

NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 149 375 2705
September 2, 2020 7:00 pm

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

The meeting was recorded.

BOARD MEMBERS PRESENT: President Debby Ramirez, Vice President Regina Watson, Secretary Karen Chauvin, Treasurer Bobby Royal, and Director John Kylis.

MANAGEMENT PRESENT: Lori Randall

OTHER ATTENDEES: 5 residents

PRESIDENT'S COMMENTS: The President welcomed John Kylis as a new Board member.

COMMUNITY FORUM:

A resident stated that he would be holding an Architectural Advisory Committee meeting on September 14, 2020 on Zoom. He had additional concerns regarding the Finance Committee not accepting new members.

A resident expressed concerns that there was not enough time for residents to make comments during the Community Forum part of the meeting. [Residents are encouraged to submit comments via email as well.]

HEARINGS:

No hearings were scheduled.

APPROVAL OF MINUTES: The minutes of the August 5, 2020 Board meeting were approved by unanimous consent. The minutes of the August 13, 2020 Annual meeting were provisionally accepted by unanimous consent. The minutes of the August 13, 2020 Board meeting were approved by unanimous consent.

OFFICER & COMMITTEE/BUSINESS REPORTS:

Treasurer's Report – Treasurer Royal

NCA is on track with the budget. Delinquencies in 2020 are higher currently than in 2019 for the 30 day delinquencies, but about the same as in 2019 for the 60 day and 90 day delinquencies.

The draft 2019 audit has been received and there are no concerns. After the Board accepts the audit, the Representation Letter will be signed and returned to the auditor, who will then issue the final audit.

The first draft of the 2021 budget has no increase in assessments. At this time, any assessment increase would be limited to 0.7%.

The 2019 Tax Returns have been signed and submitted to Accounting.

The Finance Committee will hold a meeting on September 23, 2020.

Environment Committee – John Kylis

About half of the ballfield fence was cleared of vegetation with the help of 3 volunteers, who did a great job! The vegetation overgrowth on the sidewalk leading to the basketball court from Red Ash Ct. was trimmed back.

Front yard lawn maintenance is a concern in some areas, and will be added as an agenda topic for October.

Six areas behind townhouses have been identified as needing work and will be added to the maintenance list.

Director Kylis will look at a few additional areas, including Luce Ct and Matisse, and will rank the areas in priority order. The final list will be ready for the Finance Committee meeting on Sept 23, 2020. Remaining “green initiatives” have been added as agenda items and are being worked on.

Reserves & Maintenance Planning Committee – Beth Rodriguez

No report.

Planning & Development – Lou Tobat

This year, National Night Out is October 6th. It is an opportunity for residents to meet their neighbors and local Public Safety Officers to promote safety, awareness, and neighborhood unity. An article will be placed in the newsletter.

Recreation Committee – Pam Rodriguez

No report.

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Resident has water damage in basement from neighbor’s broken downspout. [Neighbor agreed to fix downspout, but interior damage is a between-unit issue.]
- Watchlight out on Gwynedd. [Reported to Dominion.]
- Resident drove on common ground and severely damaged grounds. [Police report filed. Blade Runners will provide a quote to repair. Letter was sent to vehicle owner asking that he repair the damage. Board to decide in October whether to press charges.]
- Budget request received to power wash office siding and clean gutters. [Added to maintenance list.]
- Request for Board member election results. [Completed.]
- Complaint that trash cans on Durer are put out and never brought back in. [Trash cans will be added as a topic on October agenda. Director Kylis will prepare an article for the newsletter re: the types and sizes of recycle and trash cans/bins/totes available from American Disposal and the costs of each.]
- Resident very angry and sent email about tree that hit home on Euclid. [Board will review letter.]
- Trash cans on Marconi are left in the street, which blocks cars on the end. [Flyer distributed reminding residents in this area of the problem those cans create for parking cars.]
- Tires left out on Durer and LeMoyne. [Environmental Committee moved them to the pool house. Community Manager will write an article for the newsletter re: tires, paint, etc. to take these items to the office for disposal.]
- Trash can keeps disappearing on Marconi Court. [NCA has not picked up any cans recently.]
- Request to prune tree branches that hang over parking spaces. Additional request to check license plates of cars on Brandeis. [NCA is not able to remove every branch that hangs over a parking space. NCA cannot run plates on a vehicle parked on NCA streets. Board reviewed the emails.]
- Multiple architectural questions sent to Board regarding grandfathering and paint versus stain. [Subject was also brought up at Annual Meeting. Board President responded by email.]

OLD BUSINESS

• Maintenance – Reserve Funds

Streets

- Engineering specifications for Euclid/Getty/LeMoyne street renovations in 2021. Contract with GJB for \$4,950 signed. Tabled until specifications report is received (tentative Oct).

- Maintenance – Operating Funds
 - Common Grounds: Remaining bare ground areas previously approved will be completed in September.
- Community Survey – Board to provide comments on draft survey to Vice President Watson by September 4th. The goal is to publish the survey in the November newsletter. Need to decide if names are required on the survey.
- Exterior Project Forms – Summit Management will be changing to a new database software starting November 1st. Residents will have the ability to upload their applications and then Committee members can sign to approve. An email or letter can be generated. Topic tabled until January 2021 to allow time for the software to be installed and to learn how to use it and any additional features.
- Email Distribution List – Need to determine what documents, newsletters, correspondence, etc. would be appropriate for email vs. mailing. Tabled to January 2021.
- Use of Association Email by Committees – Treasurer Royal and Director Kylis to identify a platform and recommendations for October meeting. Decision tabled until January 2021.
- Website Streamlining – Tabled to January 2021.
- Insurance Coverage – President Ramirez will review the insurance policies and will provide recommendations in October.

NEW BUSINESS

- Maintenance – Operating Funds
 - Abandoned basketball court – Removing the asphalt from the old abandoned basketball court was added to the maintenance list as a low priority.
 - Architectural – Board to assist in conducting follow up inspections to determine if violations have been corrected.
 - Committees – Community Manager will prepare charters for each NCA approved Committee.
 - Pool – Refund from pool closure was used for needed repairs and maintenance on the pool. Two motions were made on pool maintenance projects.

Board convened into Executive Session at 10:52pm to discuss employee compensation.

EXECUTIVE SESSION

Board reconvened into Open Session at 11:27 pm.

MEETING MOTIONS

1. Minutes of the August 5, 2020 Board meeting were approved by unanimous consent.
2. Minutes of the August 13, 2020 Board Meeting were approved by unanimous consent.
3. Minutes of the August 13, 2020 Annual Meeting were provisionally accepted by unanimous consent.
4. Motion: To accept the 2019 audit as presented by the auditor.
Made by Treasurer Royal, Seconded by Director Kylis.
Vote: 5 Yes 0 No.
5. Motion: To approve a proposal from Titan for \$2,185 to winterize the pool.
Made by Treasurer Royal, Seconded by President Ramirez.
Vote: 5 Yes 0 No.
6. Motion: To approve a proposal from Titan not to exceed \$8,000 to make repairs to the cracks in the pool.
Made by Treasurer Royal, Seconded by President Ramirez.
Vote: 5 Yes 0 No.

ADJOURNMENT: The Board adjourned at 11:27 pm.

Minutes prepared by Secretary Chauvin.