

NEWINGTON COMMUNITY ASSOCIATION
MONTHLY BOARD MEETING
December 5, 2018

CALL TO ORDER: President Jernigan called the meeting to order at 7:02 pm.

BOARD MEMBERS PRESENT: President Sarah Jernigan, Vice President Stacey Perritt, Treasurer Dennis Kruse, and Secretary Karen Chauvin.

PRESIDENT'S COMMENTS: President Jernigan welcomed everyone and talked about the holiday season and asked that everyone practice fire safety. She also talked about the upcoming winter season and weather. She reminded everyone that residents are responsible for shoveling the sidewalk in front of their property. Be mindful that it is unsafe to walk on the paths in the woods during times of ice. Lastly, if there is a fire hydrant or mailbox in front of your property, please shovel them free of snow.

COMMUNITY FORUM:

1. A resident raised the issue of the wording of an announcement in the newsletter that he felt was incorrect. He wanted a correction to be made in the next issue of the newsletter.
2. A resident raised the issue of behavior of people at the annual meeting.
3. Resident Mike Smith volunteered for the Board to appoint him to one of the vacant Board seats. Matter was put on agenda for Executive Session.

HEARINGS:

1. Lot 391 – violation was for a trash can being stored in front of the home and the eaves on the house needed to be painted. Homeowner reported that the eaves have been painted and the trash can is now stored in the back of the house. He also reported that he had moved and had not gotten the first letters about the violations. He emailed the Community Manager (CM) his new address.
2. Lot 136 – violation was for grass and unclean steps. He is no longer a resident of Newington Community Association (NCA). He stated that he was out of the country when the notice arrived. The property is vacant and he is in the process of selling it. Homeowner reported that the grass has been mowed and the steps have been cleaned. President Jernigan told the homeowner that he was responsible to maintain his property. The homeowner apologized.

Homeowners were not at the meeting for Lots 191, 250, 392, 393, 394, 401 and 465.)

APPROVAL OF MINUTES:

- September 5, 2018 Minutes – **Motion:** Vice President Perritt made a motion to reaffirm the motion on Lot 109 as follows: “The owner of Lot 109 is to be assessed \$10.00 per day to a maximum of \$900.00 if the violation is not corrected by October 15, 2018” and President Jernigan seconded the motion. **Vote: 4 yes 0 no.** Wording of the motion and the vote count were reaffirmed. **Motion:** President Jernigan made the motion to accept the September Board Meeting minutes as amended. Motion was seconded by Secretary Chauvin. **Vote: 4 yes and 0 no.**
- October 3, 2018 Minutes – Treasurer Kruse listed errors in the Treasurer's report and Secretary Chauvin found several typographical errors which she will give to the CM. Approval tabled until January.

COMMITTEE REPORTS:

Planning & Development – Lou Tobat

1. Announced that a slug line to Pentagon has started in the commuter lot just north of Saratoga Shopping Center on Rolling Road.
2. Secretary Chauvin presented an item from Fairfax County Board of Supervisor Chairman Sharon Bulova's monthly newsletter. There is a new regional agreement between Fairfax County and

Dominion Energy for converting existing streetlights to more energy- efficient LEDs. She gave out copies of this article to the Board and the Maintenance Committee as a consideration for the reserve study.

3. President Jernigan announced that there is discussion about turning Fairfax County Parkway into a toll road.
4. President Jernigan announced that in the newsletter there is a survey regarding redistricting schools in our part of the county.

Architectural Guidelines Committee – Stacey Perritt

She announced that comments from the October meeting were incorporated into the published draft of the proposed Architectural Guidelines. There was discussion on one comment regarding allowing patios in the front yard. Person thought it was not clear if the whole front yard could be paved or not. Further discussion on these guidelines was completed under Old Business.

