

**Newington Community Association
Monthly Board of Directors Meeting
December 6, 2017**

CALL TO ORDER:

President Benore called the meeting to order at 7:05 pm.

MEMBERS PRESENT:

President Kevin Benore, Vice President Sarah Jernigan, Treasurer Dennis Kruse, Secretary Beth Rodriguez and Director Parker Watson. Directors Perritt and Smocynski were not in attendance.

PRESIDENT'S COMMENTS:

President Benore wished everyone happy holidays. He also announced that Lori Randall has "hit the ground running" in the office.

COMMUNITY FORUM:

Residents raised the following issues:

- The section of the path behind Goldolphin, where the path was relocated, the fence is falling into the creek. There was discussion about the possibility of adding this to the tennis court fence repair contract.
- Section of the path near the end of NCA property and where Fairfax Water Authority damaged the path. Resident thought there still needed work to be done. Community Manager (CM) said she would look into this.
- A complaint was given about the recording on the office answering machine. Resident thought it was difficult to understand and suggested it be rerecorded and slow down.
- Resident informed the Board that the sign between Kitchener and Delong needs to be turned. He suggested that school children, while waiting for the bus are turning the sign. Sign I question belongs to the state. CM said she would call to see if they will repair. President Benore instructed the CM to inventory all community street signs to find out which ones needed repair.
- Resident requested permission to have a pest control, at the resident's expense, examine a tree on common ground for a squirrel nest. President Benore decided that this should be discussed under New Business.
- A resident asked if Blade Runners was going to remove leaves on the paths in the woods. Was told once more in December.

Resident emailed the following concerns:

- Suggested that the email to the Board should go to the Board only as the CM is now a an employee of Summit.
- Asked if we are doing violations. Discussion on matter showed we are doing that.

President Benore reported that in a trash area on Kitchener across the street from his home there is a shed roof left there for 2 weeks and for a week there has been a bag of leaves.

APPROVAL OF MINUTES:

1. Minutes for May 16, 2017 Special Board meeting approved as amended.
2. Minutes for October 9, 2017 Special Board meeting approved as amended.
3. Minutes for November 1, 2017 Monthly Board meeting approved as amended.

COMMITTEE/BUSINESS REPORTS:

Planning and Development Committee – Lou Tobat

Lou commented on:

- the toll charge on I-66. Vice President Jernigan also went to the 2 meetings on this issue. She reported that toll is only charged during rush hour. Arlington county refused to have the toll. A flexi pass transponder is needed for the toll.
- The various problems on funding roads in Virginia
- On the Route 1 redevelopment project – there will be another gate added for Fort Belvoir. It will be to the left of the Pence Gate. There will also be an active adult community added to the area. Supervisor Dan Storck will be having a meeting on this later this month. Information will be posted on the website.

Architectural Advisory Committee – Stacey Perritt

No report as Director Perritt was not in attendance.

Treasurer's/Budget Report – Dennis Kruse

- Expenses currently running below budget primarily due to delays in estimating and approving common area maintenance projects. Without prompt action we would end the year with a \$25,000.00 surplus. He urged careful consideration of proposals included in Community Manager's report to avoid deferring needed work into fiscal year 2018 where it would strain the budget.
- Total of all delinquent accounts has risen, but remains within typical range of 8 to 10% of total assessments.
- We expect to end fiscal 2017 with approximately \$140,000.00 in common area reserves and \$260,000.00 in street & curb reserves.
- Vice President Jernigan asked how we are doing on delinquent accounts. Treasurer Kruse stated that they are highest the first month of the quarter and decrease throughout the quarter. Generally it breaks out that about 1/3 are in long term collection, 1/3 are greater than 30 days late but have not yet been referred to the attorney and 1/3 are less than 30 days late.

Reserve Planning – Sarah Jernigan

No meeting this month. Will set up a meeting in January.

Community Manager's Report – Lori Randall

- NCA Master Calendar and Summit Team Information submitted to the Board at the

monthly meeting.

