



Inside Newington Station

Newington Community Association Monthly Newsletter
January 2016

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2016 NCA BOARD OF DIRECTORS MEETINGS

January 6
February 3
March 2

President's Corner By Beth Rodriguez

NCA member input needed!!

If you are current in your reading of the NCA newsletter and Board meeting monthly minutes, you may be aware that the Saratoga Swim Team has asked if NCA would be willing to host the team at our pool for the 2016 season. The Board has done much homework to anticipate the effect hosting the swim team could have on the community but is still divided on how best to handle this request. This is the community's opportunity to provide feedback, both negative and positive.

What we have ascertained so far:

- Saratoga swim team has approximately 100 kids, 5 of which are from Newington Station.
- There is a fee to join.
- Three pool lanes will be blocked for after school practice every day from Memorial Day through June 22nd
- One hour swim lessons in shallow end for two weeks. An opportunity for NCA children.
- Four to five home swim meets either on Saturday morning or Wednesday evening. Pool will be closed to NCA during meets.
- Sponsor banners on pool fence.
- Storage shed on premises for swim team equipment.
- Swim team will be required to add NCA as an additional insured to their existing insurance.

Continued on page 7

[2016 Quarterly Assessment Dues Schedule](#)

January 1

April 1

July 1

October 1

NEWINGTON STATION DIRECTORY

<http://www.newingtoncommunity.org>

NCA COMMUNITY OFFICE

703-455-3606

Fax: 703-455-0013

Hours:

Monday / Wednesday / Thursday

10:00 a.m. to 3:00 p.m.

Tuesday / Friday

9:00 a.m. to 2:00 p.m.

Community Manager: Lori Randall

Assistant Community Manager: Tina Queen

Email: manager@newingtoncommunity.org

USEFUL TELEPHONE NUMBERS

Emergency 911

Non-Emergency (Police & Fire) 703-691-2131

Including barking dog complaints

American Disposal Services 703-368-0500

Animal Control/Shelter 703-830-1100

Cox Cable 703-378-8422

Domestic Violence Hotline 800-838-8238

Dominion Towing 703-730-1177

Dominion Virginia Power 1-888-667-3000

Fairfax Connector 703-339-7200

www.fairfaxconnector.com

Fairfax County www.fairfaxcounty.gov

Fairfax County Housing Authority

Selena Davis 703-704-6758

Fairfax County Storm Water

Management (not State streets) 703-877-2800

Fairfax Water 703-698-5600

Key Middle School 703-313-3900

Lee High School 703-924-8300

Lorton Fire and Rescue 703-339-5141

Lorton Landfill 703-690-1703

Poison Control 202-625-3333

Pool (emergencies only) 703-455-9873

Saratoga Elementary School 703-440-2600

Streetlights 1-888-667-3000

Summit Management 703-360-0904

Supervisor Gerald Hyland 703-780-7518

Virginia Highway Department

(Snow—State Roads Only) 703-383-8368

Virginia Railway Express 1-800-RIDE VRE

Voter Information 703-222-0776

West Springfield District Police 703-644-7377

BOARD OF DIRECTORS

President - Beth Rodriguez (Aug '18)

Email: president@newingtoncommunity.org

Note: Email to NCA President is private and only read by the President.

Vice President - Kevin Benore (Aug '17)

Treasurer - Louise Whitt (Aug '17)

Secretary - Chris Hammel (Aug '16)

Director - Florence Smoczynski (Aug '18)

Member - Mark Polansky (Aug '16)

Member - Vacant (Aug '16)

To send an email to the above Board members, use board@newingtoncommunity.org (this includes a copy to the Community Manager).

