

NEWINGTON COMMUNITY ASSOCIATION
MONTHLY BOARD MEETING - November 1, 2017
Approved Minutes of the Meeting – NCA Pool House Meeting Room

CALL TO ORDER:

President Benore called the meeting to order at 7:00 pm.

MEMBERS PRESENT:

President Kevin Benore, Vice President Sarah Jernigan, Treasurer Dennis Kruse, Secretary Beth Rodriguez, Director Florence Smoczynski and Director Stacey Perritt.

PRESIDENT'S COMMENTS:

President Benore talked about the success of the Pumpkin Patch at the pool parking lot and that it was enjoyed by all the children and their families that attended.

MINUTES:

October 4, 2017 Board meeting minutes stand as amended.

August 10, 2017 Annual meeting minutes were amended to read that it ended at 8:45 pm. They stand as amended.

August 10, 2017 Officers meeting stand as amended.

September 26, 2017 minutes stand as amended.

COMMUNITY FORUM:

Residents raised the following issues:

- At the last meeting it appeared that another resident knew about the community manager being fired before it was announced to the community. The Board read the President's Comments from the October meeting minutes so the resident would see that the President announced the termination at the very beginning of the meeting.
- An ad from the October newsletter about the movie night was brought up as the sponsor was identified as the Vice President. Vice President Jernigan responded by showing a copy of the ad she purchased. She did not want to be identified in the newsletter as a board member. This was done by the former community manager. She sponsored the movie night as a community member.
- Engagement of Summit Services Management, The resident stated that while he was fine with hiring Summit, he was concerned about there being institutional memory on how the office is supposed to be run in case the assistant Community Manager should choose to leave or we decide to no longer engage Summit to manager the community.

COMMUNITY MANAGER'S REPORT:

Assistant Community Manager Queen talked to the board regarding a resident's email on parking issues. Residents moving their cars every 14 days and keeping using the same unmarked spaces. ACM was instructed to let her know that as long as the cars are moved every 14 days the person is in compliance with the parking policy. She also reported on the fire on LeMoyne Red Cross was there to assist the residents as needed. Residents had a place to stay. Director Jernigan reported that she heard it was an electrical fire and that only one townhouse was involved. Discussion occurred about expediting architectural exterior request form for these residents as needed.

- Assistant Community Manager Queen submitted the following as her report:
Community Manager's Report for October, 2017

1. Took care of wasp nest on Moline.
2. Received 3 new ads for the newsletter.

3. Completed 1 resale covenants inspection on Brainerd.
4. Resident called about tires being slashed twice on Jenner.
5. Resident called about his car being towed.
6. Preparation of Board meeting packets
7. Residents had questions about parking during Gwynedd road work.
8. Residents called about neighbors driving the wrong way on one way streets – Moline, Luce and Durer.
9. Monitored Vector Security's installation of last 2 cameras.
10. Correspondence with NCA homeowners
11. Processing RV lot renewals
12. Communicating with Fairfax Paving about Gwynedd paving
13. Communicating with American Disposal about trash service during road work
14. Residents called about a street light being out on Moline.
15. Sent November newsletter to the electronic distribution lists
16. Parking violation on Brainerd
(Items below were discussed above)
17. Parking issue on Moline
18. Fire on LeMoynes

HEARINGS: None

ADDITION OF ADDITIONAL ITEMS TO THE AGENDA:

President Benore asked if there were any items that were too late for the printed version of the agenda but still needed to be added. Director Perritt indicated that she needed to present bids for the replacement of the meeting room doors and repair of rotted wood on window.

President Benore made a motion to add the above item to the agenda. Director Smoczyński seconded the motion. Vote: 6 yes and 0 no. Motion passes.

Director Kruse stated that he needed to add discussion of discrepancy of monies in the Petty Cash

President Benore made the motion that the above item be added to the agenda. Director Smoczyński seconded the motion. Vote: 6 yes and 0 no. Motion passes.

COMMITTEE/BUSINESS REPORTS

PLANNING AND DEVELOPMENT COMMITTEE – Lou Tobat: No Report.

ARCHITECTURAL ADVISORY COMMITTEE – Stacey Perritt: No Report, Meeting was displaced by special meeting of Board.

TREASURER'S REPORT – Dennis Kruse:

1. NCA expenses remain near or below budget in all categories and overall lower than the same time last year. The total number of delinquent accounts and the total amount of delinquent payments are up a little compared to recent months. The doubtful accounts allowance calculated in accordance with NCA Policy declined from \$18,000.00 to \$15,000.00. Treasurer Kruse recommended keeping the provision for doubtful accounts on the balance sheet at \$16,000 for 2018 budget purposes as it has been for 2017.
2. The October newsletter version of the 2018 budget assumed an annual CPI-U increase of 1.5%. However, greater than expected increases in the inflation rate in August and September resulted in a CPI-U increase of 2.23% since last October. Therefore the revised is based on increasing assessment rates by 2.23%. This allows us to include a desired increase in contributions to reserves. Treasurer Kruse will present a recommended budget based on this change.

3. Budget line 07220 – Common Grounds Improvements remains almost entirely unexpended. We can readily afford to fund this work. Recommended projects include: a) Tennis court fence being re-sleeved and adding a slanted section on the top near the partial wall, to keep balls inside the fence; and b) Repairing the monument signs.

