

**Newington Community Association
Monthly Board Meeting
March 7, 2018**

Call to Order: President Benore the meeting to order at 7:05 pm.

Members Present: President Benore, Vice President Sarah Jernigan, Treasurer Dennis Kruse, Director Stacey Perritt. Secretary Beth Rodriguez and Director Parker Watson were not present.

President's Comments: President Benore talked about damage that occurred in the community during the wind storm.

Community Forum:

- Resident raised concern with dog poop being left at the bus stops. Requested we offer poop bags or signage. He acknowledged that this is an ongoing problem. Informed the board about the possibility of a county sign. Resident requested the board either supply or request a sign. Question was raised of what the board could legally do and this was discussed. Resident requested the board provide signs for this near playgrounds and bus stops.

Hearings: No one from either Lot 440 or Lot 111 were in attendance.

Approval of Minutes: January 3, 2018 minutes stand as written.

Committee/Business Reports

1. Planning and Development Committee – Lou Tobat – He thought Monday, March 5, 2018 the meeting on the Rolling Road expansion was scheduled. However, he missed this meeting. He tried to find out what happened. He found the affected community really does not want the expansion between Viola up to Old Keene Mill Road. There is an issue about property condemnation was discussed. Lou also let us know that the traffic lights are up on the Fairfax Parkway for the Army Museum but they are not operational.
2. Architectural Advisory Committee – Stacey Perritt - Next meeting will be April 7, 2018 at 9:30 am. Discussion was held on painting brick not being currently allowed. Discussion on agenda of meeting – To create rules for fire pits and grills safely. Possibility of discussing painting of brick raised.
3. Treasurer's Report – Dennis Kruse –

*Newington Community Association
Treasurer's Report for Board of Directors Meeting Wednesday, March 7, 2018*

1. Financial Status

- *The Treasurer was unable to provide any updated financial information beyond the end of 2017 report for the February 2018 Board meeting because Summit has not yet provided any financial reports for 2018 financial activity. Our full-service agreement with Summit does not require specific timing for delivery of financial reports, but it does state that a “. . . full financial report shall be provided on a monthly basis . . .” No financial reports have been provided since January 29, 2018 except for a revision to the initial December 2017 financial statement. Therefore, it will be April before the Treasurer will be able to present his first report on the Association's 2018 financial activity. This is the first time in this Treasurer's tenure that he has not received financial statements in time to report status at the second Board meeting following the period covered. However, if such delays must be*

anticipated, then the proposed revisions to the Reserve Investment Policy and the Policy on Provision for Doubtful Accounts will need to be further revised because it would not be possible to meet timeframes specified in the current proposals.

- *Treasurer Kruse recommends the Board vote to request a revision of our full-service agreement to require Summit to deliver financial reports no later than the end of the month following the period covered by the reports.*

2. Maintenance Expenses

- *Maintenance items scheduled for Board consideration in this meeting include estimated reserve expenses of approximately \$50,000. We have adequate reserve funds to cover those expenses.*
- *Maintenance items that would require funding from the operating account would potentially use most of budgeted funds in the general repair and common grounds maintenance line items; and recent tree damage will likely use much of the budgeted tree replacement and tree repair line items. We will have to carefully manage expenses for the remainder of the year, but we have ample equity built up from prior years that could be used if needed.*

3. Reserve Investments

- *We have \$212,000 of reserve funds in a 0.75% Treasury Note at Charles Schwab that matures 04/15/2018. Interest rates are somewhat volatile and likely to rise gradually in the future, but the Finance Committee aims to provide a recommendation at the April Board meeting for investment of the maturing Treasury Note. Best money market rates currently range up to 1.15% and best CD rates are 1.6% for six months, 2.0% for one year and 2.20% for two years.*
- *We will also look into investment options for approximately \$170,000 of reserve funds currently money market accounts at Eagle Bank and United Bank and approximately \$135,000 budgeted for contribution to reserves during 2018.*
- *The decision on investment options will also require input from the Maintenance Committee to estimate how much reserve funds should remain liquid for potential use during 2018.*

4. Finance Committee – Dennis Kruse

Treasurer Kruse made a motion out of Finance Committee that the Board write a letter to Summit expressing concern regarding lateness of financial reports and to amend the agreement to read “Completion of financial reports delivered no later than the end of the month following the period of the report.” **VOTE:** 4 yes and 0 no motioned passed.

5. Reserve/Maintenance Planning Committee – Sarah Jernigan – Committee meeting to be held on March 23, 2018 5:00 to 6:00 pm.

General Business:

Administrative Report:

Community Yard sale scheduled May 19th and will be advertised in the newsletter

Votes Held Between Meetings

Vote to accept 2018 Pool Rules (6 - email, 1 - phone). 7 yes to hold vote. 7 approve rules.

Financial Review

A review of the December financials will be handled by the Board Treasurer.