Treasurer's Report – Dennis Kruse

Highlights of the Treasurer's Report are:

1. The report covers Summit financial reports through 10/31/2018 and collection attorney report through 11/28/2018.
2. Through the end of October NCA operating expenses were below budget in all categories except the swimming pool. Net income was more than \$40,000.00 greater than budget. The excess is expected to narrow as the end of the year approaches. However, we remain on track for an overall surplus for the year.
3. Reserve Fund Investments: Two Treasury Notes in the amounts of \$50,000.00 each have matured in the past three weeks. Those funds are currently held in cash in our Schwab account. Treasurer recommends the Board approve reinvesting these funds in Treasury Notes and/or Treasury-based money market fund in a manner structured to realize good return while ensuring reserve funds are available when needed for approved projects. As Eagle Bank has increased the interest rate to 1.3% on our Business Premium Money Market account and United Bank is still only paying 0.2% on our savings account there, the treasurer recommends the Board emphasize using the funds at United Bank first with the intent of closing that account.
4. The CM has provided estimated costs for projects previously discussed with the Board plus other items recommended by the Maintenance Committee. In considering these projects, the Board must consider both the type of reserve funding required and timing of when funds are available based on how they are invested. We currently have approximately \$140,000.00 of common area reserves available and \$318,000.00 of streets and curbs reserves available. Based on these constraints we will have to make some hard choices because projected demand for common area reserves exceeds funds available. The Treasurer made 12 recommendations for the Board to consider.
5. Assessment notices were mailed out on time and delivered prior to December 1st, as required.
6. The number of overdue owner accounts and the total amount of delinquencies increased in October. The total number of delinquencies increased by 42% and the total amount overdue more than 90 days was up more than 40%. The number of accounts that are overdue 90 days is 55. However, 24 of the 55 accounts 90+days overdue have balances less than \$100.00, this includes 17 with a balance of \$10.00 or less. The Treasurer recommends that the Board make a concerted effort to clear up these small balances and also review compliance with the NCA Policy Resolution Regarding Delinquent Assessment Payments.

Motions made out of committee by Treasurer Kruse:

1. Invest the Charles Schwab cash, approximately \$100,000.00, into Treasury notes for a period of up to 2 years. **Vote: 4 yes 0 no.**
2. Close the United Bank reserve accounts. Within 30 days transfer the money to either Eagle Bank or Charles Schwab, depending on liquidity needs. **Vote: 4 yes 0 no.**

Maintenance Committee – Beth Rodriguez

Ms. Rodriguez presented the Maintenance 2019 Priority Recommendations report to the Board. Discussion was done on those recommendations.

MANAGER'S REPORT – Lori Randall, Summit Management

Votes Held Between Meetings:

Vote to pass the 2019 Operating Budget – **4 yes 0 no** to hold an email vote – **4 yes 0 no** to accept the 2019 Operating Budget

Resale Inspections:

November – 7722 Brandeis; 8459 Kitchener; 8529 Gwynedd; 7781 Durer; 8308 Moline; 7700 Durer

December – 7843 Godolphin; 8534 Gwynedd; 7761 Euclid; 7878 Godolphin

Architectural Modifications Applications:

1. Finlay, garage door – approved
2. Durer, paint door – approved
3. Marconi, storm door – approved
4. Getty, roof – approved
5. Le Moyne, door – pending
6. Godolphin, deck – pending

Homeowner Communications:

November

- Tree touches house and other common area trees are a concern on Moline. [CM inspected & took pictures on 11/2. Will remove one branch resting on gutter.]
- A house has 2 air conditioners in the windows. [Letter sent]
- Concern about increased helicopter activity overhead.
- Durer Court owners' water line break resulted in Fairfax Water Authority removing a large oak from common grounds out of concern of tree being unstable from cutting roots around pipes.
- After windstorm on 10/13/18, two calls about branches falling on Kitchener & LeMoyne.
- Several emails about trash problems on Euclid Way. [Flyers were put out.]
- Resident's parking space number has completely worn off. [Repainted numbers on 11/2.]
- Light out on Eucalyptus. [Reported to Dominion Energy.]
- Water coming up from under asphalt on Matisse. This was already reported by resident.
- Branches along Matisse parallel parking area need to be trimmed. [Agree.]
- Large amount of broken glass in common area of Moline. [Has been cleaned up.]
- Concern that property may be abandoned on Luce Court and yard is overgrown. [Management has started the violation process.]
- Concern about an abandoned property on Kitchener. Raccoons are visible in attic. [Management has started the violation process.]
- Front yard concerns on Moline. [Door hangers placed and debris removed.]
- A resident moved out on Durer Court and left a mess for trash pick up.
- People speed on Durer Court and there is confusion on one-way direction of the Court.