**Budget may be viewed online at the NCA website.

RESERVE PLANNING COMMITTEE – Sarah Jernigan:

Will be having a meeting this month. A couple of things: 1. Can a copy of the reserve study be emailed to Mike Smith? 2. They realized that there is not a whole lot to be done. They want to focus on the preventative maintenance. They are aware of items have been pushed back but there are some items coming up that will be significant – such as repair of the tennis courts.

GENERAL BUSINESS

OLD BUSINESS

1. American Disposal contract - Treasurer Dennis Kruse was able to negotiate a new contract with a significant reduction in first year cost and a reduced rate for annual increases. President Benore made the motion that we approve the contract with American Disposal. Director Smoczynski seconded the motion. Vote: 6 yes 0 no motion passes.
2. Summit Services Management contract for full service. Director Jernigan talked about the special Board meeting that was held on this subject. Treasurer Kruse noted that the contract calls the CM to attend 11 board meetings/2 hours each. Also the CM is to submit a budget at least 4 months before the end of the year, but because of our covenants we need at least 5 months. We may need to modify to 12 meetings or we will have to only have 11 meetings, Also the annual increase is greater than CPI-U. Need to limit it to CPI. It was noted that we will be getting a 24 hour answering service and coverage by the Summit care manager from her Summit office 4 days/week and 1 day/week at the NCA office. This is in addition to the 2 days/week that the assistant manager is at the NCA office.

Motion: President Benore made the motion that we accept the Summit Services Management contract with the following changes: the annual budget recommendations will be given at least 5 calendar months prior to the end of the NCA fiscal year and an attempt will be made to negotiate the annual increase to a maximum of CPI plus pass through costs. If that fails it will be accepted as is. Secretary Rodriguez seconded the motion. Questions were asked about concerns of the annual increase. Treasurer Kruse and President Benore said they were not concerned because of a 60 notice of cancellation in the contract. Questions were then asked if we cancel would Summit go back to providing NCA the financial services that we have now. President Benore answered in the affirmative on that issue. Discussion was held on the cost of the contract. Vote: 6 yes, 0 no. Motion passes.

3. Paving on Gwynedd

President Benore reported that we went on a walk-thru with Marty, Fairfax Paving. Marty thought that it was weird that the engineer had not included Jenner as part of the paving of Gwynedd as Jenner is just off of Gwynedd. They noticed several people speeding through Lodge onto Gwynedd. President Benore reported that he thought Marty said he could put in a speed hump for \$300.00 or \$400.00. There was a discussion on whether they would install signs and yellow paint to mark the hump. Vice President Jernigan made a motion to add a speed hump, making sure it will be a flat top and Fairfax Paving will provide signs and yellow paint markings. Cost to not exceed \$500.00. Director Smoczynski seconded the motion. Vote: 4 yes 2 no. Motion passes.

4. Employee Handbook

This was tabled until next month. Forward any comments and concerns to President Benore so he can present them in the December meeting.

5. 2018 Draft Budget

Treasurer Kruse presented the draft 2018 budget (revised since last month due to the increase of CPI-U). There was discussion on various items the most important being which budget item will we take the new Summit Services Management charges. Treasurer Kruse will discuss with Summit. He then made the motion that the draft 2018 budget be approved as presented. There was some discussion before the vote was taken. Vote 6 yes, 0 no. Motion passes. Treasurer Kruse made the motion that the assessment letter be accepted with 1 correction and mailed to the homeowners by November 30, 2017. Vote 6 yes 0 no. Motion passes.

NEW BUSINESS

1. Pool house:

Structural engineer, Al from Electrical Engineering Solutions, came out to look at the crack in the brick wall of the pool house. He will be emailing us his report. He said it is not an immediate structural concern. He thought we should monitor this to see if it gets wider or not.

2. Bids on replace of doors to meeting room and repair of rotting wood in window:

Board reviewed the 3 estimates that were presented by Director Perritt. In the discussion there was concern about if the doors would meet county code. Decided that the builders are knowledgeable about it and they did not see a concern. Director Perritt made the motion that we accept the bid from Wood Specialties of Virginia for the replacement of the doors of the meeting room and repair of the 2 windows for an amount not to exceed \$3,600.00 coming from line 7220 Common Areas and line 8000 Reserves as appropriate. Secretary Rodriguez seconded the motion. Vote: 6 yes 0 no. Motion passes.

3. Petty Cash Discrepancy:

Treasurer Kruse reported about a discrepancy in the petty cash account in amount of \$123.40. Summit accounting and Treasurer Kruse recommended that we write off the discrepancy and charge it to office expenses. After discussion Treasurer Kruse made the motion that the Board authorize \$123.40 be charged against budget line 7660 – Office equipment and expenses to alleviate the discrepancy in petty cash. Director Perritt seconded the motion. Vote: 6 yes and 0 no. Motion passes.

EXECUTIVE SESSION

1. President Benore made the motion for the Board to convene into executive session at 8:45 pm to discuss legal matters. Director Smoczynski seconded the motion. Vote: 6 yes 0 no – motion passes.
2. President Benore made the motion for the Board to convene back into open session at 9:02 pm. Secretary Rodriguez seconded the motion. Vote: 6 yes, 0 no. Motion passes.

OPEN SESSION (RETURNED)

Discussion was held on the Exterior Project form submitted by the homeowners of 8358 Moline at the request of the Architectural Committee Chair – Vice President Jernigan, who was requesting advise.

ADJOURNMENT

Meeting was adjourned at 9:08 pm.