

NEWINGTON COMMUNITY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Video Conference Call, Meeting ID: 144 923 2284  
October 5, 2022 7:00 pm

**CALL TO ORDER:** Meeting was called to order at 7:04 pm. The record function was not available for this meeting so management assisted with taking notes for the minutes.

**BOARD MEMBERS PRESENT:** President John Kylis, Vice President John Woods, Treasurer Phil Space, and Director Daniel Bojanini, Secretary Cate Reich absent.

**MANAGEMENT PRESENT:** Lori Randall

**OTHER ATTENDEES:** 5 residents

**PRESIDENT'S COMMENTS:** Thank you to John Woods for delivering flyer regarding trash schedule changes. John Woods stated John Kylis also assisted in the endeavor. Ring Promo still set to go live for the entire month of November, see website and Newsletter for details.

**COMMUNITY FORUM:**

A resident thanked Lori Randall for covering while the association's Manager, Dominique, was out on sick leave. A resident asked if the property on Kitchener with tall grass had been looked at by management.

**APPROVAL OF MINUTES:**

The September 7<sup>th</sup> minutes need more revisions and will be presented at the November meeting.

**GUEST SPEAKER:**

June Jackson, President of Summit Management, was in attendance and introduced herself.

**OFFICER/COMMITTEE REPORTS:**

Treasurer – P. Space stated the financials are on track and the 2023 budget will be updated when CPI comes out in October.

Environmental – J. Kylis stated he would like to have another Clean Up Day at the beginning of November.

Neighborhood Watch – B. Royal provided some information about Neighborhood Watch training through local police that is occurring on October 17<sup>th</sup>. 5 people are needed for training. He stated he will be stepping down as the Chairperson of the committee.

**GENERAL BUSINESS – MANAGEMENT REPORT:**

**Votes Held Between Meetings - Patriot Contract** [Motion made by Treasurer and second by President. All 5 Board members approved. Motion passed]

**Homeowner Communications**

- Homeowner complained about large tree on Moline. [Letter to homeowner issued to prune tree].
- Tree branch down on Northumberland by Luce. [Contractor removed].

- Homeowner requested tree on Kitchener Drive in the common area in front of 8479 which hangs over the parking spots of 8479 and 8481 be pruned [Management added to tree list].
- Resident complained about dead tree in the woods [Tree is not in danger of falling].
- Homeowner requested a status report on new trash contract. [Patriot will begin servicing company in November].
- Resident believes tree is in danger of falling on Luce. [Tree is already on tree list].
- Homeowner requested resale package on Dampier. [Requires request for Resale Disclosure Packages be submitted online at [www.homewisedocs.com](http://www.homewisedocs.com)].
- Homeowner on Moline has noticed an increase in rodent activity. [Contact a local pest company to service the inside and close proximity of the home].
- Homeowner complained about overgrown tree on Eucalyptus Ct.

## **OLD BUSINESS**

**Tree summary** provided to the Board.

**Pool signs:** Replacement signs for the pool have been received but will not go up until the Spring. Quote needed for installation.

**Street signs:** Newington Community has been approved for single fire lane signage in the townhome private streets. A quote to purchase the signs for each entrance is \$110 each.

### **Maintenance – Reserves**

**Reserves/Streets:** LeMoynes street work will start Tuesday, October 12<sup>th</sup> with concrete curb/gutter and sidewalk work. Flyers distributed to those residents.

### **EV Charging Station Policy**

The association obtained a drafted policy buy counsel and after board review, the board voted to make edits to the drafted policy. After further discussion the Board would like to send the document back to legal and ask that they take the language in the draft policy resolution and put it in the application. Management has an action to draft this email and share with the Board.

### **Trash Alternatives**

The Board discussed trash alternatives options. Without a committee to take on this project, management was tasked with reaching out to 4 or 5 vendors for suggestions on alternate methods of collection when regular cans and trash bags are resulting in trash throughout the community. J. Woods will develop blurb to share with the vendors on the current problems. The board will analyze the recommendations.

### **Annual Budget**

P. Space made a motion to submit the budget as presented to the board in the November newsletter for the community's review after adjusting for the new CPI information expected on October 13<sup>th</sup>. The board anticipates approving the 2023 budget at the November meeting. J. Kyllis seconded the motion. Vote 4 yes.

## **NEW BUSINESS**

### **Management Contract**

The Board would discuss its concerns with June Jackson, highlighting a need for document control and task automation. Specifically, they asked for a means of sharing ARC applications in a software that allows everyone to review the same document at different times as opposed to the use of DocuSign or Vantaca, where the applications are reviewed/approved in a specific order. June Jackson to look into this matter. L. Randall to provide J. Kylis with an export of the violations in a spreadsheet that is sorted by address for the board members to fill in during their re-inspections. The board also discussed the need for automation of the pool passes which will be an agenda item starting next month.

### **Newsletter Distribution**

J. Kylis made a motion to discontinue paper delivery of the newsletter starting January 1<sup>st</sup>. J. Woods seconded it. Vote 4 yes. Management suggested alternating paper and electronic every other month. The budget for newsletter printing will not change in 2023 to allow for the possibility of occasional paper copies as needed. Paper copies will be available in the NCA office for residents to pick up. An article will be put in the next two newsletters.

**Motion:** To convene to executive session for the purpose of discussing violations and employee matters.

### **Moved out of Executive Session at 9:29 pm**

### **EXECUTIVE SESSION: The Board Convened into Executive Session at 8:55 pm**

- **Motion:** To purchase fire lane signage with a not-to-exceed of \$2,000. Made by President Kylis, Second by Treasurer Space. Vote: 4 yes, 0 no, 1 absent
- **Motion:** To ratify the vote held between meetings to accept the three year contract from Patriot Disposal effective 11/1/22. Made by Treasurer Space, Second by President Kylis. Vote: 4 yes, 0 no, 1 absent
- **Motion:** To submit the budget as presented to the board in the November newsletter for the community's review after adjusting for the new CPI information expected on October 13<sup>th</sup>. The board anticipates approving the 2023 budget at the November meeting. Made by Treasurer Space, Second by President Kylis seconded the motion. Vote: 4 yes, 0 no, 1 absent
- **Motion:** To leave the hourly rate for the onsite employee as is in 2023. Made by President Kylis, second by VP Woods. Vote: 4 yes, 0 no, 1 absent
- **Motion:** To approve the annual holiday bonus for the onsite employee. Made by President Kylis, second by VP Woods. Vote 4 yes, 0 no, 1 absent

### **ADJOURNMENT: The Board adjourned at 9:31 pm**

Minutes prepared by Lori Randall, President Kylis and Secretary Reich