December:

- Two calls regarding a dozen vultures on fence and common area of Luce due to dead raccoon. [Resident to call County to see if they would remove.]
- Request for Luce Court parking map.
- TV and brick on common grounds. [Hauler removed.]
- Resident is parking in blank space and not their numbered space.
- Area behind resident's home is very muddy and they cannot walk out their back gate. [This is a natural drainage area on common grounds. Further discussion is needed with Board.]
- Neighbors are putting trash on stoops and on common grounds the day before trash pick up. [Management will drive around on a non-trash day and put out door hangers where appropriate.]
- Someone is putting containers of rice out for animals. [Flyer distributed to area of concern.]
- Resident suspects home on Durer is used for boarding. [Suggested they contact County Code Compliance.]

- Signage and signal improvements coming to Alban Road intersection.

Violation Letters

- 11 violation letters sent since last Board meeting (9/29/18 to 11/29/18) based on CM inspections. One letter based on Board member inspection. Follow-up inspections resulted in 7 hearing notices. Hearings were rescheduled from cancelled November meeting to December meeting plus 2 additional hearing notices sent.
- Created trash flyers for three problem areas and distributed (Euclid, Durer and Moline).

Other Management Actions

November

- Proofed minutes & November/December newsletter.

[Secretary Chauvin volunteered to proof in the future.]

- Prepared letter for execution of ACH credits from the County-owned homes. [All is completed and automatic payments should start in 2019.]
- Ensured pool is completely winterized. Authorized \$420.00 for 21 new anchors for pool cover.
- Met with High Sierra Pools to discuss two pool jobs, replacing baby pool and replacing main pool pipes.
- Contacted third contractor on pool work. This job is too large for them but they provided names of two other pool builders.
- Walked path with engineer to identify areas of the path that need more stone to avoid large drop offs. This work will be an addendum to the current path replacement contract.
- Quote from Blade Runners to remove a tree on Marconi that was previously a deadwood prune was within the total approved by Board.
- Another cracked pine identified for removal. This one is by tennis courts.
- Conducted additional follow-up inspections on violations from earlier in the year.
- Annual Assessment letters mailed.

December

- Contacted Reserve Advisors and Miller Dodson for reserve study proposals. Will get a third quote.

OLD BUSINESS

Maintenance

- Tennis Courts – no update
- Pool
 - Baby pool – continued to lose water daily. Six-inch break behind waterline inside skimmer found and was sealed. Quote from Titan for [REDACTED] which includes coping stones, tile, caulk and whitecoat. Quote from High Sierra Pools is [REDACTED] which covers the same as Titan's quote. High Sierra's quote would increase if Board wants to use a Diamond Bright finish whitecoat, which will double the life span. CM to contact Titan to discuss their white coat and the life span and to make sure both contracts are proposing the same work.
 - Main pool – tabled until 2019
 - Pathwork – postponed until Spring.
 - Electric Outlet for grassy area – quote from electrician is [REDACTED]. This includes cutting into concrete. Board would like another estimate.

Insurance Review

CM has been conducting an insurance review. Board decided to stay with State Farm. However, due to the review, State Farm looked at our valuation and classifications. As a result, State Farm lowered the premium on NCA's policy by \$532.00 per year.

