

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – January 7, 2015
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:00 pm President Beth Rodriguez called the meeting to order. Board members present were President Beth Rodriguez, Vice President Kevin Benore, Secretary Chris Hammel and Treasurer Louise Whitt.

APPROVAL OF MINUTES

Treasurer Whitt made a motion to accept the November 5th monthly board meeting minutes, with the addition of 'Vice President Rodriguez' in the list of those in attendance and the addition of the word 'anything' between 'dump' and 'into' in the last sentence of the Community Forum section. Vice President Benore seconded the motion. Vote: 4 yes. Secretary Hammel made a motion to accept the December 3rd monthly board meeting executive session minutes as written. Vice President Benore seconded the motion. Vote: 4 yes.

EMAIL VOTES HELD BETWEEN MEETINGS

In continuation of a discussion held on December 3, 2014, regarding Lot 189, President Rodriguez made a motion to waive any charge for a rule violation as the violation had been corrected. Vote: 4 yes, 1 no.

In continuation of a discussion held on December 3, 2014, regarding Lot 400, President Rodriguez made a motion to assess the owner of Lot 400 \$10 a day for up to 90 days starting December 17, 2014, for an architectural violation. Vote 4 yes, 1 no.

HEARINGS

There were no hearings.

COMMUNITY FORUM

There was discussion on the trash and recycling being cancelled due to inclement weather on January 6th. Many people left their trash out despite signs, the office voicemail message, and reminders in the newsletter. A reminder will be put in the newsletter again.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report, Louise Whitt

The TIPS investment of \$190,000 in reserve funds matures on April 15th. The Treasurer will provide investment choices for reinvesting the funds at the next meeting.

Community Manager (CM) Report, Lori Randall

General

- Disclosure Packets: None
- Asphalt paths/stream crossing update: waiting for county to approve bridge design that rebid path work and both stream crossings
- Brandeis Way renovation: contract signed and a certificate of insurance has been requested
- Pool cover cart exceeded approved cost by \$50
- NCA served with lawsuit for a 'quiet title'. Attorney believes it is a mistake by lender's attorney trying to foreclose on a property outside of NCA.
- CM will be on vacation during February meeting.

- Elevated tree branches around steps that lead from pool parking lot to Dampier Court. Sign put on hand railings warning that they are in the process of being repaired.
- Annual SCC filing form received and annual Registered Agent renewed and annual worker's compensation insurance audit complete.
- Started Maintenance Planning spreadsheet.

Resident Complaints/Issues/Comments

- Would like assessment policy in next newsletter, highlighting when late fees are incurred.
- Several residents commented on the recycling truck coming through the community on Wednesday but not picking up all the recycling still out from the previous day's cancelled pick up. That truck was dedicated to Christmas tree pick up.

Because the CM will be on vacation during the next scheduled Board meeting, there are no hearings scheduled and the agenda should be fairly small, the Board discussed the need for a February board meeting. Secretary Hammel made a motion to cancel the February meeting. Vice President Benore seconded the motion. Vote: 4 yes.

The CM received a call and email from USAID who would like to walk through our wooded area and around the ball field to discuss survival skills with 10 to 14 employees. The Board discussed requesting a liability waiver or certificate of insurance to protect NCA. Vice President Benore made a motion to allow USAID access to NCA property for the purpose of training on January 16th. Treasurer Whitt seconded the motion. Vote: 4 yes.

The CM passed out a copy of the 2014 pool rules for the Board to review before the next meeting. The rules are normally approved at the February meeting and posted in the March newsletter. Because the February meeting is cancelled, if board members have any changes, they should send them to the CM no later than January 15th so that she can mark up the current policy, redistribute and have an email vote by January 25th.

GENERAL BUSINESS – Old

Architectural Standards, Article VI, Section 22, Windows – The board reviewed drafted changes to this section of the Architectural Standards. There will be one sentence changed regarding egress windows and the policy will be put in the newsletter to allow community input. Based on discussions of different window styles, the violation for not following the Architectural Standards regarding windows, which had been tabled, will be considered for a hearing during executive session.

Employee Compensation Committee Development – Secretary Hammel and Vice President Benore will discuss a date and time for the first committee meeting and put it in the February newsletter.

GENERAL BUSINESS – New

Community survey – The CM shared her first draft of potential questions for the community survey and requested additional topics the survey should include. Treasurer Whitt provided written input that will be compared to the first draft. After setting it up in a format favorable with survey monkey, the next draft will be presented to the Board for the March meeting.

Brainstorming – There was discussion on the four member Board of Directors and lack of single family representation on the Board. Florence Smoczynski offered to become a board member. The Board will discuss her candidacy in executive session.

At 8:40 pm Secretary Hammel made a motion to convene to executive session to discuss a write off, probable cause for a hearing and a board member consideration. Vice President Benore seconded the motion. Vote: 4 yes.

At 9:00 pm the Board reconvened to the regular meeting.

NCA collection attorney recommends write off of the outstanding assessment balance for a property that has been foreclosed and the owner no longer lives in the community. Regarding the write off, Treasurer Whitt made a motion to write off \$1029.62 as uncollectible on Lot 338. Vice President Benore seconded the motion. Vote: 4 yes.

Regarding Flo Smoczynski's offer to fill a vacant board position, Secretary Hammel made a motion to have Flo fill the vacant board position that runs until August, 2015, which will be up for election this year. There are still two vacant board positions that expire in 2016. Vice President Benore seconded the motion. Vote: 4 yes.

Regarding Lot 178, who received a letter that their windows were in violation of the Architectural Standards and did not obtain proper approval, Secretary Hammel made a motion that probable cause exists for a hearing on the violation of Architectural Standards, Article II, Section 3, regarding not getting proper approval before changing the window style. President Rodriguez seconded the motion. Vote: 3 yes, 1 no. Regarding Lot 178, Secretary Hammel made a motion that no probable cause exists for a hearing on the violation of Architectural Standards, Article VI, Section 22, regarding the style of the windows. President Rodriguez seconded the motion. Vote: 3 yes, 1 abstain.

At 9:08 pm Vice President Benore made a motion to adjourn. President Rodriguez seconded the motion. Vote: 4 yes.