

MONTHLY BOARD MEETING MINUTES
01-02-2019

CALL TO ORDER: Meeting was called to order at 7:01 PM.

BOARD MEMBERS PRESENT: President Sarah Jernigan, Vice-President Stacey Perritt, Treasurer Dennis Kruse and Secretary Karen Chauvin.

MANAGEMENT PRESENT: Lori Randall

OTHER ATTENDEES: Lou Tobat, Planning & Development Chair and Beth Rodriguez, Maintenance Chair.

PRESIDENT'S COMMENTS: President Jernigan welcomed everyone to the meeting. She specifically welcomed new community members. She expressed the hope that everyone had a Merry Christmas. She also mentioned that American Disposal Services did not pick up the Christmas trees as scheduled, but hopefully they would do so on the next scheduled pick-up. She stated that she had received an email from a resident who would like to volunteer for the Board.

COMMUNITY FORUM:

Residents raised the following issues:

1. Christmas decorations in the community looked very nice this year.
2. 2018 is recorded as the wettest year in several sections of the country.
3. A resident volunteered to serve on the Board.

HEARINGS: None were scheduled.

APPROVAL OF MINUTES:

1. Minutes of 10-03-2018 Board meeting were approved by acclamation.
2. Minutes of 12-05-2018 Board meeting were approved by acclamation.

COMMITTEE/BUSINESS REPORTS:

Planning & Development – Lou Tobat: President Jernigan asked about any update on work on the Fairfax County Parkway. Mr. Tobat had no further information.

Architectural Advisory Committee – Vice-President Perritt: Only action is to complete the revisions, finalize the standards and pass on to Cheryl Austin for posting on NCA webpage. Regarding the issues of changing the violation letter and the “grandfathering” of architectural modifications, this committee is waiting for what action the Board decides to take. The committee chair reviewed the violation letter and did not see any reason to change it as the language did not appear to be overly harsh. Secretary Chauvin will be making a presentation on the last two items mentioned later on in the meeting.

Treasurer's Report – Treasurer Dennis Kruse: Highlights of this report, which covers financial reports through the end of November 2018, are as follows:

1. NCA operating expenses were below budget in all categories except the swimming pool and common area maintenance. NCA will likely finish the year with a modest surplus.
2. Treasury Note yields have been volatile and generally lower in the past six weeks. The \$100,000.00 available from matured T-Notes was invested in the Treasury based Money Market fund yielding 1.97% to keep the funds working for NCA until the market stabilizes. This also gives NCA time to firm up the reserve spending plan for 2019.
3. Total number of delinquent accounts and the number overdue by more than 90 days is up compared to prior years. Of 88 accounts with overdue balances, 30 accounts have balances overdue of less than

\$50.00, including 20 accounts with balances overdue of \$10.00 or less. Action is needed to ensure compliance.

Discussion occurred of how to deal with the small accounts. Will look into writing a letter or some notice regarding how these low balances will negatively affect getting a pool pass for the summer. This will be an agenda topic for next month.

Maintenance Committee – Beth Rodriguez: Committee did not meet as it needs the Reserve Study to be completed before doing further work. However Community Manager Lori Randall gave a financial report on the recommendations for maintenance priorities set by the committee. After a discussion on the report, Beth Rodriguez, Maintenance Committee Chair made a motion out of committee. (See all motions listed at the end of the minutes.)

Homeowner Communications

Concern that trash contractor employees are blocking mailboxes when placing empty containers back on street. [Called contractor and asked for a reminder to crew to be aware of equipment placement.]

Request that contractor blow pine needles and gutter and sidewalk of Northumberland. [Contract covers common areas. Contractor satisfactorily performed contracted leaf removal]

Resident on Red Ash was screaming at another resident to not walk on the common sidewalk.

Trash accumulating in RV lot. [Inspection by management revealed no trash, probably due to recent parking lot clean up/leaf removal.]

Resident extremely unhappy they received a violation letter. When speaking to Board President, suggested legal involvement. [Intent is to straighten out issues in office meeting.]

Resident noticed lifeguard door open. [Result of recent work on room window.]

OLD BUSINESS (See all motions listed at the end of the minutes.)

