

NEWINGTON COMMUNITY ASSOCIATION
Board Of Director's Meeting – March 1, 2017
Approved Minutes of the Meeting – NCA Pool House Meeting Room

At 7:15 pm President Kevin Benore called the meeting to order. Board members present were President Kevin Benore, Vice President Sarah Jernigan, Secretary Elizabeth Rodriguez, and Treasurer Dennis Kruse. Director Stacey Perritt and Director Florence Smoczynski were not in attendance.

PRESIDENT'S COMMENTS

President Benore had some trash concerns. He received an email note from another concerned resident about trash that people just dump or items that get blown around on a windy day. President Benore wanted to reiterate that NCA's common grounds are not a trash can. Near his home someone dumped ceramic tiles, children were playing with them and cut themselves. Please, if you see loose trash, bring it in and throw it away.

APPROVAL OF MINUTES

There were no comments on the February 1, 2017 minutes as published. The minutes are approved as they stand.

COMMUNITY FORUM

A resident asked if a Board member could sign a management service verification form for previous employee of NCA who could verify she was the Community Manager for a minimum of two years. President Benore offered to sign the form.

A resident commented that the contractor who came to remove trees near her property were very courteous. The roots that pushed up the sidewalks are not going away soon and is concerned the sidewalks are a tripping hazard. President Benore stated that they would discuss this during Executive Session. The resident also stated the area is very bare and wanted to know if grass can be planted. President Benore suggested in the future, that residents use the Community Forum to discuss grievances or tell the Board how they are doing. However, if residents have anything they want the Board to consider or vote on, they should work with the Community Manager first, and if needed she will add the item to the agenda for consideration.

EMAIL VOTES BETWEEN MEETINGS

In continuation of a discussion held on February 1 regarding pool rules, President Benore made a motion to hold an email vote and to accept the pool rules with revisions. Having an email vote: 6 yes. Pool rules with revisions vote: 6 yes.

A new legal matter required Board action prior to next Board meeting, President Benore made a motion to hold an email vote and to accept law firm proposal to settle debt on Lot # 134 for \$500 but not less than \$250.00. Having an email vote: 6 yes. Accepting law firm's proposal vote: 6 yes.

HEARINGS - None

COMMITTEE/BUSINESS REPORTS

Treasurer's Report

The Finance Committee met on Wednesday, February 8. Primary topics were reinvestment options for the \$200,000+ in CD investment expiring on April 20 and plans for evaluation of available software for management of community association **reserves**. We also reviewed our pre-audit discussions with the auditor. The committee agreed the expiring CD funds should be placed in money market account until we have a good understanding of the amount of cash that will be needed for planned street repaving this year. For the longer term, CD investment appears most attractive and we should consider a CD ladder arrangement to improve the potential benefit from rising interest rates and limit the amount committed

for a long period of time. The committee will evaluate money market and CD rates currently available from various financial institutions. We agreed to use the available software trial period to evaluate ease of use, utility of reports and ability to prepare and evaluate multiple planning options. To lease the software for one year is \$465 for one year.

The CM and Treasurer met by phone with the auditor and discussed procedures for upcoming audit. It was mentioned the Board approved use of available equity vs. reserve funds for playground improvements. The auditor will ensure that this transaction was treated properly in our financial statements. Doubtful accounts and the expense line for bad debt, including how to report write-off of an uncollectable debt was discussed. At the auditor's request, Treasurer Kruse provided details on determining our allowance for doubtful accounts and **the Auditor** agreed to review how these items were treated on our financial statements.

The accounting firm revised year-end financials per the refund from Fairfax Water Company. Revisions were made to accounts receivable, miscellaneous income and water expenses and shows a positive net income for the year of \$4,572.76 vs the net loss of (\$3,243.94) previously reported. Also, member equity was revised to \$95,583.45, marking the sixth consecutive year of net increase vs. the slight decrease previously reported.

The January financial statements show income and expenses to be generally in line with both budget and expectations. The increase in prepaid assessments noted in December did not presage a reduction in late payment of assessments. Overdue assessments at the end of January totaled \$52,724.97, which is typical for the first month of a quarterly assessment period. However, the amount overdue by more than 90 days declined by six percent.