ARCHITECTURAL CONTROL COMMITTEE

Chair - Cameron Mulloy

FINANCE COMMITTEE

Chair—Louise Whitt

PLANNING AND DEVELOPMENT

Chair—Lou Tobat

Liaison - TBN

RECREATION COMMITTEE

Chair - Volunteer Needed

Liaison—TBN

MAINTENANCE COMMITTEE

Chairs - Lori Randall

Newsletter Distributors

Kathy Anderson	Jennifer Firman	Al Owens
Amanda Baird	Donna Kellam	Lori Randall
Cyrille Barr	Patrick Lent	Roche Family
Abdul Berlas	Pat Levister & Sandra Wolford	Mike Smith
Karen Chauvin		Spinelli Family
Gladys Diaz	William & Mary Loy	Regina Watson
Nicole Drummond	Sharoyne Marshall	
Ethan	Richard Neimeyer	

Letters to the Editor

Resident's may contribute to the newsletter as long as their name is included in the submission. Articles written do not necessarily reflect the opinion of the Board. Submission deadlines are posted in the monthly calendar.

Dear Editor and Community Members -

Written by Michael Smith

I am pleased to have the opportunity to bring attention to an issue that I feel strongly about. I feel that the owners in Newington Station are underrepresented. We only have six aboard members representing 609 owners. This is an increase from the five we had on the last board. It still isn't enough. There is currently one vacant seat on the board. The existing board can appoint someone to that seat at anytime. Also our governing documents allow a maximum of nine board members. I want to see a nine member board but that will not happen unless two more owners come forward desiring to be on the board. That would make a total of three owners needed to realize my goal.

In order to be a board member you must to be an owner and have a desire to serve the community. The current board is such a small sample that it would be unfair to make any statistical conclusions, however, I believe that there is no minority representation. The board is evenly split on gender. There are three men and three women. If I can get three volunteers I would like to see at least one African American. Other minorities would also be welcome. We are a very diverse community and the governance of this community should reflect that. No owner should be discouraged from serving on the board for any reason.

If anyone feels that they are not quite ready for a board seat there are plenty of opportunities to serve on a committee. I would like to see at least three people in addition to the chairman on each committee. We are far, far short of that. If anyone would like to be on a committee simply contact the chairman. No board action is needed. Attending a board meeting would be a great way to do that. Any owner is welcome to serve on a committee. Membership on an active committee would be a great way to get one's feet wet and decide if they are interested in serving on the board.

This is your community. Lets all get involved!

Dear Editor and Community Members -

Written by Sarah Jernigan

I have some concerns about things I observed at the October 2015 community board meeting. I have served as a member and as president of this board so I understand the dedication and time it takes to serve on the board. Three things concern me:

"We don't have to explain our votes" This comment was made quietly but directly to me and not reported in the minutes. I attended the meeting to express some concerns I had about things I had seen in the Newsletter. My question concerned the failure of this board to maintain minimum architectural guidelines, something I consider to be a primary board responsibility. I asked why there is consistently a 'No' vote on these matters. It appears the board does not feel it has to answer to the people in the community. At the same time the board is very quick to spend money on projects it wants. The current board appears to feel their responsibility is to please or benefit themselves rather than the community.

Inappropriate behavior by community members. At the October meeting one male speaker acted in a way that concerned me. The manner in which he stood up to speak seemed to be using his gender and size in an intimidating manner. In today's environment

[Letter continued on next page](#)

Letter from Sarah Jernigan, continued

it seemed threatening and his demeaning comments contributed to making me uncomfortable. The board meetings are for the community to come together and constructively discuss ways to improve the community. Behavior that threatens to limit the exchange of ideas is unacceptable and should be addressed by the board.

Public comments about the community manager. At the October meeting and in the newsletter I have noticed verbal insults directed toward to community manager with no response or repercussions from the board. If job performance is a concern there are procedures to be followed but just allowing verbal potshots at an employee of the community is unacceptable.

We are adults and should behave in a mature manner at meetings. If you have nothing constructive to say then you should not be given the floor.

The best interest of the community should be the priority of the community board. If private agendas are taking priority then members with such agendas should be encouraged to resign.

Response to the above letter -

Written by Beth Rodriguez

I am speaking for myself in this letter but wish to address some concerns addressed in Ms. Jernigan's letter.

Regarding: "We don't have to explain our votes" - If someone wants to know why a board member voted a certain way, they're free to ask the board member privately after a meeting. We are held accountable by virtue of open meetings where discussion takes place and by annual elections. If someone disagrees with a Board decision, they can make their opinion known at a board meeting, and if still unsatisfied, vote during an election or run for a seat.

