald Printing-8 issues	8,824.30	9,500.00
<b>Total Herald Newsletter Committee</b>	<b>9,874.30</b>	<b>12,400.00</b>
<b>Membership Committee</b>		
Admin Expenses	193.36	240.00
Block Capt Appreciat'n	144.75	300.00
Directory Printing-odd FYs, \$3K	0.00	0.00
Welcome Package/Marketing	0.00	100.00
<b>Total Membership Committee</b>	<b>338.11</b>	<b>640.00</b>
<b>Standing Committees</b>		
Halloween Fall Festival Committ	4,645.24	3,000.00
Parks and Lake Committee	4,405.78	200.00
Scholarship Committee	0.00	3,050.00
Spring Egg Hunt Committee	0.00	360.00
Web and Social Media Committee	532.78	800.00
<b>Total Standing Committees</b>	<b>9,583.80</b>	<b>7,410.00</b>
<b>Support for Special Activities</b>		
Spring/Fall Dumpster Day	850.00	1,700.00
Winter Holiday Decoring 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>

05/08/22

## Kings Park West Civic Association

### FY22 Budget Report

October 01, 2021 through April 30, 2022

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	<u>Oct '21 - Apr 22</u>	<u>Budget</u>
Support for Youth Groups		
Robinson Grad Party	250.00	250.00
Scout Packs and Troop	0.00	800.00
<b>Total Support for Youth Groups</b>	<u>250.00</u>	<u>1,050.00</u>
<b>Total Expense</b>	<u>27,236.87</u>	<u>30,010.00</u>
<b>Net Income</b>	<u><b>14,893.84</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 April 30, 2022**

	Escrow Acct As of 30-Sep-21	Donations in FY 22	Spent in FY22	Overflow from Prev Halloween Cancellations	Escrow Acct As of 30-Apr-22
Braddock Nights Acct	35.00	405.00	(440.00)	-	-
Common Grounds Maintenance Acct	5,410.29	1,701.00	-	-	7,111.29
Fairfax Family Cemetery Acct	300.00	-	(270.08)	-	29.92
Fall Festival Police Acct	327.76	-	-	-	327.76
Halloween Fall Festival Acct	964.50	401.00	(1,645.24)	4,862.56	4,582.82
Herald Newsletter Acct	5,661.93	1,117.00	-	-	6,778.93
Parks and Lake Acct	12,843.58	2,119.00	(2,426.00)	-	12,536.58
Pools in Community Acct	-	514.00	-	-	514.00
Robinson Graduation Party Acct	10.00	883.00	(893.00)	-	-
Scholarship Acct	145.00	1,321.00	-	-	1,466.00
Scout Packs and Troop Act	850.00	574.00	-	-	1,424.00
Spring Egg Hunt Acct	1,400.30	339.00	-	-	1,739.30
Unrestricted Community Use Acct	-	3,756.00	(560.00)	-	3,196.00
Volunteer Fire/Rescue Acct	80.00	4,169.00	-	-	4,249.00
<b>TOTAL IN EQUITY ACCOUNTS</b>	<b>28,028.36</b>	<b>17,299.00</b>	<b>(6,234.32)</b>	<b>4,862.56</b>	<b>43,955.60</b>