

Approved Minutes
NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 145 225 9182
June 1st, 2022 7:00 pm

CALL TO ORDER: Meeting was called to order at 7:05 pm by President Ramirez

The meeting was virtual and recorded.

BOARD MEMBERS PRESENT: President Debby Ramirez, Vice President Bobby Royal, Treasurer Phil Space, and Secretary John Kylis; Director Daniel Bojanini absent.

MANAGEMENT PRESENT: Stephanie Reed

OTHER ATTENDEES: 7 residents

PRESIDENT'S COMMENTS: Welcomed everyone to the meeting. Summit Management has hired a new Community Manager and will be joining NCA later this month, more information to be presented at the next meeting.

COMMUNITY FORUM:

No comments.

HEARINGS:

0 scheduled

APPROVAL OF MINUTES: Meeting Minutes passes by acclamation

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Phil Space

- We have two CDs, one which has matured and a second which will be maturing shortly. The proceeds from the first CD have been deposited in our operating account and should relieve any issues with cash flow in the future. The second CD will be maturing shortly and is for the reserve fund.
- Recommend that Summit open a higher interest bearing money market account and deposit the proceeds from the second CD into the money market account, which will be used as the new account for our Reserve assets. Additionally, I propose that, at some point in the future, we transfer the remaining balance from our Schwab account to the new money market account.
- Summit has reported that four of the pool skimmers are damaged, possibly as a result of the deck replacement work. A review of the contract confirms that Fairfax Paving would not be liable for this. The estimate to replace the four skimmers is \$1500 each, recommend that we approve with a not to exceed of \$6000.00, to be paid for by common grounds reserve funds.
- Motion out of Committee: Funds from maturing CD to be moved into a Money Market Account at no less than 0.5%. Vote 4 yes 0 no 1 absent

Environmental Committee – Chairperson: John Kylis – No report

Planning & Development – Lou Tobat

- Attended May 10th public hearing, redistricting was approved.

Reserves & Maintenance – Chairperson: Beth Rodriguez

- Street signage maintenance documented, categorized, and submitted to the Board.
- Nature trail signs for ‘No Motorized Vehicles’ on every nature trail entrance, i.e. trail by pool sign has been vandalized.
- Pool rules sign is out of sync with what is posted on the website and distributed via pool pass registration card.
- Multiple community benches need repair.

Welcoming Committee – Chairperson: Regina Watson

- NCA had a total of 5 new residents for the month of May 2022, welcome packets will be delivered.
- Next committee meeting scheduled for June 23rd at 7pm. It will be virtual via Zoom and the log in information will be posted on the website.

Recreation Committee - Vacant

GENERAL BUSINESS-MANAGEMENT REPORT:

Votes Held Between Meetings – Lori Randall, Management - None

Homeowner’s Communications – Lori Randall, Management

- Concern of dead trees in common behind home on Godolphin [on tree contractors list 3x, plus 2 more]
- Missing car [towed]
- Large amounts of trash on Eucalyptus on a Sunday. [removed with trash on Tuesday.]
- Complaint of trash problems on Marconi due to use of flimsy white bags. [Flyer prepared and sent to one row of homes.]
- When Stephanie left, she shared with me an email regarding puddling at back gate of home on Brandeis. I visited and property and agreed with the assessment that the lowest area is under the fence. Homeowner has sent the Board pictures of the area. [These situations have come up in past because there are many townhomes that are downhill from common grounds. I can share at the meeting my conversation with the engineer on a similar situation they were asked to review. In the meantime, the concern has been added to the maintenance summary list.]
- Common area behind 7736 LeMoyne has downed tree and brush at wood line from past storms. [Management has placed this item on hold in the Tree summary] Pictures available.
- Complaint that property on Kitchener is being neglected. [Env Committee to look at common area. Violation letter sent for yards.]
- Statement that 2 lights on Kitchener are dim. [management to do an onsite inspection one evening of all lights.]
- Request to allow boat in pool parking lot that does not fit in angled spaces, only the 2 larger spaces. [Rules were explained but let owner know management would defer to the Board. The Board agreed to continue to apply past interpretations of the rules to only allow a boat that can fit into every space within the lot.]

