

**Newington Community Association  
Board and Annual Meeting at Harvester Church  
August 10, 2017  
Final Minutes of the Meeting**

President Kevin Benore called the meeting to order at 7:30 pm.

Board Members Present: President Kevin Benore, Treasurer Dennis Kruse, Secretary Beth Rodriguez, Director Flo Smoczynski and Director Stacy Perritt. Vice President Sarah Jernigan was unable to attend the meeting as she was out of town.

President Benore welcomed everyone for coming to the meeting. He introduced himself and had the other Board members introduce themselves

### **Community Forum**

Several residents brought the following issues and concerns:

- Status of a request previously brought the Board about a stop sign that was knocked down and a street light that has a burned out light bulb. The Community Manager (CM) has ordered the stop sign and has talked with Dominion Energy about this and is waiting for a representative to contact her. NCA pays Dominion Energy to maintain NCA owned street lights.
- Flower beds in the single family homes area are full of weeds. Requested that the Board look at Blade Runners contract to make sure that flower bed maintenance was included.
- Resident that Newington Community get more of an online presence. Suggested use of social media such as Facebook, Twitter etc.
- Resident wanted to know the procedure for getting a tree with dead branches evaluated and was advised to call the CM who would contact the arborist. She also brought up seeing a small coyote. After some discussion it was realized that it was a fox.
- 2 Residents raised the feral cat issue with one suggesting that trash cans rather than bags so the cats couldn't spread trash on the streets.
- Another resident expressed hope that the newsletter delivery issues were taken care of. This resident was told that if they do not get their newsletter before the beginning of the month to call the CM.

At 8:00 pm a quorum was established, therefore the election of Board Members could be held.

2 Board positions needed to be filled. Kevin Benore nominated himself for election. Mike Smith nominated Parker Watson and Carolyn Moore seconded the nomination. Both candidates gave a brief bio of themselves. Ballots were given out, cast and taken up. While the ballots were being counted both the Treasurer's Report and the President's Report were given.

### **Treasurer's Report:**

1. 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.

2. 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.

3. 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.
4. I am 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%.

FINANCIAL STATUS (6/30/17):

Total Assets:	\$ 787,232.59
Operating Funds - Checking:	\$ 82,338.46
Operating Reserves – CDs:	\$ 92,678.89
Members Equity	\$ 95,583.76
Reserves:	\$ 119,878.52 in common area (5001)
	\$ 465,520.13 in townhouse/streets (5002)*

\* prior to payment for repaving

1112 United Bank Checking Reserves	100.00
1113 United Bank Savings Account	169,273.67
1100 Charles Schwab Money Market	3,412.33
1209 US Treasury NT 4/15/18 0.75%	208,000.00
1210 Eagle Bank Money Market	204,183.69
1250 Discount on T-Notes 1299	(147.24)

**President's Report**

President Benore gave the following list of accomplishments of the Board for the year:

- Streamlines the monthly board meetings in an effort to get the meetings to run efficiently with a goal of the meeting lasting about 2 hours.
- Codification of the Robert's Rules to govern how board meetings are conducted
- Updated policies:
  - Code of Conduct
  - Conflict of Interest
  - Architectural Guidelines
  - Proxy Form revised
- With the help of volunteers 2 successful spring clean-up days were conducted and a fall clean-up is being considered.
- Kitchener and Brainerd were paved. The Board is very grateful for the work Lori Randall did on this project.
- Pavement of Gwynedd has been scheduled
- New Community Manager was hired.

Election Results:

Parker Watson and Kevin Benore were elected to the Board. Each of the candidates received a vote count greater than 50% of the votes cast.

Meeting was adjourned at 8:45 pm.