

Newington Community Association Board Meeting
August 2, 2018
NCA Meeting Room – Approved Minutes

Call to Order: President Kevin Benore called the meeting to order at 7:00 p.m.

Members Present: President Kevin Benore, Vice President Sarah Jernigan, Treasurer Dennis Kruse, Secretary Beth Rodriguez, Director Flo Smoczynski and Director Stacy Perritt.

Approval of Minutes:

As there were issues with the Treasurer's report and the recording of a motion under new business, Director Kruse suggested the approval of the July Board meeting minutes be deferred until the September meeting. President Benore motioned that the approval of the July minutes be tabled until the September meeting. Motion was seconded by Director Smoczynski. Vote was 6 yes 0 no. All concerns are to be funneled to Secretary Rodriguez.

Community Forum:

1. A resident brought up that he had not received a newsletter and wanted to know if there was a change in the newsletter procedure. He was told there was no change in the newsletter procedure and the delay was due to delays getting the newsletter to the printer and the delivery people.
2. A resident brought up that one of her neighbors had put bricks out for trash pickup. When there were not picked up this person placed them neatly around the garden on common ground. Children have been playing with these bricks. She was concerned about the children's safety and asked if the community would make arrangements for the bricks to be picked up. Another resident in the meeting volunteered to pick up the bricks by the weekend coming up.
3. A resident stated that she was sponsoring a Dive in Movie Night at the pool for the entire community. As she is using this as a business expense, she was wondering if she posted signs or handouts advertising the event with her business information would there be a conflict of interest. After a discussion the Board could not find any objections or conflicts of interest.

Community Manager Report:

1. Conferred with Treasurer Kruse about software for data storage. Treasurer Kruse talked about software for data storage and data storage and services that Summit offers.
2. There was a discussion of whether or not if we left Summit could we retrieve any data stored with Summit.
3. Two architectural inspections done. She stated that she was planning on doing architectural inspections every Tuesday.
4. Walked the community trails with a community member to become acquainted with the trails and any issues regarding the trails. A discussion ensued regarding Fairfax County repairing the trails they damaged while doing repair to water pipes.
5. Work on getting quote for a water heater for the office.
6. Work on getting an assessment and quote on security system for the office.
7. Board packets
8. Minutes

9. Working on signage replacement issues. President Benore brought up the broken signage issues on Kitchener. He also mentioned 3 random basketball courts on state property around the community. Discussion ensued on the issue of basketball hoops on the streets. The one on Delong has a broken back board a board member stated that she was 99% sure who owned this basketball hoop and that the previous community manager had told them they could not store the basketball hoop on community property but we have no say if they put it on state property. She will give the Community Manager the address of the resident in question and the Community Manager as suggested will use a door hanger to bring up the issue to the owner.
10. Canvassed the community for trash containers being left out after they should have been brought in. Picked up 5 trash cans. Will be doing this bi-monthly or monthly unless the issue becomes larger.

Hearings: None

Community Reports:

1. **Planning and Development** – Lou Tobat – no report
2. **Architectural Advisory** – Stacy Perritt – Tried to have a meeting but no one came so it did not occur. Would like to reschedule the meeting for August 22, 2017 (Tuesday) at 7:30 pm. She asked that a sign be put up advertising the meeting by the Friday before the meeting.
3. **Treasurer's Report/Budget Committee** – Dennis Kruse - He gave the board information on work done on the budget and where we are in our current year.

Newington Community Association Treasurer's Report for Board of Directors Meeting Wednesday, August 2, 2017

- Half way through the fiscal year, our financial statements demonstrate that NCA expenses continue to track below budget and are somewhat lower than the same time last year. The total number of delinquent accounts and the total amount of all delinquent payments declined further in June to the lowest level in the 38 months for which records are readily available. However, the amount overdue more than 90 days remained essentially unchanged. The total overdue more than 90 days now constitutes 92% of all overdue payments.
- Reserve Fund status: Repaving of Kitchener and Brainerd is essentially complete pending resolution of identified deficiencies. A reserve will be held to cover those deficiencies and the balance of the invoice will be paid. The plan is for Fairfax Paving to complete the correction of deficiencies when they are here to accomplish the repaving of Gwynedd Way. We have obtained a contract from Fairfax Paving for Gwynedd Way per Board approval in June, but the work has not yet been scheduled. Based on this, I can provide the following projection of Streets & Curbs Reserve Funds for 2017.

Balance, end of 2016 \$503,290

Kitchener/Brainerd repaving -\$181,532

Projected Gwynedd Way repaving -\$150,656

Projected 2017 revenue (assessments) + 78,950

Projected balance end of 2017 \$250,052

We have no projected Common Area reserve expenses planned for 2017. Projected balance at end of 2017 is \$139,044.

