

NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 145 225 9182
April 6th, 2022, 7:00 pm

CALL TO ORDER: Meeting was called to order at 7:01 pm by President Ramirez

The meeting was virtual and recorded.

BOARD MEMBERS PRESENT: President Debby Ramirez, Vice President Bobby Royal, Treasurer Phil Space, Secretary John Kylis, and Director David Boganini

MANAGEMENT PRESENT: Stephanie Reed

OTHER ATTENDEES: 3 residents

PRESIDENT'S COMMENTS: Welcomed everyone and encouraged the community to join the NCA Spring Clean Up Event at the ballfield on April 9th at 10am which is being hosted by the Environmental Committee, supplies will be available. Also, encouraged the community members to join the Neighborhood Watch Crime Program and to spread the word with others to participate in the virtual training with Fairfax County Police on April 11th at 7pm.

COMMUNITY FORUM:

A resident stated that an ARC form was submitted for his property and was eager to receive it back so that he could commence on his project.

A resident asked for the Board to delegate more monetary authority to the Community Manager with regards to signing off on spending for approved projects; the goal being efficiency for project completion. Resident also mentioned that the board (which is a "volunteer board") should not be involved in the day-to-day matters; this is the reason NCA has a manager.

HEARINGS: 0 scheduled

APPROVAL OF MINUTES: Meeting Minutes pass by acclamation

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Phil Space

1. Winter storm tree damage cost was 39K which will be paid using members equity to preserve the \$29K tree budget line to meet planned requirements.
2. Concrete work at the pool has been completed successfully. Some electrical/conduit issues were discovered, and we are awaiting the final cost for those repairs. Initial contract was for \$57,789.00.
3. We had a meeting with the CFO of Summit Management to discuss cash management, during the meeting he recommended that we only go with one year term CDs to provide additional flexibility if cash is required. Recommend that we vote to amend the previous motion to invest 100K in two 1-year CDs vs. a 1-year and 2-year CD.

Welcoming Committee – Chairperson: Regina Watson

- All new resident packets YTD have been delivered
- Next meeting set for June, exact date TBD

Environmental Committee – Chairperson: John Kylis

- Spring Clean-Up event April 9th 10am, weather permitting. Supplies received from Fairfax County. Meeting at the ball field.

Planning & Development – Lou Tobat No report.

Reserves & Maintenance – Chairperson: Beth Rodriguez – (Beth was not present, Dave Randall provided the summary)

- Report submitted to the Board and Management
- Meeting planned for May, exact date TBD.

Recreation Committee - Vacant

GENERAL BUSINESS-MANAGEMENT REPORT:

Votes Held Between Meetings – Stephanie Reed, Management - None

Homeowner's Communications – Stephanie Reed, Management

- Answered question on why trash was not picked up (stated trash was delayed)
- Homeowner notified us of tire and other items behind Northumberland (notified Environmental committee-will get items during Spring Clean-up)
- Notification about trash on Eucalyptus (Sent 2nd letter)
- Concern for tree on Lemoyne (had tree company inspect-looks like it is healthy as it is blooming)
- Concern about neighbor's trees encroaching on homeowner property on Matisse Way (Letter was sent-also informed homeowner he is legally allowed to cut any bushes or trees that encroach on his property.)
- Request for extension of ARC violations on Gwynedd Way as she is waiting for money from the county (extension granted)
- Request to remove stump behind home on Getty (It would be difficult to grind close those trees. Informed her that contractor should be able to get rid of any roots that interfere with the installation of the fence posts)
- Answered many questions about pool passes and guest credits
- Answered question from homeowner about how to make payment and the amount of assessment
- Request for COI be faxed to lender (fax sent)
- Question from homeowner on where visitor should park (directed to State Roads)
- Informed that trash can at ball field was overflowing (inquired with American Disposal and we can add a second can for no cost).
- Answered question about how to request resale package (directed to Homewise)
- Request to have vehicle towed on Matisse due to not having tags (car was not there but encouraged owner to call police next time)
- Complaint about trash out early on Moline Place (sent letters to homeowners)

- Answered question about procedure for replacing roof (sent email with Exterior Project Form)
- Answered question about when 2nd quarter statements were mailed out (mailed out on March 17)

Violation Letters

2 violation letters sent since last board meeting

Other Management Actions

- Reviewed minutes and newsletter.
- Provided new homeowner list to the Welcoming Committee.
- Attended meeting with CFO, President & Treasurer.
- Monitored concrete work project at the pool.
- Coordinated availability with volunteers for Crime Watch Training Program
- Reported street sign leaning on Kitchener & Delong to Fairfax County
- Sent updates to Cheryl for NCA website- (i.e., Vantaca)
- Contacted American Disposal to verify when yard waste would be picked up (stated it would be picked up that Friday)
- Updated ARC 2021 Spreadsheet and sent to Secretary

OLD BUSINESS

- Maintenance Operating – motion made for grounds maintenance
- Maintenance Reserves – reserve projects completed for 2022
- Bi-Annual Architectural Inspections – Management to provide quote for initial inspections with and without pictures for half of the community, reinspection with and without pictures if completed by Summit on half of the community and assistance with creating an inspection checklist. Procedures tabled for May.
- Neighborhood Crime Watch – Training Monday, April 11th to be held virtually at 7pm (for those that miss the training another virtual training will be held for the county in May).

NEW BUSINESS

- CD-Reserve Funds – two 1-year CDs
- Lee High School Graduation Night Contribution
- Community shred event – the Board approved the pool parking lot for the community shred and junk drop event to be held May 21st from 9am – 12pm.
- Additional pool parking spot requested, and the board denied the request.

The Board convened into Executive Session at 9:07 pm.

EXECUTIVE SESSION: The Board Convened into Open Session at 9:10 pm

MEETING MOTIONS:

1. **Motion:** To perform grounds maintenance from the Townhouse Grounds line not to exceed \$4,000 for Area 1 Section 2, Area 5 and Area 6 and from the Common Ground line not to exceed \$4,500 for Area 2, Area 3 and Area 7; all to be completed in the Fall of 2022, made by President Ramirez, seconded by Secretary Kyllis. Vote: 5 yes 0 no

2. **Motion:** To increase the budget by \$6,000 for the Lemoyne Project scheduled for Fall 2022, made by President Ramirez seconded by Vice President Royal. Vote: 5 yes 0 no
3. **Motion:** To amend March motion on the CD's and to invest \$50k into two 1-year CD at a rate no less than .70%, made by Treasurer Space seconded by President Ramirez. Vote: 4 yes 0 no 1 absent
4. **Motion:** To install a second trashcan at the ballfield not to exceed \$400, made by Treasurer Space seconded by Secretary Kylis. Vote: 4 yes 0 no 1 absent
5. **Motion:** To contribute \$200 to John Lewis High School for the All-Night Graduation Party, made by Secretary Kylis seconded by Treasurer Space. Vote: 4 yes 0 no 1 absent
6. **Motion:** To increase management spending authorization to \$5,000, made by Secretary Kylis seconded by Vice President Royal. Vote: 4 Yes 0 No 1 absent
7. **Motion:** To accept bid of \$385 for curb painting for selected spots on Durer Ct and Kitchener Dr to be completed in the fall when the Lemoyne project is underway, made by Secretary Kylis seconded by Vice President Royal. Vote: 4 Yes 0 No 1 absent
8. **Motion:** To not waive the late fees for lot #339 as requested by the homeowner, made by Secretary Kylis seconded by President Ramirez. Vote: 4 Yes 0 No 1 absent

ADJOURNMENT: The Board adjourned at 9:13 pm

Meeting minutes submitted by Secretary Kylis