

# NEWINGTON COMMUNITY ASSOCIATION BOARD MEETING

August 1, 2018

## Call to Order:

Meeting was called to order by Vice President Perritt at 7:01 p.m.

## Members Present:

President Sarah Jernigan, Vice President Stacey Perritt, Treasurer Dennis Kruse, Secretary Beth Rodriguez and Director Karen Chauvin.

## Community Forum:

- Resident asked why Architectural Standards were not in the August newsletter. Vice President Perritt explained that issues came up that also needed to be addressed in the Standards. Committee needed additional time to address these appropriately.
- 3 residents complained about getting violation letters. It was explained that the architectural standards were upheld. Community members were encouraged to volunteer to help with property inspections. Any community member had the option to call the community manager to request a second review for violations.
- Resident informed the board of a dip in the road on Lodge Court. Resident thought it could possibly turn into a hole.
- Resident informed the board of a problem they are having with getting no video from their Verizon cable. They were informed that the Board cannot do anything about this and they would have to talk with Verizon.

## President's Comments:

President Jernigan gave the following comments:

The focus this fall will be a community wide violation walk-thru. The single-family houses have already been done, but we need to walk-thru the other areas in the community.

## Hearings:

- Lot 40 – Not in attendance.
- Lot 343 – Resident told the board that he has begun the repairs on his steps, but he is having trouble getting quotes for siding and finding a handyman. Members of the Board and other community offered him with information on contractors.
- Lot 350 – The homeowner stated his son owns the property and right now is deployed overseas. However, the painting is done and the work on the gutters is scheduled with a contractor.
- Lot 356 – Not in attendance.
- Lot 357 – The homeowner's daughter was in attendance. She said that her mother is overseas right now, and the daughter is trying to take care of the violations. Due to financial issues she stated she needed more time to correct the violations.
- Lot 385 – Not in attendance.
- Lot 391 – Not in attendance.
- Lot 392 – Property Manager was in attendance. The problem has been corrected. He was asked to give our office his contact information.
- Lot 487 – Resident stated that he had a roofing contractor delivering supplies for putting on a new roof. The contractor drove onto community grounds. He stated this will not happen again. He also asked for guidance on what to tell contractors making deliveries to an interior townhouse. He was told that no one is allowed to drive on community property and that contractors at times have had to deliver supplies by putting them into a wheel barrow and walking them on to the property. The community's concern is the compaction of the soil, which is bad for the trees, damage to underground pipes, cables etc. and having ruts on the ground that would have to be repaired. The Community Manager stated that this occurred on a dry day and that she did not see any damage to the common ground.

## Approval of Minutes – July 11, 2018

Minutes were approved as amended for typos by acclamation.

### **Planning and Development – Lou Tobat**

Lou asked about the speed bumps on Northumberland vote. President Jernigan stated that the required number of votes, based on the number of ballots mailed, were not received. As a result, there will be no speed bumps.

### **Architectural Advisory Committee – Stacey Perritt**

She has received additional changes that need to be considered and will be part of her next committee meeting. Next meeting is August 7, 2018.

### **Treasurer's Report – Dennis Kruse**

Treasurer Kruse presented the Treasurer's report. Highlights include:

- At of the end of June, the community expenses were below budget in all categories except Common Area Maintenance. Income was above budget.
- He presented an updated proposed budget for 2019. The increase in budgeted total operating expenses from 2018 to 2019 is \$24,597.00 due to:
  - Increase in swimming pool contract, supplies and expenses
  - Increase in common grounds improvements, general repairs and tree maintenance
  - Contract increase in trash removal and cost of landfill pass-through
  - Increase covering full cost of bonds, insurance and cost of Reserve Study.
- Number of delinquent accounts have decreased and most of the accounts with low balances have been resolved.

### **Reserve/Maintenance Planning Committee – Beth Rodriguez**

Meeting is scheduled for Saturday, August 18, 2018 at 10:00 a.m.

## **GENERAL BUSINESS**

### **Administrative – Lori Randall, Summit Management**

- Votes held between meetings – None
  - Resale inspections: 7835 Godolphin, 7724 Lemoyne and 7707 Durer
  - Architectural Modifications Applications (7/4/18 to 7/27/18)
1. Euclid, gutters/downspout – approved
  2. Kitchener, back patio – approved
  3. Durer, roof and gutters – approved
  4. Gwynedd, new fence – approved
  5. Godolphin, porch windows – pending
  6. Gwynedd, waiver of deck one-foot setback – pending
  7. Jenner, Architectural shingles and roof over balcony – pending
- Homeowner communications
    - ✓ Resident unhappy with door hanger as her weeds were actually vines for the lamppost.
    - ✓ Cease and Desist letter for deck not being built to NCA application with one-foot setback on each side.
    - ✓ Tree branch hit fence. (Residents need to contact their homeowners insurance when a common tree damages their home.)
    - ✓ Why would there be green paint and flags on common ground? (Utilities do not inform HOA when they have work. Blue is water, yellow is gas, red & orange is electrical, and green is sewer.)
    - ✓ Neighbors gutters overflow.
    - ✓ If they rent a boat for the summer, can they have a spot in the enclosed RV lot? (All boats and trailers must be registered to NCA owner.)
    - ✓ Many homeowners are requesting architectural style shingles over 3-tab. (longer life span and resists algae) Suggestion is that an Exterior Project Request form no longer be required for this change.
    - ✓ Another tree branch hitting the fence.
    - ✓ Resident would like a baby changing station and an easier way to get a stroller into the pool.