Regarding: Inappropriate behavior by community members. - During the October, 2015 meeting I did not perceive nor was made aware of anyone feeling intimidated or uncomfortable by anyone's behavior. I expect people to act civilly in meetings. In the meeting in question no one acted in an uncivil manner.

Regarding: Public comments about the community manager. - During the Community Forum in the monthly Board meeting is the time community members are able to address the Board in a civil manner. It is important that the Board listen to community members during this time and sometimes it is uncomfortable.

The NCA Board is a group of people that are working for the best interests of NCA and are working to be good stewards of NCA assets. While opinions may differ as to what is in the best interests of NCA, these are people who work together with a joint purpose of pursuing what is in the best interest of our community.

Dear Community Members -

At the past few monthly Board meetings I have been vilified by a couple of residents who felt it necessary to hurl insults and tell outright lies about me. The Board remained silent every month while my character and reputation were attacked. When I asked the Board to take certain actions including a policy on the conduct of attendees at board meetings, they did nothing. One resident writes a letter to the community sharing her opinion and supporting the Community Manager. Quickly a Board member takes time to make a statement, contradicting that opinion. I think this letter shines some light on my sudden resignation. My last day as Community Manager is January 15, 2016. This has been the best job ever. I will miss it and my interactions with all the great, positive, encouraging residents in NCA.

Lori Randall, Resident

**NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – December 2, 2015
Draft Minutes of the Meeting – NCA Pool House Meeting Room**

At 7:01 pm President Beth Rodriguez called the meeting to order. Board members present were President Beth Rodriguez, Vice President Kevin Benore, Treasurer Louise Whitt, Secretary Chris Hammel, Director Mark Polansky and Director Florence Smoczynski.

PRESIDENT’S COMMENTS

President Rodriguez asked everyone to please raise their hands and wait to be recognized so discussions run smoother.

APPROVAL OF MINUTES

Treasurer Whitt made a motion to accept the November 4 monthly board meeting minutes as written. Director Smoczynski seconded the motion. Vote: 5 yes, 1 abstain.

HEARINGS

Lots 435 was not in attendance for a hearing.

COMMUNITY FORUM

Mike Smith had several statements to make. One, he wanted to clarify under news in the newsletter that there is no daylight standard time. When daylight savings time ends we are back to Eastern Standard Time. Second, he read an article to the Board he wanted published in the newsletter about getting the community to volunteer. Third, he saw in the CM report that there is research into a blog and felt that the association was legally obligated. This item will be on the next agenda. Finally, at the last meeting the Saratoga swim team rep asked for information to be kept confidential but Board meetings are public meetings and information shared is not confidential

A board member noted he saw two tires at the end of Euclid. These have been reported to the office. Tires and paint cans are not picked up by the trash company and a reminder will be put in the newsletter.

COMMITTEE/BUSINESS REPORTS

Treasurer’s Report, Louise Whitt

Treasurer Whitt noted that CPI-U has gone down and it was good the budget was locked in.

Community Manager (CM) Report, Lori Randall

General

- *Disclosure Packets: None*
- *Asphalt paths/stream crossing update: Work began 11/9/15. Contractor coordinating with County on their project to secure exposed sewer pipes in stream bed.*
- *Door to door architectural inspections: Kitchener COMPLETE, LeMoyne COMPLETE. Found multiple places on LeMoyne where sidewalks are lifting up significantly.*

Continued on Next Page



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Need to incorporate repairs into next construction project or possibly set up separate repair. Durer is next for inspections.