- NCA Policy on Provisions for Doubtful Accounts requires a report to the Board at the August

meeting based on June data with follow up report at the November Board meeting based on September data. A calculation based on June 2017 data indicates the allowance for doubtful accounts should be in the range of \$14,000 to \$15,000. We have it currently set at \$16,000 and I recommend no change at this time.

- Separately providing a preliminary FY 2018 budget as a starting point leading to budget approval in November. One of the key considerations is calculation of the allowed increase in assessments. The allowed increase is capped at the percent increase in CPI-U relative to the previous October. Currently, using June 2017 data, the max increase would be 1.33%.
- **Maintenance Committee** – Sarah Jernigan – No meeting held. Meeting scheduled for Saturday, August 26, 2018 at 9:00 am. She has 2 volunteers and will be emailing them. She also asked that a sign be put up to announce the meeting to the community.

Old Business:

1. Community Manager stated that the water heater is leaking. She presented bids to replace the water heater. Vice President Jernigan made the motion to contract with Anton's Contracting for \$850.00 to replace the 30 gallon water heater. Director Smoczynski seconded the motion. Vote 6 yes 0 no.
2. The Community Manager presented bids for painting/power washing and correcting rotting wood on the pool house/community building. Vice President Jernigan made the motion to contract with Anton's Contracting for \$2,850.00 to paint, power wash and correct any rotten wood on the pool house/community building. Vote 6 yes; 0 No.
3. The Community Manager presented a report from talking to the security company, Bosch. Our current equipment is out of date – it is analog – and the security company monitoring it is not getting a signal because its equipment is digital. They need an email to stop monitoring of pool area and parking lot. (This would be until equipment is updated.) Secretary Rodriguez made the motion to contract with Bosch for \$1,612.00 to upgrade our security system. Director Perritt seconded the motion. Treasurer Kruse asked up where in the Budget this expense would come from. After discussion it was decided that it would come from Common Area Improvements. Vote 6 Yes; 0 No.
4. The Community Manager reported that the Baby Pool had 2 issues. The first issue was the gate is broken. The second issue was that the Baby Pool has a leak. Discussion was held and as a result it was decided that the gate issue was a top priority issue. The Community Manager should talk with the pool equipment/supply company or a fencing company to get a price to fix the gate. If the price is within the Community Manager's spending limit, she should just take care of it. If it is over her spending limit she will contact President Benore. Regarding the leak it was decided to table this for the September meeting. Get a justification statement and a 2nd opinion.
5. Code of Conduct – President Benore made the motion that we adopt the Code of Conduct Meeting rules as outlined in last month's meeting. Director Smoczynski seconded the motion. Vote 6 yes 0 no,
6. Architectural Standards – Reporting out of committee, Director Perritt made the motion that we accept the Architectural Guidelines as amended to be effective August 3, 2017 as posted on the website and in the newsletter. Vote 6 yes 0 no.

New Business:

Fairfax Paving Contract: for Gwynedd Way. Note if we use of calcium chloride on the streets will void the warranty. We need to note if our snow plowing contractor is aware of this.

2018 Budget – Copy was handed out. Pointed out that our expenses are higher. Our assessments are

limited by CPI. We are constrained by the CPI but we have somethings that increase more than CPI. Trash contractor is our biggest expense. Discussion was on whether to put out the bid. It was also brought up that we will need to increase the Community Manager line to accommodate increase in hours.

Signs – Damaged street signs to replace or repair. Should consider having no trespassing signs in parking lot so police can arrest people doing questionable activity in our parking lot. Meeting signs – Community Manager does not think the sandwich board kind are the way to go at this time. She made 2 recommendations. Discussion was conducted. Cost estimated is \$250.00. She also talked about what Vista Print offered. Decided that keep it within her spending limit.

Brick Signs – All 3 are missing one brick. Repair and replacement is tabled for now. Discussion on how these signs are decorated.

Finalize Annual meeting preparation – discussion on what has been done to double check if everything was ready.

Executive Session

President Benore made a motion at 9:15 pm to convene in to executive session to discuss a legal matter, an architectural matter and a personnel matter. Director Perritt seconded Vote – 6 yes 0 no.

President Benore made a motion at 9:51 pm to come out of Executive Session. Director Smoczynski seconded. Vote 6; yes 0 no.

President Benore made a motion that we give Rees and Broome room to negotiate increase in attorney fees amounts regarding a settlement offer for lot #67. Director Smoczynski seconded. Vote 6 yes 0 no.

President Benore adjourned the meeting at 9:59 pm.