

**NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – April 6, 2016  
Approved Minutes of the Meeting – NCA Pool House Meeting Room**

At 6:30 pm President Beth Rodriguez called the meeting to order. Board members present were President Beth Rodriguez, Vice President Kevin Benore, Treasurer Louise Whitt, Director Mark Polansky, Director Florence Smoczynski and Director Sarah Jernigan were in attendance. Secretary Chris Hammel arrived late.

Director Sarah Jernigan made a motion to convene into executive session to discuss legal matters regarding personnel with the attorney. Director Florence Smoczynski seconded the motion. Vote 5 to 0.

At 7:38PM Secretary Hammel made a motion to reconvene into regular session. Vice President Benore seconded the motion. Vote 7 yes, 0 no

### **PRESIDENTS COMMENTS**

No Presidents Comments

### **COMMUNITY FOURM**

President Rodriguez mentioned to the community that the Annual meeting would be moved from Thursday, August 11 to Wednesday, August 10 and the church had already been booked. The community had concerns in regards to that, with several voiced opinions.

A resident had questions about the status of meeting minutes on the website. Meeting minutes will be post once they are approved. A resident asked why if we have a pool cover why did the pool company drain the pool. (Community Manage later in the meeting informed the Board that if the algae and dirt levels in the pool is severe enough then the pool will need to be drained and a light acid wash.)

A resident was concerned with two Executive Sessions being held on one meeting date.

### **APPROVAL OF MINUTES**

March 2<sup>nd</sup> meeting minutes - Director Jernigan moved that we table the approval of the March 2<sup>nd</sup> meeting minutes until the May meeting until the minutes can be reviewed and revised. Director Smoczynski seconded the motion. Votes 7 yes, 0 no.

February 3<sup>rd</sup> meeting minutes - Secretary Hammel made a motion to approve the February 3<sup>rd</sup> meeting minutes as amend. Director Smoczynski seconded the motion. Votes 4 yes, 0 no, 3 abstain (Benore, Whitt, Jernigan).

January 6<sup>th</sup> meeting minutes - Tabled until May meeting so the amend version can be presented to the board.

September 30<sup>th</sup> Meeting minutes – Tabled until wording has been reviewed by attorney

### **EMAIL VOTES HELD BETWEEN MEETINGS**

President Rodriguez made a motion to hold an email vote. Votes: 7 yes, 0 no.

President Rodriguez made a motion to request to meet with an attorney for up to \$900 regarding the September minutes and to discuss if publishing minutes of executive session which were not done in the proper form per the POAA is the correct way to remedy the error.

Director Jernigan request to amend the motion and increase the total for the attorney to \$1500 from \$900 to include legal guidance regarding a resident. Votes: 6 yes, 1 no Whitt

Director Jernigan requested that CM verify that all Board members have signed the updated Code of Conduct

HEARINGS – none.

## COMMITTEE/BUSINESS REPORTS

### Treasurer's Report, Louise Whitt

Treasurer Whitt reported that the Eagle Bank CD will mature in 2017 not 2016 as previously reported.

### Community Manager (CM) Report, Cheryl Austin

#### **General**

- *Disclosure Packets: 8453 Brainerd, 8334 Moline*
- *Yard Debris pick-up for single family homes resumed in March*
- *Officer Sweet will contact VDOT to see if they can remove the unauthorized "no parking" signs on Delong Drive between LeMoyné and also try to remedy having the correct signage*
- *Pool passes are underway; ~ 80 received and processed in the office to-date; early bird registration deadline is April 11 to earn free guest credits*
- *April newsletter completed and distributed*
- *Pool pass evening and weekend hours posted in April newsletter*
- *Community Yard sale is scheduled for May 21*
- *Community Clean-up Day is scheduled for April 23*
- *Titan has begun de-winterizing the pool; covers removed, pools have been drained*
- *First week of April, pool will be power washed and refilled.*
- *8 Exterior Project Request forms received and completed*
- *2 new ads for the newsletter received*
- *Proposal requests for security system upgrades have been submitted to SETEC, Ackerman and Vector Security. Will provide further update at May meeting.*
- *The contract for the annual meeting at Pohick has been secured; 2016 Annual meeting will be held on WEDNESDAY, AUGUST 10*

#### **Resident Complaints/Issues/Comments**

- *Dishwasher and fridge previously reported has been removed*
- *Pot holes reported on Moline; contacted Fairfax paving to get a quote to crack fill*
- *Trees down 150' past NCA property line on Fairfax County trail; was reported to Fairfax Park Maintenance*
- *Lights out on Brandeis Way and Gwynedd; also found light out on Delong Drive; lights are still currently out*
- *Resident on Brandeis complained that Dominion Power destroyed the grass and left a mud in front of their home for sale, hurts their curb appeal; DP requested that resident report the complaint*
- *Dead trees behind townhouses on Moline*
- *Trash can and toys left in front of home on Gwynedd*
- *Trash can without lid left on Moline for a few weeks*
- *Couple of complaints that trash was not picked up during regularly scheduled routes on Gwynedd and Cushing*
- *Water bottles on basketball court behind Eucalyptus; volunteers came through and cleaned it up; a special thank you to Ms. Kwarteng*
- *Resident requested copy of trash policy to properly sort recyclables and trash*
- *Resident reported a neighbor on Red Ash Court put trash out early and asked office to follow-up*
- *Resident called regarding towed car for expired inspection sticker, did not pass but has a rejection sticker on the car; towing company advised it will not tow with expiration stickers within the 15 day time period*
- *Keys lost on Durer (house key and mailbox key)*
- *Key found on walking path off of Delong*
- *Resident requesting assistance with tree on common grounds on LeMoyné that has damaged house siding in the past*
- *Resident complimented the recent April newsletter online email with upcoming dates and reminders*
- *Tree stumps on Moline and Marconi*
- *On Gwynedd plastic and trash reported; also a blocked water gully. Yard ornaments left for trash service along with a trash can full of dirt and rocks that are being placed out that the trash company will not pick up.*
- *Large tree limb fell over on Northumberland during the first weekend in April*
- *Resident on Brandeis reported lots of dead trees behind property that she wants NCA to review*
- *Taxi cab on Brandeis parking in front of home; warning ticket will be issued and follow-up*
- *New resident called wanted to know how to complete the Exterior Project form and what the process was*