- *Follow up with Dominion on watch lights on Brandeis and Matisse. Brandeis light fixed but out again.*
- *Follow up with Dominion on one vapor light on Northumberland. Three near school are fixed.*
- *Follow up with VDOT on blocked drains on Northumberland and Godolphin. Work orders are still open. Met with worker on 11/23. Expects to have cleared within week.*
- *Survey response prepared*
- *Reviewing procedures and letters to create a template/procedure book for all violation letters.*
- *Phone line (455-3606) down since 10/29. Needs new indoor/outdoor line from jack in office to pump room where box is. Repair scheduled for 11/12/15. Temporary patch put on line. Replacing line.*
- *Fire in woods behind pool parking lot. Special thank you to **Lori and John McDonnell** who saw smoke on NCA property, investigated and called fire department. Fire could have gotten much worse if not for early detection.*
- *Swim team research: contacted auditor, insurance agent and current pool contractor.*
- *November leaf clean up complete. December leaf removal scheduled to begin tentatively for 11th/12th.*
- *Cancelled holiday party after attending then organizing for past 19 years. The reasons are a lack of volunteerism and cooperation with procuring Saratoga Elementary School cafeteria. If anyone steps forwards, could still hold a Meet and Greet or Hot Chocolate and Cookies with Frosty picture taking event in NCA Meeting Room.*
- *New community trash can installed at corner of Kitchener and Delong. Has been added to American Disposal's route.*

Resident Complaints/Issues/Comments

- *On same day, one resident complained about leaf clean up where piles were left in street overnight and another felt NCA had not started leaf clean up quickly enough.*
- *Parking in 'no parking' section of Delong.*
- *Appreciation of new trees put in on Gwynedd that replace removed/dying pin oaks. They looked really good this fall.*
- *Commercial vehicles parking on Moline*
- *Neighbors on Luce Court play music loud, have parties and put boxes of bottles out early and speed through neighborhood. [Explained processes they could go through to get Board involved].*
- *Delong is a commercial vehicle parking lot at nights and on weekends. People get in car and leave area.*
- *Neighbor's dog barks all day while they are gone. Dog is not always on a leash. [The association does not have rules on this matter. The Fairfax County Police need to be called regarding both leash laws and noise ordinances].*

And a thank you to Tina for responding to the fire since the McDonnell's couldn't reach CM at home to open the pool gate, they were able to reach Tina at home.

Amending CCRs Committee, Beth Rodriguez

Beth provided the Board with a list of amendments the committee is recommending. Discussion on this topic could be lengthy and the Board agreed to have a special meeting to discuss the proposals on Wednesday, January 13th at 7 pm.

Amending Bylaw Committee, Sarah Jernigan

The committee has met and will hold another meeting on Monday, January 18th. Secretary Hammel noted that the section on assessments is outdated and inaccurate.

GENERAL BUSINESS – Old

Code of Conduct Revision – Secretary Hammel made a motion to accept the Code of Conduct Policy as amended. Director Smoczynski seconded the motion. Vote: 6 yes.

Collection Attorney Expense – The Board previously discussed the budget expense line of \$40,000 for a collection attorney. The CM obtained a summary of amounts the attorney collected in both 2014 and 2015 including assessments, attorney fees, and other costs. The information provided satisfied the inquiry on this topic.

Swim Team at NCA Pool – The Saratoga Stingrays team representative, Mary Moran, sent a letter to the Board inquiring on the availability of NCA's pool to host the Saratoga Stingrays. The CM obtained information from the insurance company, the current pool contractor and the audit on the feasibility of hosting the swim team. President Rodriguez found information on ADA compliance. The CM expressed concerns with wear and tear on NCA pool facilities, utility usage, noise, and inconvenience to residents. Vice President Benore made a motion to deny the Saratoga Stingrays use of the pool for their swim team. Treasurer Whitt seconded the motion. Vote: 3 yes, 2 no (Hammel, Polansky) 1 abstain (Smoczynski). Motion does NOT pass. The Board agreed to put an article in the newsletter and signs out soliciting community input on this decision. The article will list all pros and cons as presented to the Board to date. Responses will be due January 20th and the swim team will be notified they will not have an answer in January. The CM will work with Secretary Hammel on the article.

Snow Removal Contract Clarification – Last month the Board voted to renew the snow contract on the assumption that it expired at the end of the year.

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Announcement to the Community

Our Community Manager, Lori Randall, has tendered her resignation. On Monday, December 14, 2015 the Board regretfully accepted her resignation. Lori has had a much appreciated contribution on the running of this community and she will be greatly missed by the HOA Board as well as the members of the NCA community. She will continue working in the office through January 15, 2016. This will greatly assist the transition. The Board wishes Lori all the best in whatever course she sets for herself in the future.