- Votes Held Between Meetings - None.
- Financial Review

The October financials were sent to the Board separately. Significant variances to report are common grounds improvements, snow removal, and tree maintenance are well under budget. It is recommended the board approve some December projects to offset these budget lines.

More information is provided in the Treasurer's report.

- Resale Inspections conducted at 8356 Moline, 8467 Brainerd (w/reinspect), 7705 Matisse (w/reinspect), 8317 Cushing Court
- Architectural Modifications Applications received 2 denied and 1 approved.

Homeowner Communications:

- Resident on LeMoyne was concerned with how people were parking on Delong reducing visibility as people drove out of LeMoyne. Any modifications to parking on Delong would have to be petitioned to the County. It was suggested that once the Gwynedd project was done, less cars would be parked on Delong.
- Resident said Washington Post delivery person was going the wrong way on a one way street on Moline. I called the Washington Post and since the resident has reported the delivery person is going the right way.
- Dog poop at Kitchener bus stop (first Kitchener/Delong entrance). Residents would like to put signs on grass and get trash can or doggy station put there.
- Resident sent picture of exposed rebar/landscaping nails at tot lot. Tennis balls and construction tape were place around area temporarily. See Maintenance-Tot Lots below.
- Request for copy of Mark Olinger's presentation to the Board as noted in the minutes. I recommend the minutes be revised to remove that attachment as proposals are not normally attached to Board meeting minutes. Prior to acceptance of a contract, negotiations are considered confidential and privileged.
- Resident stated that since neighbor put up new fence, the overgrowth from the woods makes it difficult to walk around to the rear of the homes. See Maintenance-Trees below.
- NCA office copied on email to Traffic Calming Task Force about need for speed enforcement, tree trimming for improved visibility, and replacement of worn signs.
- Bradford Pear tree behind Jenner Court is a concern because another pear recently fell next to it. See Maintenance- Trees below.
- Resident wanted to know if there was an update on 7728 LeMoyne, house that had a fire. If the home remains in its current condition for a prolonged period, then the Association may need to be involved. The Board may want to consider sending a letter reminding the owners that any construction that would change the exterior appearance from how it looked before the fire, would require the completion of an Exterior Project Form.
- Owner requested, and was provided electronically, a copy of the new full service contract with Summit Management.

- Resident said tree dropped branches and damaged his car near 7756 Brandeis. See Maintenance-Trees below.
- Someone is leaving car in blank space on Brainerd longer than two weeks allowed. To be looked in to.
- Brandeis Way mailbox near 7756 - Netting put down on common ground by the Water Authority after construction is pulling up and a trip hazard.
- Non-resident emailed stating paths need to be cleared of leaves as edge can't be seen. I requested they not use paths if they consider them unsafe.
- 3 violation letters sent since last Board meeting. Hearing scheduled for January meeting.

Other Actions:

- Annual assessment notices mailed within required timeframe by T. Queen.
- Requested engineer review and confirm quantities in Fairfax Paving invoice. All approved.
- Department of Professional and Occupational Regulation (DPOR) Common Interest Community (CIC) Annual Report received and forwarded to accounts payable for payment.
- Notification from Rees, Broome that Station Corporation Commission's annual report is due. Form provided at meeting for President's signature.
- When driving through the community, I noticed yellow SLOW DOWN signs on Luce and Moline. Are these authorized by the Board?
- A Management Reference Book was prepared (Governing Documents, Policies, Contracts, etc.) and I have several questions for the Board:
 - New policies and procedures since 2016: Proxy policy, Conflict of Interest, Chairperson's Meeting Rules, ARC updates, Code of Conduct/Meeting Room. Are there any others? Were these forwarded to Summit for inclusion in the disclosure packages?
 - Policies not on website: Reasonable Accommodation, Reserve Investment, Provision for Doubtful Accounts, and Email Voting Procedure. Confirmation needed these are still active policies.
 - Procedures: Is draft website procedure still a draft? The Complaint Resolution is a policy resolution, NOT a procedure.

