

**Newington Community Association
Board of Directors' Meeting—November 2, 2016
Final Minutes of the Meeting—NCA Pool House Meeting Room**

At 7:01pm President Benore called the meeting to order. Board Members present were President Kevin Benore, Vice President Sarah Jernigan, Secretary Elizabeth Rodriguez, Treasurer Dennis Kruse, Director Stacey Perritt, and Director Florence Smoczynski.

President's Comments

President Benore stated that the meeting went smoothly last month with the new format and we'll continue it for this month. For each section of the agenda, President Benore will time box the topic to keep the meeting orderly and avoid leaving late.

Approval of Draft Minutes

For October 5, 2016 minutes changes noted were 4th bullet under President Comments, the word "be" was left out; on page 4, 2nd paragraph, 2nd column should read "in the fall" instead of "on the fall"; an abbreviation of "FFX" and "p/u" noted in Community Manager (CM) report needs to be spelled out. Abbreviations going forward need to be spelled out first with the full name, then acronym can be used. No further comments. President Benore stated the October 5 minutes will stand as amended.

Community Forum

A resident asked for clarification on the Traffic Calming Committee (TCC). Vice President Sara Jernigan, attend the last meeting. Fairfax County Department of Transportation (FCDOT) has completed a study that confirms speeding issues on Northumberland which is eligible for speed humps. The next step is to send the ballot to affected homeowners who live off of Northumberland. Homeowners will have 90 days to respond. The ballots have to be mailed (60% of the ballots have to be returned, with 50% voting yes to the speed humps). The Board is only voting on incurring the cost to mail the ballots. The TCC and FCDOT is still a few months away from mailing the ballots. There was discussion that speed humps can be an issue for folks with back issues.

A resident stated that feral cats on Luce is getting worse. A litter of 5 kittens has been on her property and leaving fecal matter in her yard. Vice President Jernigan asked the resident if she called Fairfax County when she saw the kittens. The resident did not. Vice President Jernigan recommended next time to call Animal Control because they will trap the kittens and rehabilitate them to be adopted. She also stated that they can use the TNR program on the adult cat so there are no more kittens. The ears are clipped if they have been neutered.

A resident commented that the commercial vehicles that are parking on Northumberland are blocking the line of sight trying to exit Luce Court. Director Perritt stated that if they are not parking the correct distance from an intersection then the non-emergency number for Fairfax Police can be called. A resident commented that NCA used to be part of a Commercial Parking District (CPD). CM stated that Northumberland, Delong and Lodge are part of Mt. Vernon's CPD. In order to enforce oversized vehicles, boats, RV's, the non-emergency number can be called. Signs do not have to be posted for enforcement.

Email Votes

In continuation of a discussion held on August 3, 2016, regarding priority one trees, President Benore made a motion to hold an email vote and to approve Blade Runners proposal. The proposal is to remove an additional priority one dead pine tree located across the street from 8360 Moline in the amount of \$1,046.56. Email vote: 6 yes, 0 no. Blade Runners proposal: 6 yes, 0 no.

Hearings

Lot #25 had a scheduled hearing on a trash violation and was in attendance.

Treasurer's Report

The new budget for Board's approval under New Business has been increased from 1.27% to 1.51% for the CPI-U. The September financial statements reflect the proper adjustment of allocation between common

area and the streets and curbs. He advised the Board of the insurance policy increase for 2016 by \$1,500 for the claim. Doubtful account analysis will be discussed with the budget under old business. As NCA looks at the paving bids, we should look ahead at reserves and recommends we have a maintenance committee to look at priority work that needs to be done, we can plan better and budget for the items. President Benore asked how often NCA shops for new insurance companies? President Benore requested asked for a couple of proposals with insurance ratings.