1. Tennis Courts – Community Manager is having trouble getting quotes on repairing the tennis courts. In the local DMV area, there are only 3 contractors. She has reached out to all 3, but they have not gotten back to her.
2. Baby Pool – to compare the 2 proposals, talked with Titan about Diamond Bright. Titan is open to doing anything, including matching the tiles, etc. of the main pool, in the proposal, but does not support the use of Diamond Bright to coat the pool.
3. Path Replacement – pending
4. Electrical Outlet in Pool Picnic Area – Quotes were received for \$2,000.00 and up to install. Item is taken off the agenda. A better time to add this outlet is when the pool pipes are replaced.
5. Database of Owner Information – to be discussed under Google Docs for pool passes in New Business.
6. ARC Standards – tabled until next month.
7. Grandfathering of Architectural Modifications – Secretary Chauvin presented a proposal for adding a grandfathering clause to the Architectural Standards. – CM to provide input to Vice President Perritt and then the Architectural Committee would consider it. Their goal will be to have a review completed before the March Board meeting. Tabled until March 2019.

NEW BUSINESS

1. Reserve Study – Reserve Advisors is the current contractor for the reserve study. They provided a quote to do a reserve study update. Their quote provided the opportunity to use the database software for a fee. Miller Dodson also provided a quote for a reserve study update. Our engineering company, GJB, is interested in providing a quote. Tabled until February, so GJB can submit a quote.
2. Pool Rules – CM to take lead in drafting revised rules, including recommendations for removing the requirement for teens to have a written letter on file and to establish a more reasonable process for dealing with abuses of the rules. Board asked to have pool rule comments submitted by 1-16-2019.
3. Muddy Common Area – CM showed the Board a picture regarding drainage of grounds and a muddy

area that is too wet for Blade Runners to cut. This is a natural drainage area from many directions as it is an uphill slope on three sides with downhill slope leading to a storm drain. This has been a record year for rainfall and the ground simply cannot absorb so much water so frequently.

4. ARC Inspections Process – Board asked CM if she would ask Summit Management if they will offer this service. If they do or plan to in the spring and/or summer, to get a quote.
5. Using Google Docs for the Applications for Pool Passes – Secretary Chauvin has taken the lead on this and will be meeting with Tina on how using Google Forms for the application part of the process could work with the other office procedures for obtaining pool pass photos, signatures, checking for overdue fees and assessments, etc.
6. Legal Opinion – Secretary Chauvin stated that the Nonstock Corporation Act seems to be in conflict with NCA By-Laws on the issue of filling Board vacancies. Also, Management has recommended that NCA reduce the size of the Board from seven to five Directors. These issues need to go to the attorney. Tabled until February meeting so CM and Secretary Chauvin can generate a list of questions for the attorney and distribute it to the Board.
7. Board Vacancy – a resident volunteered at the December meeting to fill a vacancy on the Board. This resident ran for the Board during the 2018 Annual Meeting and was not voted in. The Board has received 2 emails about this person being on the Board. The question was asked, if someone stood for election and was not voted in at the Annual Meeting, would it not negate the will of the community if the Board appointed this person to serve on the Board?
8. Engineer Report for Luce and Matisse – This was added to the agenda, but not discussed. It will be put on the agenda for February

EXECUTIVE SESSION – to discuss a personnel matter and a matter of potential litigation.

Board convened into Executive Session at 9:08 PM.

Board reconvened into Open Session at 10:07 PM

MEETING MOTIONS:

1. Maintenance Committee Chair Beth Rodriguez made the motion out of committee to authorize management to get the engineer to assess the pool parking lot and the RV lot fence.

VOTE: 4 yes, 0 no.

2. Vice-President Perritt made the motion that we accept the proposal from Titan for \$14,305.00 for the baby pool renovation. The monies are to come from Common Area Reserves. President Jernigan seconded the motion.

VOTE: 4 yes. 0 no.

3. Secretary Chauvin made the motion to approve Mike Smith to fill a Board vacancy. President Jernigan seconded the motion. After discussion, the Board voted as follows to uphold the results of the community's will at the 2018 Annual meeting.

VOTE: 0 yes, 1 abstain (Perritt), 3 no.

ADJOURNMENT:

Meeting was adjourned at 10:07 PM.