Rules and Regulations

- Tree Policy – This policy has been posted in the newsletter. President Jernigan made the motion to

accept the new tree and shrub policy including the revised wording on paragraph 3. Motion was seconded by Secretary Chauvin. **Vote: 3 yes 1 abstain (Perritt) 0 no.**

- Architectural Standards changes – Based on the comment received from a resident on front yard patios, minor changes were made to that section to clarify that all yard patios must have a 1 foot set-back from rear, front, and side lot lines. President Jernigan made the motion to approve the Architectural Standards with all amendments. Vice President Perritt seconded the motion. In discussion Secretary Chauvin raised the issue of who should abstain from voting. Motion was withdrawn. Vice President Perritt made the motion to accept the Architectural Standards as revised for rules for patios. Treasurer Kruse seconded the motion

Vote: 3 yes 1 no (Chauvin).

Trash – No updates.

CM will provide the Board with updated policies for the year.

NEW BUSINESS

Database of Owner Information – Secretary Chauvin

NCA has a problem with getting email contact information. Secretary Chauvin suggested that the email address be added to the Exterior Project form. There was discussion regarding use of email addresses and respect of privacy of homeowners. CM stated that HOAs have to have an electronic or emergency contact opt-in form to collect email addresses. President Jernigan suggested that Secretary Chauvin and CM work together on this. There is the issue of who will maintain the database. Vice President Perritt suggested that NCA set up pool passes electronically. Paper pool passes would still be available. On-line application for pool passes will be investigated.

Revised Architectural Violation Letter – Secretary Chauvin

A change was suggested to add language to the Architectural Violation Letter reminding homeowners about those circumstances that require that an Architectural Change Form must be submitted before correcting a violation. The Board had no objections to the changes to the letter.

ARC Standards – Discussion took place on whether to remove all repetitive language throughout the document on Fairfax County permits and only refer to the General Section on the documents. Tabled.

ARC Standards and Grandfathering:

Discussion was held on questions of what “grandfathering” means when the Architectural Standards change and a homeowner was in compliance with the Standards before they changed, but is now “grandfathered in” and does not have to implement that change at that time. When does this “grandfathering in” end. Does it have a time limit. Secretary Chauvin will draft a proposal for the Board to review.

EXECUTIVE SESSION

Board convened into executive session at 9:30 pm to discuss hearings, employee salary increase and year end bonus and Board appointment, Moline property, and ARC violation on Godolphin.

Board convened into open session at 10:25 pm.

1. Issue of appointing Mike Smith to the Board was tabled until January meeting.
2. President Jernigan made a motion that we waive charges for lots 391 and 401. Secretary Chauvin seconded. **Vote: 4 yes 0 no.**
3. President Jernigan made a motion that, starting in 30 days, lots 136 and 465 be charged for unresolved violations \$10.00 per day for up to 90 days. Secretary Chauvin seconded the motion.

Vote: 4 yes 0 no.

4. President Jernigan made a motion to charge lots 250 and 392 \$50.00 for stated violations. Secretary Chauvin seconded the motion. **Vote: 4 yes 0 no.**
5. President Jernigan made a motion that, starting in 14 days, lots 191, 393 and 394 be charged \$10.00 per day for no more than 90 days. Secretary Chauvin seconded the motion. **Vote: 4 yes 0 no.**
6. President Jernigan made a motion to pay contractor quoted amount of \$1,800.00 for 8332 Moline Place to include removal of a tree and clean up of overgrowth in front and back yard. Vice President Perritt seconded the motion. **Vote: 4 yes 0 no.**
7. President Jernigan made a motion to give the Assistant Community Manager a raise of \$0.50 per hour and an end-of-year bonus of \$500.00 to be paid in the next paycheck. Treasurer Kruse seconded the motion. **Vote: 4 yes 0 no.**

Vice President Perritt made a motion to adjourn. President Jernigan seconded the motion. **Vote: 4 yes 0 no**

Meeting adjourned 10:43 pm.