Resale Inspections: 8497 Kitchener (reinspect), 7723 Durer, 7760 Durer, 8407 Finlay (reinspect)

Architectural Modifications Applications:

Moline – Shed on side of house, Appeal. Denied

Durer – Shingles, downspout and gutters. Approved.

Gwynedd – Deck, patio and fence. Disapproved.

Luce – windows with grey frame. Disapproved. Appeal – Approved.

Gwynedd – Handrail. Approved.

Moline – Gutters. Approved.

Homeowner Communications

- Neighbors called on each side of home on Moline that appears abandoned. One neighbor called County and got the water cut off. Both said there is a large hole into the basement where snow and rain can get in. They both said the first floor level is falling. [Explained that the Board is working with legal counsel on this matter.] Sent pictures to J. Shannon to inquire if Association has additional responsibilities based on condition of property. Also informed him HOA dues are current and confirmed they pay by check and they adjusted for 2018 assessment. Sent statement to J. Shannon. He is getting copies of check and also sent him picture of OPM notice on front door. He is reporting situation to the County. He suggested getting a letter out to neighbors to report any new developments.
- Resident feels Board should be more proactive in contacting owner of LeMoyne property that had a fire as the covenants address exterior maintenance of a home. [Manager response was that this situation did not fall into the category of maintenance and extra patience would be needed.]
- Resident upset that someone from outside the community is parking in their blank spaces. Confirmed that the vehicles are owned by someone in the community, but not on that street.
- More concerns with dog feces in common area where there is a bus stop at Kitchener and Delong.
- Resident asked if anything can be done about speeding on Northumberland. [Recommended calling police on non-emergency number and upcoming survey from County on proposed speed humps.]
- Resident was concerned about power lines work behind Gwynedd. [Found tracks from loader/bobcat up to electrical transformer box]
- Resident felt 10PM deadline for bringing trash cans in is not reasonable for everyone including those that work odd hours.
- Durer Court dog owner reported to a Board member that they recommend dog waste stations in community.
- House renovations on Durer Court. Contractor is putting trash out early. [Found cardboard boxes only which had different address than where renovations are occurring.]
- Resident wants a brush and tree clearing around the end unit's fence on his row as he feels that obstruction of trees at wood line are an emergency escape route. [tree contractor has been called to do some pruning in community, including this area, but not on an urgent basis. There is plenty of room to exit premises on to common area]. Completed.
- Will there be a yard sale this year? May 19th would be best date and could be coordinated with office hours on Saturday morning for pool pass pick up. Scheduled during Board meeting.
- Several architectural violations, including a rusted shed, potting soil bags and empty flowerpots, were brought to the office's attention. Management considers some of the items too minor to pursue. Resident would like Board's perspective. Community Manager (CM) recommends someone, from outside the single family section, do a thorough violation inspection.
- Hole dug by kids in Moline island is deep enough to be dangerous. [Contractor to fill hole]
- Arborist confirmed tree in front of 8512 LeMoyne is healthy, does not need to be removed, and look at it again in the Spring.
- Tree removed on Durer resulted in broken shed panel. Contractor will replace.
- Residents states three trees removed from behind his home in last year and would like replacements.
- Resident attended February meeting to inquire on when grounds next to her will be repaired.

Also felt her gardens were damaged and poor seed was put down after sidewalk was replaced.

- Inquiry on if common grounds can be re-graded as puddling on her property during rain. [Management noted the grounds were saturated during recent frequent, heavy rains but followed up with pictures for other rains where no puddling occurred. Owners sidewalk appears to have sunk over time.]
- Resident stated vehicle is parked on Northumberland in evenings and a person seems to be sleeping in car and throwing trash on ground as well as human waste. Vehicle also seen parked on Moline near house that has added a window in attic for living space. [Looking into architectural issue]. She stated the attic concern has been reported to the County.
- Squirrels are getting in Durer Court resident's engine and doing thousands of dollars of damage. She spoke to someone at the county who said she could not shoot or use poison. Would like to know what association can do. [Recommended traps].
- Violation Letters: 8 letters sent since last Board meeting.

Other Actions:

