

NEWINGTON COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS' MEETING – March 15, 2017
Approved Minutes of the Meeting – NCA Pool House Meeting Room

At 7:02 pm President Kevin Benore called the meeting to order. Board members present were Vice President Sarah Jernigan, Secretary Elizabeth Rodriguez, and Treasurer Dennis Kruse. Director Perritt arrived later.

The special meeting was called to discuss a personnel matter. The current community manager, Cheryl Austin, sent a letter to the NCA President on March 10, 2017 to resign as community manager to pursue a full-time career. The NCA President accepted her letter of resignation, effective Thursday, March 16, 2017. President Benore also wanted to discuss the new hire process, see if we want to extend on a contractor type basis to have Cheryl Austin to help during the transition through April 15, 2017 to help on evenings/weekends. Vice President Jernigan mentioned that there may be someone in the community who could also help on part-time basis with the pool pass process. There was a discussion on maintaining the website/newsletter and the desire is to try to find a new CM who would have the skills to publish the newsletter and website. Cheryl Austin offered to continue the newsletter and website until the new CM is onboard.

There was discussion on where to post the job posting, e.g., Indeed. There was discussion on the employee compensation policy which should be reviewed on annual basis or when there is a need to fill an essential position. President Benore asked the Board if there was anything to review on the policy. There was discussion on the pay scale. Secretary Rodriguez asked if the salary range is within industry standards.

A resident commented that we have given preference to people who live in the community and wanted to make sure that practice was continued.

There was a discussion on forming another committee and including a resident in the community who helped last time. Last year, the President collected the resumes, distributed the ones that were suitable, the committee reviewed/scored each resume, and then first rounds of interviews was established. President Benore made a motion to form a small committee. Secretary Rodriguez seconded. Vote: 5 yes.

For the continued arrangement with Cheryl Austin to work on a contractor base and the Board agreed. Director Perritt asked if the CM would be willing to help train the incoming CM and Cheryl Austin agreed. There was discussion on the street projects coming up and Vice President Jernigan would talk to Mrs. Randall about possibly helping with that project.

There was discussion on adding the job posting on the newsletter and the website.

A resident wanted to mention his concern of the sidewalks not being cleared when covered in snow or ice. There was discussion on Fairfax County Law to clear streets directly in front of homes. President Benore stated that the CM should inquire with the insurance company to find out liability, find out what the cost involved is to clear the sidewalks, and whose responsibility to clear Delong and Northumberland since no residents live directly off these streets.

President Benore made a motion to adjourn the meeting at 7:32pm. Vice President Jernigan seconded. Vote: 5 yes.