

KINGS PARK CIVIC ASSOCIATION  
P.O. Box 1243, Springfield, VA 22151

Meeting Minutes Kings Park Civic Association Board Meeting and Elections

Date: July 15, 2025

Zoom (virtual)

Start: 7:33pm

Board Attendees:

Charlotte Hannagan

Susan Cappa

Susan Malmberg

Susan Metcalf

Leeann Alberts

Eric DeTurk (Notetaker)

Charlotte Hannagan presented motion to approve [June 10, 2025 Board Meeting minutes](#). Charlotte seconded, all members voted in favor to approve minutes. The June 10, 2025 Board Meeting minutes were approved as written.

I. Membership - Leeann

a. Membership update provided by Leeann

i. Household membership at this time 2025: 253

1. Household membership at this time 2024: 333
2. Household membership at this time 2023: 321
3. Household membership at this time 2022: 353
4. Household membership at this time 2021: 436
5. Household membership at this time 2021: 415

ii. Charlotte will do another street post on Facebook

II. Events – Susan Metcalf

a. 4<sup>th</sup> of July Parade (Susan Metcalf)

- i. Street use permit acceptance came in time however Susan Metcalf made note to make sure this is submitted well prior to event. Also, continue to coordinate the help of CERT.
- ii. Sno-cone volunteers were helpful to have in place ahead of the parade arrival, however it only took 15 minutes to get to the park from KPES this year. Ran out of ice, but everyone got a sno-cone, but some couldn't get seconds. Good idea to have only two choices of flavors. Also, a good idea to have a designated starter for the generator. The new cardboard sno-cone holders were helpful.
- iii. Recommendation to have a designated bike drop for next year. It was a safety issue and the bikes prevented access to the ramp onto the basketball court.
- iv. Did run out of medals despite getting extra.
- v. Overall nice turn out people and cars and another successful event.

- b. National Night Out (NNO) (8/5/2025) (Eric)
    - i. \$300 dollars in gift cards received from Giant
    - ii. Susan Metcalf will sponsor food to include bbq sandwiches, chips, hot dog platters. Will have complimentary water.
    - iii. Eric will place a post on social media for volunteers to help with house-to-house flyer distribution
    - iv. Organizations have all confirmed attendance.
    - v. Lack of volunteer sign up for day of event support
  - c. Custom holiday ornament for Kings Park – Design Contest due August 19<sup>th</sup> (Charlotte)
    - i. Charlotte will continue to advertise the design contest. No takers so far but company can design something if needed
- III. Budget - Susan Malmberg
  - a. Budget update
    - i. Account balances as of 7.5.2025
    - ii. Checking: \$\$18,120.59
    - iii. Savings: \$5,302.42
    - iv. Certificate of Deposit: \$27,858.87
  - b. Outstanding expenses/incomes
    - i. Eric will submit July 4<sup>th</sup> expenses
  - c. Upcoming expenses
    - i. National Night Out related expenses in August
  - d. Other
    - i. 2026 Budget presentation for board review. [Link to 2025 Budget](#) / [Link to July 2025 Treasurer's Report](#)
    - ii. The Federal Income Tax Form was submitted and accepted
    - iii. Susan Malmberg will ask for volunteers to conduct an audit since it has not been done in two years.

Budget Notes for discussion in preparation of next meeting FY 25-26 Budget submission:

Notes on the Summary for clarification when considering the budget:

Income -The \$677 interest on the CD was reinvested.

There are a few PayPal membership payments that will be added before 7/31.

Expenses -Other Community Events expenses include \$100 Trunk or Treat, \$226 school use, \$181.56 Holiday Party, \$40.64 Egg Hunt, \$105.89 Santa Suit.

Beautification - \$63.20 sign letters. I put it in this category because that is where I put the previous work on the signs. From that picture I saw, it looks like the sign boards may be due for a cleaning.

School Donation – Did not receive a donation request for the LBSS Grad Party.

Membership materials - Printing form-\$201, pool banner \$350

Insurance – lower premium

- V. Community Safety / Beautification Items - Susan Cappa
  - a. Safety
    - i. Fairfax Families for Safe Streets (No July meeting)
  - b. Landscaper/beautification updates
    - 1. Susan Cappa called VDOT to get them to mow rolling road median.
  - ii. Landscaper updates
    - a. \$500 per nub, should we do a couple a year or all at once. Some nubs need new hardscaping.
    - b. Board voted on having 3 nubs done. Susan Cappa will advise landscaper what nubs to be done and have the landscaper provide an estimate.
  - iii. Kings Park Garden Club update
    - 1. Nothing significant to report
  - iv. Kings Park Entrance Sign Updates
    - 1. Marissa Tonelero has been provided verbiage for new updates to the signs.
  - v. Adopt-a-Highway (Eric/Susan Cappa)
    - 1. The clean up of Burke Lake Road on June 29<sup>th</sup> went well and over a dozen volunteers participated.
    - 2. Eric sent follow up email to VDOT about Kings Park Drive adoption.
  - c. Kings Park Park – Park Volunteer Team (Eric)
    - i. Reports of several trees down in park have been provided to FCPA who cleared them in a timely manner.
    - ii. Eric will write a park related article for the next Gazette and emphasize reporting of park issues.
  - d. KPCA Entrance Signs
    - i. Eric will contact Marissa Tonelero to update with NNO event
- VI. Gazette – Charlotte
  - a. Charlotte will prepare an email for the end of the month requesting articles
- VII. KPCA Website/Google Drive
  - a. Website (Charlotte)
    - i. General update
    - ii. Website blurbs
  - b. Records Management (Eric)
    - i. Nothing significant to report
- VIII. Welcome Committee
  - a. No updates. Visits have been limited due to weather
- IX. Outstanding Items from last month:
  - a. Recognize current “Royal Resident” (Marissa ) and next “Royal Resident” nomination. Rachel Henderson Eliff was voted to be next “Royal Resident”.

- b. Guest speaker for neighborhood/Braddock Road history
    - i. Susan spoke with individual but he was not comfortable or familiar with the Braddock Road in our area. Decision made not to pursue the guest speaker.
- X. Open/Closed community inquiries since last meeting
  - a. Nubs and traffic circle inquiry (Mary Radke)
    - i. Charlotte addressed and referenced above in landscaping update
  - b. Gazette Advertising (Timothy Hill)
    - i. No space in Gazette so decision not to pursue additional advertising.
  - c. Invasive plant mitigation during Kings Park Park clean ups (Robert Nellis)
    - i. Eric needs to touch base with Rob
    - ii. Rob Nellis got his tree saving certification.
  - d. Climate/environment and neighborhood beautification (Karen Vahouny)
    - i. Charlotte contracted Karen and board needs to continue to discuss environmental related suggestions.
  - e. Bus network updates (Brandi Campbell)
    - i. Concerned about
    - ii. Walkinshaw office recommendations to keep a log and analyze and take measures as needed. WMATA controls and not VDOT.
    - iii. No Trash can at the bus stop at the corner of Braddock Road and Kings Park Drive.
      - 1. KPCA was notified of trash building up at bus stop. Charlotte reached out to District Office to see what VDOT can do.
  - f. KPCA Holiday Event Supplies Storage
    - i. Brandi is going to sort through the items for the holiday party

**Meeting Adjourned:** 8:40pm

**Next Meeting:** Next Board Meeting with Braddock District Supervisor Walkinshaw, Tuesday, August 12, 2025 at 7:30pm via Zoom.