- Met with Treasurer and Maintenance Committee Chair to review Maintenance Committee's priorities.
- Reported to Dominion Power light outages at Matisse/Eucalyptus and on Brainerd.
- Reported to Fairfax County sign repair at Kitchener/Delong. Sign has been replaced.
- Virginia DPOR CIC annual report filed and renewal certificate received.
- Proof minutes, February and March newsletter. Ordered pool cards and registration forms.
- Coordinate order for meeting room doors. Contract signed and Deposit paid.
- Ordered two replacement trash cans
- Email to VDOT on repaving of Delong
- Walked path looking for damage from Fairfax Water pipe replacement. Met with construction staff on site 2/2/18. They tried to coordinate a final walkthrough with previous CM at conclusion of project but it never transpired. Discussed repairs to path, removal of soot fence and ground netting.
- Coordinating install of new pool house lights. Completed.
- Continuing to monitor blank space usage on Kitchener and Brainerd. Multiple tickets have been issued. Two tows. Resident felt unfairly treated by timeline on ticket and refused to leave office until vehicle was returned. Police were called. Now also monitoring blank space usage on Euclid and Brandies.
- Annual Worker's Compensation insurance audit completed and returned. Rebate received.
- Removed sign at Kitchener/Delong common area regarding picking up after your dog.
- Frontierinternet.com requested a link on our website as an internet provider in the area. CM responded that NCA doesn't advertise and Board concurred.
- Cleaning out office and added some decorations to provide a more professional look.
- Taking advantage of community shred to remove some old documents in office.
- Minutes – Found minute book maintenance stopped in 2016. Is this at the request of the Board? Board meeting minutes are posted on web. How are committee meeting minutes maintained? After discussion Committee minutes will be restarted effective January 2018.
- Called haulers to remove hot water heater on Durer.
- Arranged for someone to drive community twice a month to remove loose trash cans and recycle bins.
- Met with concrete contractor for proposals on sections of pool deck replacements. (For maintenance committee purposes)

- Asked engineer for priority list of street renovations. (For maintenance committee).
- Unregistered, oversized boat towed from pool parking lot.
- Tree damage in community extensive, mostly pines. Resident asked about clean up. President Benore asked, can Blade Runners evaluate how many hours it would take to clean up the debris? Will check into this.
- Director Perritt asked about the tree in common ground that has done \$20,000 worth of damage to her house. CM to ask arborist.

Old Business:

- NCA Employee Handbook – President Benore made the motion that the Board adopt the NCA Employee Handbook as drafted and dated February 7, 2018 as changed. Treasurer Kruse seconded the motion. VOTE: 4 yes and 0 no. Motion passed.
- Sarah Jernigan is sponsoring a community shred truck on March 31st from 9 am to noon or until the truck is filled.
- Vice President Jernigan complained about a car hauler on Northumberland. Advised to call police if the truck is not moved.
- Website Procedure – tabled
- Policy on Provision on Doubtful Accounts – Treasurer Kruse made the motion accept the Policy on Provision on Doubtful Accounts. Vice President Jernigan seconded the motion. Vote: 4 yes 0 no. Motion Passed.
- Brick and Mortar repairs – discussion held on whether the contract included a second window. CM asked to ask the contractor to look at the second window and if the original quote and the second window does not exceed the approved amount we can go ahead to repair.
- Flower bed care: Asked if Blade Runners could give us a plan about flowers type in the beds and can we ask them if they have different options regarding plants.
- Architectural Standards – architectural advisory committee to look at Newington Glen for rule compliance and if standards needs to be changed.
- Soccer Goals – Vice President Jernigan made the motion to accept the soccer goal from Goals4Sports in amount of \$1,120.00. Director Perritt seconded the motion. VOTE: 4 yes 0 no. Motion passed.

New Business

- Tennis Courts in need of power washing before repairing them. Vice President Jernigan. motioned that we accept the quote from Clear Expectations for power washing the tennis courts in the amount of \$220.00 to be paid from budget line #7364. Director Perritt seconded the motion.

VOTE: 4 yes 0 no Motion passed.

- Durer Court yellow curbs: Director Perritt made the motion that we accept quote from ATS Service, LLC to pressure clean and repaint yellow curbing on Durer CT in the amount of \$1,339.65. Vice President Jernigan seconded the motion. VOTE: 4 yes 0 no. Motion passed
- Baby pool repair: Vice President Jernigan made the motion that we accept Titan's quote to repair wading plumbing lines and skimmers out of common area reserves in the amount \$8,800.00. Director Perritt seconded the motion. VOTE: 4 yes 0 no. Motion passed.
- Insurance review: Discussion on getting quotes as the policies expire at the end of 2018.
- Children at Play: discussion on cost and various signs. President Benore suggested that we give permission for people purchase a sign they can bring in.
- Doggie Stations: CM suggest putting a temporary sign to mark bus stops and ask people to scoop their dogs poop.

President Benore made the motion to adjourn to executive session at 9:25 pm for two violations and two legal matters. Vice President Jernigan seconded the motion. VOTE: 4 yes and 0 no. Motion passed.

President Benore made the motion we come out of executive session at 9:30 pm. Vice President Jernigan seconded the motion. VOTE: 4 yes and 0 no. Motion passed.

Vice President Jernigan made the motion that Lot 440 and Lot 111 be fined \$50 each for contractor driving on common ground. Treasurer Kruse seconded the motion. VOTE: 4 yes 0 no. Motion passed.

President Benore made the motion to accept the payment plan proposed by and for the owner of Lot 542. This is contingent upon the first payment being received by March 7, 2018. If not the account will go to the attorney. Vice President Jernigan seconded the motion. VOTE: 4 yes 0 no. Motion passed.

President Benore made the motion to have the attorney to file a lien for the 2018 assessments. Treasurer Kruse seconded the motion. VOTE: 4 yes 0 no. Motion passed.

President Benore adjourned the meeting at 9:40 pm