

NEWINGTON COMMUNITY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Video Conference Call, Meeting ID: 149 375 2705  
October 7, 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:** 9 residents

**PRESIDENT'S COMMENTS:** President Ramirez introduced new Chairperson's Meeting Rules and the Board will follow these rules going forward.

**COMMUNITY FORUM:**

A resident commented that the purpose of the Community Survey is to receive input for the Board to consider and use to make decisions. NCA should track who provided input.

A resident commented about the wording in the newsletter draft minutes regarding a resident's statement in the Community Forum section. The resident had stated that he was planning to hold an Architectural Advisory Committee meeting, so it looked like the meeting was an NCA sanctioned event. The minutes should have clarified that this meeting was not endorsed by the Board.

The resident also explained that the pictures in the Newsletter are of trash or recycling "carts," rather than "bins." Bins are much smaller.

A resident has a taxi but he has been laid off due to COVID. He has de-activated his taxi cab plates and asked for suggestions on where to park. The pool parking lot is the best solution for now.

**HEARINGS:**

Lots 82, 89, 95, 134, 290, 314, 60, 61, 124, 125, 342 were scheduled.

Lot 314 – Rake board has been repaired.

Lot 342 – The resident stated that he did not damage the common grounds in front of his home.

Lot 290 – Shutters and rear window frames have been painted.

Lot 125 – Fence was that way when the house was purchased 4 years ago.

Lot 134 – Fence has been repaired and gutters cleaned.

**APPROVAL OF MINUTES:** See Meeting Motions.

**OFFICER/COMMITTEE REPORTS:**

**Treasurer's Report/Finance Committee** – Treasurer Royal

August financials are not available as Summit was waiting for the Charles Schwab August statement.

Treasurer has confirmed that no August statement will be sent as there was no activity on the account.

Treasurer has obtained the form from Charles Schwab to update the account signers. Updating the Eagle Account signatures is also in process.

The Finance Committee held a meeting on September 24, 2020. No significant changes were made to budget

priorities and it is very consistent with prior years. A draft of the 2021 budget was presented and, based on the CPI-U, includes an assessment increase of 1%. A 1% increase will be a \$2.64 per quarter increase for the town homes and a \$2.13 increase per quarter for the single family homes. This budget will be included in the November newsletter for the community to review.

## **Committee Reports**

### **Environmental Committee** – John Kylis

The Environmental Committee power washed the NCA office siding and cleaned the gutters. The Committee held a meeting on October 5, and the next activity will be October 17 to clear the remaining vegetation from the ballfield fence. The Committee is also working on plans for a fall Clean Up Day and trimming along the path on Moline. Some trails have signs regarding NCA boundary lines, but not all trails have such signs. There is a lot of invasive grass growing on the trails. The Committee has received a report of bamboo growing in the woods, which is also very invasive. The Committee will check. Another Zoom meeting is scheduled for October 26.

### **Planning & Development** – Lou Tobat

At their September 15<sup>th</sup> meeting, the Fairfax County Board of Supervisors discussed the Indoor Ski Facility at the Lorton landfill. A public hearing was held October 6, 2020. Discussions include whether any tax dollars would be used and it would take about 4 years to build.

VDOT is conducting an environmental study about plans to extend the 495 Express Lanes by approximately three miles from the 495 and Dulles Toll Road interchange to the vicinity of the American Legion Bridge.

### **Reserves & Maintenance Planning Committee** – Beth Rodriguez

No report.

### **Recreation Committee** – Pam Rodriguez

No report.

## **GENERAL BUSINESS – MANAGEMENT REPORT:**

### **Votes Held Between Meetings** – Lori Randall, Management

None.