Community Report - General

- Fairfax Water Authority update
- Six exterior project forms filed and completed
- Draft budget and November newsletter issued
- Fire lane signs update
- Pool parking lot applications almost complete; just a couple of outstanding checks
- Mold in community meeting room removed; vents inspected and looked good
- Blade Runners priority one trees completed (except the one on Moline Place)
- Blade Runner tree installs scheduled for early November
- Traffic calming meeting held on October 13, 2106; Vice President Jernigan scheduled to attend
- Crackseal on Moline scheduled for November 14 2016
- Resident on Cushing requested to continue paperless option and will update existing distribution lists
- One email vote between meetings completed
- 2016 pool credits filed and completed

Resident Complaints/Issues/Comments

- School buses on Lemoyne reported again
- Lights out on Moline and Getty; reported twice now with Dominion Power
- Complaint about weeds in neighbor's backyard, rats and snakes seen
- Complaint about noise level in neighbor's house
- Yard and fence debris left on Kitchener
- Resident asked if building a shed requires an exterior project form
- Resident inquired about having a safety railing installed
- Resident looking for service hours within the community
- Extension cords crossing sidewalks to charge electrical vehicles

Discussion held on Fairfax Water bill. NCA is due a credit back from Fairfax Water. CM will request Fairfax Water to issue an updated invoice.

Discussion held on electrical vehicles. Two electrical vehicles are being charged via extension cords off Brandeis. President Benore suggested that this topic be added to a future Board meeting and an addendum to architectural committee guidelines on what we should or should not do. There should be no stretched out cords. NCA will need a policy on how to charge electrical vehicles. The Board suggested that we advise the community member that the cords cannot be exposed because it is a safety issue.

Planning & Development

Mr. Tobat was not in attendance. Vice President Jernigan asked if anyone else had questions on the Traffic Calming Committee. A resident wanted to understand the number, 60%. Vice President Jernigan explained that for NCA, it's all the houses that feed off of Northumberland only. No one off of Delong will receive a letter/ballot. Another resident asked when residents will receive the mailing. The timing is still about 2 months away.

Discussion held on the VDOT signs and potential for moving the bus stops where the concern about speeders is present. Director Perritt stated that moving the stops would not help and that NCA should pursue the bus stop ahead signs.

Newsletter and Website Committee

This topic is tabled per Secretary Rodriguez. President Benore mentioned that per the Bylaws, there is a standing Communications Committee. Therefore, there was probably no need to create the two adhoc committees for the newsletter and website committees. A community member stated that this was discussed

before at the time these committees was being formed.

OLD BUSINESS - General

Repaving proposal – GJB engineering proposal was submitted to NCA. This proposal is similar to the path paving proposal submitted last month. The proposals should also include the pot holes. GJB will include in their bid request to include the pothole repairs.

Vice President Jernigan made a motion to accept the engineering bid report phase for \$2,600 to come from reserves. Secretary Rodriguez seconded the motion. Director Smoczynski stated that the phases in the proposal does not include additional work and they may charge by the hour for additional services. It was stated that GJB is not doing any additional engineering work on other services NCA wants. He will include additional services in the bid proposal. Vote 6 yes.

2017 Draft Budget – Vice President Jernigan asked if there was a need to go to the max CPI. Treasurer Kruse stated that yes as it's the only way to increase the reserves especially after the allocation adjustment last month by Summit and now the common area reserves is lower. We can't increase the reserves without increasing the CPI. Treasurer Kruse proposed not increasing the insurance line by \$1500, that this expense can be absorbed out of the equity. Treasurer Kruse discussed the Doubtful Accounts guideline. His calculation per the guideline for 2016 is \$18,000. This affects the bad debt expense line if we increase it we have to offset it with the bad debt. Treasurer Kruse says that the number is higher than it needs to be and we have not come close to that number. It was discussed that the doubtful account analysis gives guidance on what NCA might have to write off. Treasurer Kruse's proposal was to retain the \$16,000 doubtful account allowance from 2016 and approve the 2017 Budget. The Budget Committee has presented a motion to approve the 2017 budget as presented and to maintain the doubtful account allowance at \$16,000. A second to this motion is not required since it is presented by a committee. Vote 6 yes.