### Planning and Development, Lou Tobat

Mr. Tobat reported that there have been a number of shooting into the sides of townhouses in Woodbridge. Please be cautious and aware of the neighborhood. Mr. Tobat reported that he and/or Director Polansky will be attending the next meeting of the Rollin Road School Boundaries Committee once a date for the meeting has been set.

### Newsletter Policy Committee, Beth Rodriguez

President Rodriguez reported that the Committee has meet and has been circulating ideas amongst the Committee. The next meeting has been scheduled for April 9, 2016 10:30 AM. Discussion continued onto scheduling of the NCA meeting room.

Director Jernigan volunteered to examine the NCA meeting room policy and would like to add this to new business for the May meeting.

### Amending Bylaws Committee, Sarah Jernigan

Director Jernigan submitted the meeting minutes for the Committee to the CM and President and they need to be published. The next meeting of the Committee will be on April 16<sup>th</sup> at 10:30 AM. There are recommend changes to presentation that the Committee will present to the Board at a future date. These changes will be discussed and agreed on at the upcoming meeting.

Director Jernigan had a question about the Architecture Committee approval process and was clarifying that all architecture requests be submitted to the Committee for approval first the sent to the President, Vice President, and Secretary for approving signatures.

### **GENERAL BUSINESS – Old**

- CM Training Will take place on April 6-8 CM is currently attending the Training.
- Eagle Bank CD will expire on April 20, 2017 not 2016 no action needed until next year.
- Survey Response #4 – Comments need to be submitted by the n3704ext meeting and discussed.

### **GENERAL BUSINESS – New**

Update Signature Authorities for United Bank Accounts (5381 and 9457) and order new United Bank Visa Card for Cheryl Austin. Eagle Bank (1678) and Charles Schwab (3704) to remove Lori Randall and add Cheryl Austin.

President Rodriguez made a motion to add Cheryl Austin and to remove Lori Randall to Newington Community Association bank accounts: United Bank Accounts (5381 and 9457), Eagle Bank Account (1678) and Charles Schwab Account (3704) and authorize a United Bank Visa Card for Cheryl Austin. Director Polansky seconded the motion. Vote: 6 yes, 1 no Whitt.

Information to the Board and Extension has been filed for the NCA 2015 taxes: Daly, Hamad & Associates should have the tax returns ready no later than May 15<sup>th</sup> 2016

Titan Pool Pre-Opening Inventory Checklist. Director Jernigan made a motion to approve the Titan Pool inventory item replacement not to exceed \$2600. Vice President Benore seconded the motion. Vote: 7 yes, 0 no

Tree trim on common ground near LeMoyné. Resident requested that the Board trim a common grounds tree that is not touching his residence. Secretary Hammel made a motion that the Resident may trim the tree at his cost. Vice President Benore seconded the motion. Vote 6 yes, 0 no, 1 abstain Polansky.

NCA Office hours. Director Jernigan made a motion change the Office hours to (9:30 AM – 2:30 PM, Monday through Friday). President Rodriguez seconded the motion. Vote: 7 yes, 0 no.

Sign to identify the pool/property address. Director Smoczynski made a motion that NCA does not need an address sign at the Pool. Director Jernigan seconded the motion. Vote: 6 yes, 1 no (Rodriguez).

Discussion to add to the new business how meeting minutes are edited.

Director Jernigan made a motion to convene into executive session at 9:26 PM to discuss a legal matter and collection matter.

Vice President Benore seconded the motion. Vote: 7 yes, 0 no.

Vice President Benore moved to reconvene into regular session at 9:53 PM. Director Smoczynski seconded the motion. Vote: 7 yes, 0 no.

Collections matter #1 no action was required by Board the NCA attorney will continue action per his letter.

Collections Matter #2 Director Jernigan made a motion to have Director Polansky and President Rodriguez draft a letter from the board to resident that Summit will accept payments and to please get your account current as quickly as possible and that Board cannot setup an official payment plan. Vice President Benore seconded the motion. Vote 7: 7 yes, 0 no.

At 9:55 pm Director Jernigan made a motion to adjourn. Vice President Benore seconded the motion. Vote: 7 yes, 0 no.

**NEXT MEETING:** Wednesday, May 4, 2016 at 7:00 PM at NCA Pool House meeting room. All residents encouraged to attend.