### **Homeowner Communications** – Lori Randall, Management

- Resident sent picture of a tree on Moline where the shade has caused bare ground along the wood line. [Will be added to the maintenance list.]
- Resident sent information on eroded ground around fence on Luce. [Will be added to the maintenance list.]
- Tree pruning needed on Moline and weeds overrun naturalized area between Euclid and Moline. [Will be added to the maintenance list.]
- Resident asked if they could organize a Halloween parade on their street. [As long as there are no violations of Association rules, have fun.]
- Large tree removed behind resident's home on Gwynedd. A branch landed on the deck and hit the grill. [Tree contractor will contact resident directly. Pictures are available.]
- To President: Request to keep trailer in RV lot. [President responded that decision of Board in 2019 is being upheld.]
- Vehicles on Moline do not move out of blank spaces for months. [Management will follow up.]
- Formal Complaint received in compliance with the Association's Complaint Policy. [Management prepared a written response requesting more information before presenting the complaint to the Board.]

- Many homeowners have responded to hearing notices for outstanding architectural violations. One is an elderly couple who needed assistance. [Management shared this request with a volunteer in the community who assisted the couple. Management also provided the couple with Fairfax County resources for the elderly.]
- Trailer parked overnight on Marconi. [Trailer has been removed.]
- Dead tree behind home on Godolphin. [Not in arborist walk-through report. Management went but could not locate tree. Resident reported that in looking more closely, the lower limbs were dead, but top was green.]
- Received 2 emails about broken ball field bench. [It has been repaired.]
- Request for replacement tree behind Durer Ct. where some have been removed. [Management did not get a quote for these replacements as it was not considered a planned area. The Board concurred.]
- Request that ramps for strollers replace steps in two areas of the community: one is on path between Durer and Kitchener and the other is on Brandeis. [Brandeis sidewalk/step installed in 2014 or 2015 during that street's renovations and contractor could not safely install a ramp. Strollers can be used on the grassy area beside the steps.]
- Received question on whether tennis court could have a keypad instead of a keyed lock. [The key to the tennis court is the same as the yellow gate. Keys minimize use by non-NCA residents.]
- Report of a non-working vehicle with expired tags parked in a blank space for a long time on Euclid. [No action by Management, but vehicle was towed.]
- Car did a U-turn on Getty and hit the street sign. [Sign did not come down.]
- Resident asked for contractor's contact information regarding damaged sidewalk on Red Ash. [Information was provided to resident, but individual was unhappy with response. Management reached out to contractor at the same time. Follow up email with resident on 9/29 and awaiting a response. Contractor will replace sidewalk during his next project in the Springfield area.]
- Resident is scared when walking out back yard onto common ground especially at night. [Management walked behind home and didn't see a problem. Asked for clarification and didn't get a response.]
- Resident on Brandeis would like to organize a Halloween event with music, audio equipment and games at the pool parking lot or as a block party. [The Board declined use of the pool parking lot.]
- 2 residents identified paint cans on Euclid and Getty. [Environment Committee was asked to retrieve Euclid cans. Management retrieved the Getty can.]
- Homeowner's exterior request to stain brick was denied. Homeowner would like to know what product is acceptable. [This is a topic on the October agenda.]

## **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.
- Maintenance – Operating Funds
  - Common Grounds: Bare ground areas previously approved were completed. Several new maintenance items were added to the list, including erosion on path to Luce Ct tot lot and areas identified by the Environmental Committee, e.g., erosion behind townhouse rear entrances. Prioritizing the maintenance items will be on the November agenda.
  - Pool crack repair has been completed and the pool has been covered.
- Community Survey – The survey will be published in the November newsletter and posted on the website as a fillable form. The survey can be mailed, scanned as a pdf and emailed, dropped in red drop box, or faxed.
- Exterior Project Forms – Tabled until January 2021.
- Email Distribution List – The results of the Community Survey will be used to evaluate the Environmental Committee's proposal to phase out the paper version of the Newsletter by moving some/most of the

distribution to electronic methods. The goal is to reduce environmental costs and to save money from printing. Less than 100 residents have signed up to receive NCA email announcements. Newsletters are used to meet the legal requirement of informing residents of proposed changes in policies and procedures, as well as the final approved documents. All newsletters are posted on the NCA website. In addition, Summit's new software may provide other information that may affect this proposal. Decision is tabled to January 2021.