- ✓ Two residents have commented that it would be easier if the guards could take cash for guests instead of writing checks. I explained that putting credits on their pool account was the best way to avoid paying with each visit of guests.
- Violation Letters – 47 letters sent since last Board meeting. Most are based on architectural walk through in single family homes.
- Other Actions,
  - ✓ Proofed minutes and August newsletter,
  - ✓ New hot water heater installed
  - ✓ Confirmed tree in question from July meeting was on private property.
  - ✓ Requested accounting reverse of Luce write off.
  - ✓ Budget committee meeting on Tuesday, July 24<sup>th</sup>.
  - ✓ T. Queen inquiry with police on vacant Moline property. Police secured the property and did not file a report. If a report had been filed a FOIA request would have been needed.
  - ✓ Pool contract signed.
  - ✓ Board@ removed from Blade Runners distribution.
  - ✓ Pool pump room sprayed for black widow spiders.
  - ✓ Corresponded with American Disposal regarding latest invoice which shows a landfill increase. Contract shows no increase for first year.
  - ✓ Annual meeting notices and holiday trash flyer sent.

### Old Business

- Tennis Court – Pending and awaiting receipt of estimate bids.
- Maintenance Committee Initiatives
  - Concrete pool deck replacements – tabled for next month
  - Path work – President Jernigan made a motion to accept the bid by Fairfax Paving in the amount of \$48,000.00. Motion was seconded by Vice President Perritt. **Vote: 5 yes 0 no.**
  - Carpet in office and meeting room - Vice President Perritt made a motion to accept the quote from Mehmet Carpet in the amount of \$1,850.00 to carpet the office and meeting room. Treasurer Kruse seconded the motion. **Vote: 5 yes 0 no.**
  - Insurance Policy review – No update.
  - Sponsorship of Events procedures – Director Chauvin made a motion that we accept the draft procedures. Treasurer Kruse seconded the motion. Motion was withdrawn, and the matter was tabled until the September meeting.
  - Tree Policy – Tabled until September. When must CM notify the Board when she identifies a tree issue (i.e. Fallen tree). CM advised to notify the Board via email as soon as the cost to deal with the issue is known.
  - Pool Parties policy – Secretary Rodriguez made a motion to accept the pool party policy as written. President Jernigan seconded the motion. **Vote: 5 yes 0 no.**
  - Pool Motor – Tabled until September. CM instructed to get a 2<sup>nd</sup> quote.
  - Pool Supervisor confirmed that the Pool Manager will discuss with guards rotation in and out of chair, talking while in the chair and allowing friends to hang out. Supervisor also stated that in 2 weeks guards will be going back to college.
  - Thank You gift to the Pool Manager – Vice President Jernigan made a motion that we present a thank you gift to the pool manager for going above and beyond this year. **Vote: 4 yes 1 no (Chauvin).**
  - Grounds: grub control – no motion made.
  - Trash: Resident said the Board should consider resident's reports of trash violations – matter tabled until September.

## New Business

- Review of Pool rules – President Jernigan requested Board review pool rules and decide in September how to deal with infractions of those rules and how best to deal with bullying.
- Budget request for electrical outlet being run to grassy area. No motion made
- Discussion on adult swim and swim breaks. No motion made.
- Announced that Pool hours will change the last week in August based on start of Fairfax schools.

## EXECUTIVE SESSION

At 9:22 p.m. The Board convened into Executive Session to discuss Aged Balances Report, Write Offs, Abandoned Property, Hearings and Employee Review.

At 10:00 p.m. The Board convened into Open Session

- President Jernigan made a motion to waive the fine for lots 487, 392 and 356 due to action taken. Secretary Rodriguez seconded the motion. **Vote: 5 yes 0 no.**
- President Jernigan made a motion to fine lots 391 and 385 \$50.00 for single offense violations. Vice President Perritt seconded the motion. **Vote: 5 yes 0 no.**
- Vice President Perritt made a motion to fine lots 40, 343 and 350 \$10 per day for a maximum of \$900.00 if the violations are not corrected by August 31, 2018. President Jernigan seconded the motion. **Vote: 5 yes 0 no.**
- Vice President Perritt made a motion regarding lot 357: In consideration of actions already completed and due to circumstances explained in the meeting, the Board will accept a plan to rectify the remaining violations. The plan must be submitted in writing by August 31, 2018 for Board review. If the plan is not submitted by August 31, 2018 then a fine of \$10.00 per day to a maximum of \$900.00 starts on September 1, 2018. The motion was seconded by President Jernigan. **Vote: 5 yes 0 no.**

Meeting was adjourned at 10:10 p.m.