OLD BUSINESS

Traffic Calming Task Force:

It was suggested to the Board that the community needs to know the process on voting for the issue of speed bumps/humps on Northumberland. President Benore stated that this vote is being done by the Virginia Department of Transportation (VDOT). The Board only facilitated NCA residents who live off of Northumberland have a chance to vote on this issue. Concerns on this issue should be addressed with VDOT. Vice President Jernigan suggested that we give notice in the newsletter to the residents of who will be able to vote and the procedure.

Newsletter Draft Procedure:

Is still posted as a draft on the website after discussion it was decided to table this until January meeting.

Resident Signs:

Management noted that residents have placed signs for traffic to slow down. She wanted to know what to do. During discussions the Board noted that these signs are prohibited by our Covenants. Management instructed to remove the signs.

NCA Employee Handbook.

This was tabled at the December meeting until the January meeting.

NEW BUSINESS

Contracts

Management reached out to all NCA contractor to introduce/reintroduce herself and get updated Certificates of Insurance. Several commented on what they felt was a 'barrier' to information flow. She has been contacted by new vendors seeking to provide bids where there are no contract expirations. Management asked if there were any specific concerns the Board would like her to address with any of the current contractors? Is the board entertaining cancelling any contracts? After discussions the Board decided that management should convey its concern regarding the condition of the flower beds. The Board is not entertaining cancelling any contracts.

Maintenance

Trees. Annually Blade Runners does an inspection of the community trees. I have summarized their list by priority and added recommendations from residents provided to the NCA office. Management's comments were included on the summary spreadsheet. Vice President Jernigan made the motion to approve Blade Runners to remove all category 1, 2, and 3 trees for \$12,002.53. Motion was seconded by Secretary Rodriguez. Vote 5 yes 0 no – motion passed. Motion was made by Secretary Rodriguez to approve DCP to remove/prune trees that have been identified as needed on a time and materials basis for an amount not to exceed \$3,200.00. Motion was seconded by Director Watson. Vote: 5 yes 0 no – motion passed.

Brick and Mortar repairs.

Two proposals received to grind and repoint mortar joints at \$1675 and \$720. Additional proposal received to repair all damaged monuments at \$1710. Motion was made by Secretary Rodriguez that contract with Kyle Vincent for wall on the office for \$720.00 and monument brick repairs for \$1710.00 for a cost not to exceed \$2,430.00. Vice President Jernigan seconded the motion. Vote: 5 yes and 0 no – motion passed.

Tot Lot Borders.

Based on a resident's email and picture, management took pictures of Getty Court tot lot. She sent Springfield Lawn out to provide estimate to repair bad section and entire border as the border is severely rotted. The cost to repair the corner is \$300. The current borders were installed in approximately 1994 or 1995 when the all wood playground sets were installed. Management's recommendation is an exact replacement at \$3,400 for Getty Court tot lot border to be paid from Operating-General

Repairs, as the borders are not included in the reserve study. Cost for all five tot lots would be \$14,705 or \$16,867.50 depending on the option the Board chooses. This would be a good winter project. Motion by Dennis Kruse that we have all tot lot boarders repaired for \$14,705.00. Motion was seconded by Vice President Jernigan. Vote: 5 yes and 0 no – motion passes.

Note: Management saved a copy of the Playground Safety Handbook from the Consumer Product Safety Commission which is available upon request or visit <https://www.cpsc.gov/s3fs-public/325.pdf>.

Tennis Court Fence.