The Board has started the search for her replacement. If anyone in the community would like to be considered or knows of someone who would like to be considered, please submit their resumes to president@newingtoncommunity.org.

President's Corner, continued from cover page

- Swim team will need access to pool during non-operating hours for practices and meets.
- A legal opinion will be obtained regarding ADA compliance.
- Swim team willing to pay a fee.
- Increased usage of pool chemicals, water and electricity.
- Swim team has their own guards and pool operators to test water.
- Pool parking lot has 80 parking spaces.
- Concerns have been expressed about wear and tear on the infrastructure (hot water heater, plumbing, furniture) and cleanliness of pool facilities as well as the noise generated during a meet.
- A swim team could motivate NCA adult residents to get more involved in the community.
- The Saratoga Swim Team is a family-friendly environment that promotes fun, competition and athletics.

Let us know what you think! We WANT your input!

Please submit your responses no later than January 20th! Contact NCA office by email at manager@newingtoncommunity.org, or leave a message on the voice system by calling 703-455-3606.

Experienced Babysitter

Experienced full time nanny looking for : full time or part time.

3 years experience for babysitting/nanny

Great references

CPR / first aid certified, also Newborn specialist.

Hourly rate: \$10 and up.
My name is Bianca Angulo
Contact info: 253.243.5292

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MARY KAY

Minutes, continued from page 6

The CM informed the Board that last year, for the first time, the contract term changed and had an end date of May, 2016.

GENERAL BUSINESS – New

Response to comments in Survey for Website, Section 2 – The CM provided a response to more comments from the survey. These will go in the next newsletter. If anyone has any concerns they will contact the CM before it is posted on the web in a week.

Truck Stuck and Damaged Common Grounds Status – A letter was sent to the franchise headquarters of A-1 Concrete Leveling, the truck that drove on common grounds at Moline and Northumberland and got stuck. There has been no response. Secretary Hammel made a motion to file a complaint with the Better Business Bureau and Fairfax County Consumer Protection office. Director Polansky seconded the motion. Vote: 6 yes.

2016 Maintenance Plan – The CM prepared a spreadsheet of scheduled reserve item maintenance and recommendations against that schedule. She recommended the Board look at a few streets to determine what is in the most need for asphalt and concrete repair. All maintenance for 2016 will be discussed at the January meeting.

Lee High School All Night Grad Party Donation - NCA is asked every year for a donation for Lee’s annual ANGP. Director Smoczynski made a motion to donate \$150 to the ANGP. Vice President Benore seconded the motion. Vote: 6 yes.

Annual Employee Bonuses – President Rodriguez made a motion to extend annual bonuses to the Community Manager and Assistant Community Manager in an amount that is the same as last year. Vice President Benore seconded the motion. Vote: 6 yes.

End of Year Maintenance Recommendation – Based on the current financial statements and expected income and expenses over the next two months, the CM feels NCA is in a positive net income position and recommends removal of two dying pin oaks on Gwynedd. Secretary Hammel made a motion to spend \$1700 on tree removal. Vice President Benore seconded the motion. Vote: 6 yes.

Employee Grievance Procedure – This topic has been tabled until the CM drafts the procedure.

At 8:48 pm Director Polansky made a motion to convene to executive session to discuss a hearing, legal action for violations, a non-judicial foreclosure and an employee concern. Director Smoczynski seconded the motion. Vote: 6 yes.

At 9:36 pm Director Smoczynski made a motion

for the Board to reconvene to the regular meeting. Vice President Benore seconded the motion. Vote: 6 yes.

Regarding Lot 435, Vice President Benore made a motion to assess a charge of \$10 a day up to 90 days for a covenant violation beginning January 4, 2016. Director Smoczynski seconded the motion. Vote: 4 yes, 1 no (Whitt). The beginning date was extended to give time for the ground to dry to better ascertain if water is still coming out on to common grounds. The letter will include the safety concern the wet grounds present.