A resident asked about disclosure packet inspections. Vice President Jernigan explained that a seller must provide all the information pertaining to the Homeowners' Association to the buyer. It was discussed that Summit prepares the packets and that it is provided to the buyer from the seller usually through the real estate agents. The buyer than has 3 days right of refusal at no penalty to them. The resident stated that she did not receive one when she purchased her house.

Architectural Standards – Director Perritt stated that there are two committees. There is an Advisory Committee and then there is a Control Committee, who approves architectural changes. Director Perritt would like to chair the Advisory Committee to review the architectural standards. In the standards, she would like review articles II, III, IV and V. There are contradictions in these articles and she would like to clarify and simplify. There was discussion on the roles and responsibilities of the two committees. President Benore stated that the form may need to be cleaned up to reflect if the Advisory Committee has a role in the review of exterior project forms.

A resident asked about the trees near her property that are pushing up her sidewalk. Vice President Jernigan stated that she will go by the property.

New Business – General

Proxy policy – President Benore received a letter from a resident who took exception how we define randomness. President Benore was asking if the policy needed to be clarified that random is first come, first serve to reduce confusion. It was discussed that the policy and form should be updated to note that residents who receive more than five proxies must have these verified by the CM by Noon on Monday prior to the annual meeting. The time it takes to verify each proxy is time consuming and it's not feasible to check in a large quantity at the beginning of the annual meeting which caused the August 2016 Annual meeting to start late.

President Benore offered to review the proxy policy via email with the proposed changes, then bring the proposed changes to the next Board meeting to be published in the next newsletter for community input.

Trash policy – The current trash policy is in conflict with CCRs. The CCRs state (Article VIII, Covenants and Restrictions section) that "all trash and garbage shall be placed in covered trash cans in the trash area provided." The NCA Trash Policy allows for plastic bags. However, the Trash Policy cannot supersede the authority of the CCR's. Therefore, the Trash Policy on the use of trash bags is invalid. President Benore stated that we need to realign with the CCR's policy and agrees it may be inconvenience for residents to adhere to a trash can policy.

Director Perritt stated that we need to address the first issue of what policy is to be followed and then address other issues at a later date. In addition, she suggested that we look again at the last survey regarding trash concerns.

President Benore stated that we need an ad hoc committee to review the trash policy which Director Smoczynski offered to chair. Secretary Rodriguez made a motion to create a Trash Policy ad hoc committee. Director Smoczynski seconded. Vote 6 yes.

Nomination Committee – is a committee specified in the Bylaws to find members of the community who want to serve on the Board. It is a standing committee that runs from the end of one annual meeting to the start of the next annual meeting. Vice President Jernigan suggested that following the next annual meeting we announce the need to form the nomination committee to see if someone will lead the committee. If not, then there is no Nomination Committee. Treasurer Kruse stated that in other non-profits, the outgoing President, or other past Presidents, serves as the chair on the Nomination Committee. It was discussed that it is not required to have a committee if no one is willing to chair it. President Benore asked that the nomination committee topic be added to the annual meeting agenda.

President Benore stated that he will ask for input from other Board's member to perform a mid-year review on the new CM for performance feedback, comments, etc.

At 9:36 pm Secretary Rodriguez made a motion to go into Executive Session to discuss the hearing. Director Smoczynski seconded. Vote 6 yes.

At 10:04 pm, President Benore made a motion to reconvene to open session. Secretary Rodriguez seconded. Vote 6 yes.

Vice President Jernigan made a motion that Lot # 25 owners are responsible for the reimbursement to NCA in the amount of \$325 for the special bulk trash violation. Director Smoczynski seconded. Vote 6 yes.

President Benore made a motion to adjourn the meeting at 10:05pm. Director Perritt seconded. Vote 6 yes.

NEXT MEETING: Wednesday, December 7, 2016 - 7:00 PM, NCA Pool House Meeting Room. All residents welcome.

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