Community Manager's Report

General

- Pool registration, rules updated on website
- Letter from American Disposal that Fairfax County is delaying the plastic bag restriction
- Website procedure posted for community input
- Newsletter procedure, Appendix C, update and published to website
- March newsletters distributed
- Trees fell on house on Kitchener reported
- Repainting of fire lane signs scheduled for late March
- Advertised for Easter Egg Hunt volunteer
- Treasurer and CM met with Eagle and United Banks regarding CD investments
- Three covenants inspections (1 Durer, 1 Brandies, 1 Euclid)
- Harvester Presbyterian Church is available for NCA's annual meeting (Thurs 8/10/2017)
- Gas odors reported to Washington Gas, reported that it was from incinerator fire (2/7)
- An ad renewed in the NCA newsletter
- Retro payment for community and assistant managers completed
- A resident reported two projects of interest for NCA that Mr. Tobat will bring up
- Fallen shutter off a home on Kitchener was reported
- One Finance and one Architectural Advisory committee Meetings held in February
- Trash and wood piles and other junk reported off LeMoyne
- Trash reported off Northumberland and Rowanta

Resident Complaints/Issues/Comments

- Donating car, tags expiring asked for no tow request
- Questions on roof repairs
- Vehicle on Euclid parked in unmarked space for long time
- Questions on new yard debris policy
- Request to use NCA meeting room for graduation party; room is too small
- Strong smells reported on Godolphin, Durer Courts
- Neighbor reported dead pine tree on Moline

- Strong wind, house was losing its shingles
- Ad update requests
- Resident complaining about cats killing birds off Matisse Way
- Quantity of dog waste on NCA common grounds is out of control
- Questions about building a shed behind a single family home
- Tennis court usage inquiry

Planning and Development - Mr. Tobat was not in attendance. However, Treasure Kruse attend the Mt Vernon Town Hall. The items discussed at the Town Hall meeting were financial challenges. The real estate and property taxes make up 75% of Fairfax County’s budget and the meal tax did not get approved. Other items discussed were elementary school being built on base, new visitor museum. Another item discussed were Air B and B’s. Electric vehicle charging stations were also discussed at the meeting. Lorton Station fire department will be torn down and new station built by 2019 to accommodate the growing Lorton area. There was discussion on the Lorton Library and Senior Center. In addition, a new South County police station and animal shelter in the Gunston area was discussed. Road expansions discussed included Lorton Road to 123, Pohick to Route 1 and Richmond Highway to 6 lanes to Occoquan bridge. This year is the 275th anniversary of Fairfax County.

Architectural Committee – Director and Committee Chair Stacey Perritt was not in attendance. No update.

Website Committee – Secretary and Website Committee Chair Rodriguez reminded Board and community members to review proposed website procedure to vote and finalize at the April Board meeting.

Trash Committee – will be tabled until further notice as Director and Committee Chair Florence Smoczynski has some health issues to attend to.

GENERAL BUSINESS – Old

NCA Proxy Policy Update – there was discussion on a resident’s previous comments restricting on who a resident can designate a proxy to. Discussion held on if residents will be turned away if they arrive with more than four proxies at the annual meeting with no pre-validation. There was discussion that previous versions of the proxy policy and form already stated that proxies can be given to a member in good standing. The Board discussed that it’s not changing the language in the policy on that matter. It was also discussed that the community was advised of the change about the pre-validation and feels it’s fair to request they be validated by 12 Noon the Monday prior to the Annual Meeting. Secretary Rodriguez made a motion to adopt the updated proxy policy as highlighted. Director Perritt seconded. Vote: 4-yes.

GENERAL BUSINESS - Old

Street Paving – paving on Brainerd and Kitchener engineering assessment attached in tonight’s packet. The packet tonight is to just go out to bid. Vice President Jernigan made a motion to accept the GJB’s engineer review and approved that GJB send the request for bid’s out. Treasurer Kruse seconded. Vote: 4 yes. GJB was already asked to assess the final path work to replace last phase of the 40 year old paths. The question is do you want them to survey Gwynedd Way. President Benore asked if NCA had the funds to cover the repair of another street. Treasurer Kruse confirmed that the funds are available. There was discussion if a discount could be applied if the bidder knew we would do a fall street paving job. There was discussion on what the priority is to do the street or paths. Vice President mentioned that petroleum is down and it might be a good idea to do the street paving now while the cost is down. Vice President Jernigan made a motion that we engage GJB Engineering for \$2600, from reserves, to complete the Phase I specifications for Gwynedd Way. In addition, include the remaining path work to be repaved when this project goes out to bid. Treasurer Kruse seconded. Vote 4: yes.