Regarding Lot 343, the Board agreed to extend the deadline to correct the violation until May 1st.

Regarding the non-judicial foreclosure, Vice President Benore made a motion to accept the attorney recommendation and send a 60-day letter. Director Polansky seconded the motion. Vote: 6 yes.

At 9:39 pm Secretary Hammel made a motion to convene to executive session to further discuss the employee concern. Director Smoczynski seconded the motion. Vote: 6 yes.

At 10:15 PM, Vice President Benore made a motion to adjourn the meeting. Secretary Hammel seconded the motion. Vote: 6 yes.

NEXT MEETING: Wednesday, January 6, 2016 at 7:00 PM at the NCA Pool House. All residents encouraged to attend.

* * * * *

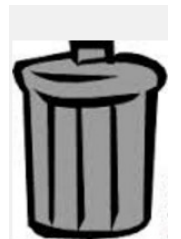
Winter Trash Schedule

For Christmas and New Years— last two weeks in December - only one scheduled trash pick up per week (Tuesdays: 12/22 and 12/29). **NO TRASH PICK UP ON Fridays: 12/25 and 1/1. No next day pick up after these two Fridays.** Refer to NCA monthly calendar.

For single family homes: After Wednesday, December 23, place yard debris out with Friday trash pick up.

Christmas Trees: will be collected Wednesdays, January 6 and Jan. 13. Tinsel and decorations must be removed. Do not place in plastic bags.

Inclement Weather: if roads are deemed unsafe due to snow or ice, trash collection will be suspended until next regularly scheduled collection day. **TRASH MUST BE BROUGHT BACK IN!!**



- Community News -

**** VOTE ** VOTE ** VOTE ****

Presidential Primary (Democratic and Republican) – March 1, 2016
General Election – November 8, 2016

Newington Station voters now vote in the ****ALBAN**** precinct at Saratoga Elementary School
Don't waste time in the wrong line!

LOOKING FOR BABYSITTING or PETSITTING?

Tween sitter, with references, looking to babysit, to be your mother's helper, or pet sit.

Call the Spinelli residence @ 703-451-1779

SIGN REMINDER

As election season begins residents are reminded of the rules on signs. Per NCA Covenants, "no sign of any kind larger than one foot square shall be displayed to the public view on any lot, except temporary signs of more than four square feet advertising the said lot for sale or rent".



Lawn Services for Hire

Do you have lots of leaves, untamed grass or snow? Do you not have the time or energy to take care of it? Hire me - a responsible, able-bodied teen looking for some work. I have experience with yard work and contribute to the community regularly.

Price: \$20/hr. (min. 1 hour)

Contact:

John Paul Spinelli, 703-451-1779



Fairfax County Election Officers Needed

Eligibility:

- * Must be registered to vote in Virginia
- * Must be fluent in English
- * Fulfill Federal I-9 requirements
- * Attend a mandatory 3-hour training

Election Officers:

- * Must accept responsibility
- * Must have basic computer skills
- * Provide good customer service
- * Must be able to work 5am-9pm on Election Day
- * Will earn \$175

Contact:

www.fairfaxcounty.gov/elections/working.htm

703-324-4735

Email: elect@Fairfaxcounty.gov

Dark at 5 p.m.

Now that we are back to eastern standard time, it gets dark very early. Kids getting off late school buses are walking home at dusk. It has been reported that kids on bikes and skateboards are having near misses with cars. Reflective wear is recommended! Avoid playing in the streets.



Interested in buying or selling a home and staying up-to-date with the house market?
Looking for an experienced, committed, and professional real estate agent?



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10+ years of experience in Northern Virginia real estate and Resident of "our" Newington community for 20+ years!

HABLO ESPAÑOL

Newington Station Update - Pam Boe & Jim Fox



Available for Sale:

- Five townhomes with list prices ranging from \$324,000 to \$359,900
- One single family home listed at \$499,500

Under Contract:

- Two townhomes with list prices of \$339,000 to \$342,900

For Rent:

- Two townhomes with rents of \$1,825/month & \$1,900/month



Pam Boe
703-909-1663 (cell)
Life Member,
NVAR Top Producer
Email: boe.pam@gmail.com



Jim Fox
ABR, CRS, GRI
703-755-0296 (cell)
800-382-2345 (toll-free & fax)
Email: jim@masongroup.com

Joining forces with 50+ years of experience!