- Notified of tree across path in 2 locations (behind Brandeis and on path next to ballfield and past two streams). [Removed]
- Animal feces at front door of Cushing homeowner. [If homeowner has pictures, a letter can be sent. However, often this is the result of wildlife.]
- Reminder that there is a large tree stump on Brandeis left over from winter storm. [Spoke to tree contract to make sure it is still on the list.]
- 2 dead trees along wood line behind home on Cushing Ct. [inspected with DCP tree and added to tree list.]
- Dead pine on Moline. [added to tree list.]
- House on Cushing Ct not being maintained. [letter sent to owner]
- Many communications regarding pool passes including requests for membership from outside the community.
- Resident on Kitchener has tree branches falling on car. [Sent arborist a request to confirm health of tree at next annual visit and suggested to homeowner moving parking space.]
- Inquiry on what could be causing holes in yard. [Recommended contacting Hidden Ponds Nature Center.]
- Resident on Marconi concerned about damage to vehicle from tree branches and a stuck branch. [This tree is already on tree contractor's list leftover from the winter storm.]
- Request to use common area for personal yard sale. [Denied.]
- Trash put out on Jenner after trash pick-up. Buzzards destroyed bags and trash is everywhere including diapers, food and used masks. [Env Committee to go look at. Flyer distributed]
- Question about chemicals used on common grounds

Other Management Actions

- Reviewed minutes and newsletter.
- Drove with DCP Tree to look at tree issues reported on Godolphin, Cushing and Brandeis.
- Corresponded with collections attorney on board's behalf regarding no waivers except for late fees.
- Prepared draft Neighborhood Watch charter
- Reviewed and edited ARC inspection procedures.
- Email blast on pool job opportunities
- Contacted Fire Marshall about yellow curb fire lane signs. Provided information for County Land Development Services. Email and phone message.
- Asked attorney for periodic collection status reports. They should automatically be sent the beginning of each month. One homeowner has filed for bankruptcy with a June hearing.
- 2 more emails to VDOT on sign at Kitchener and Delong.
- Assistant Manager handed out pool passes on a weekday evening. Manager handed out passes on a Saturday.
- Received notice from American Disposal that service would occur on Monday, May 30th, Memorial Day. No broadcast email since there is no impact on the association.
- Information to board and for newsletter and website that a new Summit Manager has been hired to replace Stephanie Reed. He will begin June 13th and will have his first Friday onsite at NCA on June 17th.
- 2 violation letters sent since last board meeting. Annual inspections started. 2022 violation log started
- The board asked for follow up on two properties that went to hearing in November with deadlines

in April.

- Camper in pool parking lot exceeds space. Letter sent to vacate
- Approved purchase of a \$60 baby pool vacuum hose
- Large branches behind Luce. Gravel at steps.
- Reported light out on Matisse

OLD BUSINESS

- Maintenance Operating – Tree maintenance; unexpected surplus of trees needed tending to, cost is preventing the association from servicing all tree immediately. All trees are documented and added to 'To Do' list.
- Maintenance Reserves – No new information
- Bi-Annual Architectural Inspections – Procedural document submitted, further refinement to be conducted.
- Neighborhood Crime Watch – motion made on committee charter, charter to be signed

NEW BUSINESS

- Pool Skimmers: 4 skimmers damaged, management to order 1 to be replaced immediately, other to be reevaluated after pool season.
- Trash contract set to expire then end of 2022, management to request bid proposals.

The Board convened into Executive Session at 8:45 pm for the purpose of discussing violations.

EXECUTIVE SESSION: The Board reconvened into Open Session at 9:26 pm

MEETING MOTIONS:

1. **Motion:** To accept Neighborhood Crime Watch Committee Charter as drafted by management. Made by Secretary Kylis, seconded Treasurer Space. Vote 4 yes 0 no 1 absent
2. **Motion:** To accept the proposal from Summit to change the Community Manager's onsite office hours at NCA, as stated in the contract, from Fridays to Wednesdays 9am to 4pm, made by Secretary Kylis, seconded by Vice President Royal. Vote 4 yes 0 no 1 absent.
3. **Motion:** To waive the late fee only and not the administrative fee for Lot 420. Made by Secretary Kylis, seconded by Vice President Royal. Vote 4 yes 0 no 1 absent
4. **Motion:** To close the violation for Lot 257. Made by Secretary Kylis, seconded by Vice President Royal. Vote 4 yes 0 no 1 absent
5. **Motion:** To close the violation for Lot 248. Made by Secretary Kylis, seconded by Vice President Royal. Vote 4 yes 0 no 1 absent
6. **Motion:** To extend violation cure period, until September 1, 2022, for the outstanding violations for Lot 118. Made by Secretary Kylis, seconded by Vice President Royal. Vote 4 yes 0 no 1 absent
7. **Motion:** To send notice to Lot 152 of a hearing regarding the recently erected fence not matching the size and style of the submitted Exterior Project Request Form. Made by Secretary Kylis, seconded by Vice President Royal. Vote 4 yes 0 no 1 absent

ADJOURNMENT: The Board adjourned at 9:37 pm

Meeting minutes submitted by Secretary Kylis