After discussions with the NCA Treasurer, it was concluded the association has an extremely healthy member's equity and anticipates 2017 net income. The association has utilized equity to pay for other common ground reserve items (i.e. new tot lot equipment) in the past. Alaska Fence, NCA's fence contractor for more than 30 years, submitted a quote for a new fence, which was submitted to the Board. New fence would cost \$12,500. To extend fence above backboard by 4 ft. (approx. 20 ft. wide), it would be an additional \$600. Netting would be an option and about \$200 cheaper but would only last a few years. Quote included commercial grade wire (9 gauge core) instead of the standard wire (11 gauge core) because it will hold up much better. Vice President Jernigan made the motion that we engage Alaska Fence to repair the Tennis Court fence got \$12,500.00 plus extend the fence 4 ft. for the backboard for \$600.00 for a total of \$13,100.00. Director Watson seconded the motion. Vote: 5 yes 0 no – motion passed.

Other Maintenance Suggestions:

Management recommend the board consider the following reserve projects for 2018:

1. clean tennis courts and patch repair areas as needed;
2. Path repair and replacement – last section. If this is a consideration, engineers would need to start on specifications report/bid package in the winter.
3. Resurface pool parking lot (crack fill, sealcoat, repaint numbers); Note: 2 and 3 could be one contract.
4. Pool deck concrete replacement.
5. Replace RV lot fence.

Management also recommended the Board implement the Northumberland tree removal and replacement plan prepared a few years ago to eliminate several of the gaps of missing trees on that street. This would be an operating expense and would start with the removal of some Bradford Pears on Northumberland.

Matter was referred to the Maintenance Committee.

Funding:

We have a \$30,000.00 operations surplus. Treasurer Kruse suggested Tree and Tennis court fence expenses come from operations; Tot lot boarders, brick work and meeting room doors come from reserves. Board satisfied with suggestion.

Office

Security System. Management reported that if there is an emergency, Vector Security will call the office, then the proper authority. There is no one on the call list. President Benore and Vice President Jernigan volunteered to be on the call list.

Computer Back Up. Since there is no need for remote storage or file sharing, Techmedx agrees the best and most economical solution for backing up the computer files (documents, pictures and email) is with two external hard drives. One can be swapped out with the other every Friday and stored with the Manager or anyone else the Board chooses as long as it is outside the NCA office. The Hard drives will cost \$72.99 each plus an hour for TechMedx to set it up. \$230.98 plus tax. Management recommend this expense from Operating-Office Equipment. Discussion resulted having a back up on the cloud. Drop Box account as discussed. Motion made by Secretary Rodriguez that get the hard drives as per TechMedx for a total \$230.98 plus tax as well as setting up a Drop Box account. Vice President Jernigan seconded the motion. Vote: 5 yes 0 no – motion passed.

Chair :

Vice President Jernigan made the motion that the Community Manager is authorized to spend up to \$300.00 for a chair. Director Watson seconded. Vote: 5 yes 0 no – motion passed.

Squirrel Issue:

Vice President Jernigan made the motion to allow Mr. Rodriguez to engage Conner Pest Control to check tree for squirrels. Director Watson seconded. Vote: 5 yes 0 no – motion passed.

Convening into Executive Session at 9:06 pm

To discuss personnel matters, actions on delinquent accounts and acting on legal advice from legal counsel.

Convening out of Executive Session 9:27 pm

1. Vice President Jernigan made the motion that we accept the attorney recommendation on item #1. Director Watson seconded. Vote: 5 yes 0 no – motion passed.
2. Vice President Jernigan made the motion that we follow the advice of attorney on item #2. Secretary Rodriguez seconded. Vote: 5 yes 0 no.
3. Vice President Jernigan made the motion that we give ACM Tina Queen the CM's bonus for 2017 for her awesome, outstanding performance of stepping up and going above and beyond her job responsibilities. Director Watson seconded. Vote: 5 yes 0 no.
4. Vice President Jernigan made the motion that we give the on site office management spending authority of \$1,000.00 to cover administration and all office purchases. This is to include both employee and contract employee. Secretary Rodriguez seconded.

Vote: 5 yes 0 no.

Meeting adjourned 9:37 pm.

Next Meeting: January 3, 2018