NEWINGTON COMMUNITY ASSOCIATION
 *** At Newington Station ***
 P.O. Box 351, Springfield, VA 22150
 703-455-3606; Fax 703-455-0013; www.newingtoncommunity.org

EXTERIOR PROJECT REQUEST FORM
Submit form for any exterior addition, alteration, modification or change

Name: _____ Date: _____
 Address: _____
 Property Address: _____ Lot #: _____
 Telephone #: Home: _____ Work: _____ Cell: _____
 Owner's Signature (or authorized agent): _____

Type of Project (check one)

- | | | |
|--|---|---------------------------------------|
| <input type="radio"/> Addition | <input type="radio"/> Gutters/Downspouts | <input type="radio"/> Shutters |
| <input type="radio"/> Deck or Patio Enclosure | <input type="radio"/> Landscaping | <input type="radio"/> Siding |
| <input type="radio"/> Door | <input type="radio"/> Other | <input type="radio"/> Walkway |
| <input type="radio"/> Exterior Painting Project | <input type="radio"/> Roof | <input type="radio"/> Windows |
| <input type="radio"/> Fence | <input type="radio"/> Shed | |

Description of Above Project:

Colors _____ (sample required for all requests)

Size _____

Style _____ (pictures preferred)

Materials _____

Area of house/yard where project is being done. If necessary, include a sketch or site plan with home location and indicate where the alteration will be located on the property.

NOTE: Deck Projects/Additions - Neighbors must be informed. Provide plans that will be submitted for Fairfax County building permit.

Estimated Start Date: _____ Estimated Completion Date: _____

Consult NCA Architectural Standards for existing policies. Applicant is solely responsible for obtaining Fairfax County building permits and adhering to Fairfax County codes as they relate to drainage, etc.

Please mail this request to the above address. Enclose a stamped, self-addressed envelope. A copy of this request will be **returned to you within 30 days** of NCA receiving this form. Wait for a reply before buying materials or starting any project.

----- office use only -----

ARCHITECTURAL REVIEW ACTION

Advisory Committee:

Date received: _____

Date of action: _____

Holding for additional info.: _____

Forwarded date: _____

Recommendation: _____

Chairperson: _____

Comments: _____

Control Committee:

Date received: _____

Date of action: _____

Date returned: _____

Request is: Approved/Disapproved*

Comments: _____

(NCA Board President) (date)

(NCA Board Vice Pres.) (date)

(NCA Board Secretary) (date)

Jenny's Family Child Care

- ✚ Certified in CPR and First Aid
- ✚ Participates in the USDA food program
- ✚ 10+ years working experience
- ✚ Excellent references available upon request



Best contacted by email: JennyColina@hotmail.com

Or cell phone: 571-308-5635



NCA Calendar

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Trash Timing Monday & Thursday- Placed out for pick-up NO EARLIER than 5PM Tuesday & Friday - Placed out for pick-up NO LATER than 6AM					1 ** NO TRASH **  FCPS No School	2
3	4	5 Trash & Recycling	6 7pm NCA Board Mtg**(Pool House)	7 White Goods Pickup ¹	8 Trash & Bulk p/u	9
10	11	12 Trash & Recycling	13	14 White Goods Pickup ¹	15 Newsletter Deadline Trash & Bulk p/u	16
17	18 No School  Martin Luther King, Jr. Day	19 Trash & Recycling	20	21 White Goods Pickup ¹	22 Trash & Bulk p/u	23
24 31	25	26 Trash & Recycling	27	28 White Goods Pickup ¹	29 Trash & Bulk p/u	30

** Board meetings are open to all NCA residents.

* For Single Family Homes Only

¹Contact American Disposal Customer Service at 703-368-0500 24 hours in advance of pick-up. There is an additional cost to residents for this service.