Eagle Bank – finally responded, agreed to not auto renew the CD, will setup a money market account for CD when it expires. Treasure Kruse suggested that the CD be placed in a money market until the cost for the street repairs is confirmed. If we do a CD later, Treasurer Kruse suggested a CD ladder for

each \$50,000. Vice President Jernigan asked if he was looking at all banks, but if the local bank does not have the best rate, it might be a good idea to look at internet banks.

Removal of Forts – the CM reviewed the proposal from Miller & Sons to remove the forts on NCA’s common grounds. There was discussion on placing cameras near the forts. Secretary Rodriguez made a motion to remove the forts on NCA’s common grounds for \$725 from line 7410. Vice President Jernigan seconded. Vote: 4 yes.

Community Cat Update – the meeting on February 22, 2017 was well represented. Volunteers from Fairfax County Animal shelters were in attendance. There was close to 25 cats trapped, some were already altered and re-released. There were 17 females not altered and now have been. A couple kittens were trapped and are in the process of being rehabilitated. Overall, it was a very good turnout from the community. Vice President Jernigan mentioned that the low cost spay or neutering options. These will be posted in the April newsletter. The next step is to work on building shelters away from homes to keep the cats out of the front and backyards of resident’s homes. The boy and girl scout troops have been contacted to see if they would be interested in volunteering with the shelters. Also, educating the community on the proper way to feed the cats and not in front of homes, etc. in order to make this a successful project.

Annual Meeting Location – CM talked with Harvester Church as residents at the annual meeting wondered if there was a closer location or use Saratoga Elementary School. President Benore made a motion to cancel the contract with Pohick Church, receive \$250 deposit back, and secure the meeting space at Harvester Church. Vice President Jernigan seconded. Vote: 4 yes.

Spring Clean Up – CM discussed having multiple clean-up days in late April; early May to try to tackle the trash issues on common grounds and woods in NCA. Last year, clean-up day was one day; it rained and we only about 5 volunteers. There was discussion on dividing the community up into 2 or 4 sections and have multiple Saturdays. A resident suggested contacting the high schools and middle schools to advise when our clean up days would be happening versus just putting an ad in the newsletter. There was discussion on incentivizing the clean-up day, e.g., free pool credits and ice cream vouchers to claim a free ice cream when the pool opens. The Board agreed to Option 1 that the CM proposed, rain date on May 6th with options to incentivize.

Pool Repair – CM advised that the hydrostatic valve at the bottom of the pool is stuck open and needs repair because it is draining water. The cost to repair the valve with water in the pool is \$800. The cost to replace the valve is \$145 after draining the pool, however, then the pool has to be refilled at a cost of \$1000-\$1500. Vice President Jernigan made a motion to spend \$800 from line 7130 to replace the hydrostatic valve. Secretary Rodriguez seconded. Vote: 4 yes.

President Benore stated there is one more item to add the agenda and asked if there were any objections to adding an item. No objections. Treasurer Kruse discussed the benefit to using the software provided by the Reserve Study to results of the repaving and do some planning, and prepare us for the next study. Treasurer Kruse made a motion to spend \$465 from line 7667 to purchase a one-year subscription. Secretary Rodriguez seconded. There was discussion on how user-friendly the software is and confirms it add values. Vote: 4 yes.

President Benore made a motion to go into executive session at 8:55 pm to discuss a legal matter. Vice President Jernigan seconded. Vote: 4 yes.

President Benore made a motion to reconvene into regular session at 9:02 pm. Secretary Rodriguez seconded. Vote: 4 yes

Vice President Jernigan made a motion to file a lien against lot # 281 for the outstanding legal fees. Secretary Rodriguez seconded. Vote: 4 yes.

President Benore made a motion to adjourn the meeting at 9:03 pm Secretary Rodriguez seconded. Vote: 4 yes.

NEXT BOARD MEETING: Wednesday, April 5, 7:00 PM - NCA Pool House. All residents encouraged to attend.