- Use of Association Email by Committees – Decision tabled until January 2021.
- Website Streamlining – Tabled to January 2021.
- Insurance Coverage – Motion made on the matter.
- Architectural Violations – Board members completed their follow up inspections to determine if violations from 2019 and 2020 have been corrected.
- Committees – Community Manager prepared draft charters for each NCA approved Committee. Manager will make changes and circulate to Board for review.

## **NEW BUSINESS**

- New proposal from Verizon – Verizon would be willing to install a 4G tower on NCA property to improve coverage, if NCA would agree to upgrade the tower to 5G at some time in the future. Based on previous community input regarding having a tower on NCA property, the Board declined to consider the matter.
- Architectural Standards – A proposed revision to the brick staining section of the Standards will be published in the November newsletter. Director Kylis will reach out to some stain contractors to obtain color charts.
- Trash Cans – Many residents are still putting trash out at the wrong times, leaving cans out, using thin grocery bags which animals are getting into, all of which are unacceptable. There have been reports of trash cans disappearing. Residents can contact American Disposal to obtain a bin or a cart, if they haven't already received one.
- Maintenance – Operating Funds
  - Most of the tree removals and stump grinding have been completed or will be soon. Motion made on the matter of tree replacements.
  - Director Kylis will write an article for the newsletter requesting motivated volunteers for lawn maintenance projects in the community.
  - Director Kylis will contact resident who wants to install pavers on common ground beside 7760 Brandeis. Resident would need to prepare a written proposal for Board consideration. Proposal would need to include why the pavers are needed, who is doing the work, who is paying for it, the design, type of materials, and who will be responsible for maintenance.
- An article will be put in the November newsletter informing residents that Dominion Towing will resume towing on December 1, 2020 of any autos with license plates and/or inspection stickers that expired more than 30 days earlier, i.e. October.

Board convened into Executive Session at 10:01pm to discuss employee compensation and legal matters.

## **EXECUTIVE SESSION**

Board reconvened into Open Session at 11:20 pm.

## **MEETING MOTIONS**

1. Minutes of the September 2, 2020 Board meeting were approved by unanimous consent.
2. Minutes of the September 8, 2020 Special Board Meeting were approved by unanimous consent.

3. Motion: To approve \$200 for the purchase of a new soccer net and wait until spring to install it.  
Made by, Vice President Watson, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
4. Motion: At the next December renewal period, to increase NCA's workers compensation insurance limits to \$500,000 for bodily injury by accident (each accident), \$500,000 bodily injury per disease (each employee), and \$500,000 bodily injury limit by disease (policy limits) at a cost of \$75.00 per year.  
Made by President Ramirez, Seconded by Director Kylis.  
Vote: 5 Yes 0 No.
5. Motion: Per NCA's tree replacement policy, to approve a proposal from Blade Runners to install 6 trees and to provide a 1-year watering service for a total not to exceed \$5,000.  
Made by Treasurer Royal, Seconded by President Ramirez.  
Vote: 5 Yes 0 No.
6. Motion: To accept the payment plan for Lot 094.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
7. Motion: To assess a charge of \$10 per day for Lot 82 starting October 23, 2020, for a period of up to 90 days, pending management inspection.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
8. Motion: To assess a charge of \$10 per day for Lot 89 starting October 23, 2020, for a period of up to 90 days, pending management inspection.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
9. Motion: To assess a charge of \$10 per day for Lot 95 starting October 23, 2020, for a period of up to 90 days, pending management inspection.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
10. Motion: To assess a charge of \$10 per day for Lot 125 starting March 1, 2021, for a period of up to 90 days, pending management inspection.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
11. Motion: To waive charges for Lots 134, 290, 314, 60, 61,124, and 342.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
12. Motion: To approve a proposal from Blade Runners to repair the tire ruts damage to common ground for a total of \$673.21.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.

**ADJOURNMENT:** The Board adjourned at 11:24 pm.

Minutes prepared by Secretary Chauvin.