

**NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – May 3, 2017
Approved Minutes of the Meeting – NCA Pool House Meeting Room**

At 7:00 pm President Kevin Benore called the meeting to order. Board members present were President Kevin Benore, Vice President Sarah Jernigan, Secretary Elizabeth Rodriguez, Treasurer Dennis Kruse, Director Stacey Perritt and Director Florence Smoczynski.

PRESIDENT'S COMMENTS

Our recent Community Manager (CM) hired resigned after just a few days. President Benore will discuss next steps under Old Business. There is a new website out there that is a little more mobile friendly, but content is the same.

APPROVAL OF MINUTES

There were no comments on the April 5, 2017 regular board minutes as published. The minutes stand approved. There were no comments on the April 11, 2017 Special Board meeting minutes as published. The minutes stand approved.

COMMUNITY FORUM

President Benore stated that Community Forum topic are limited to 10 minutes, topic must be germane to Association business only. If you have more than one topic, present your first topic and let others have an opportunity to speak. If there is time at the end, you can present your additional topic(s).

A resident requested to speak to the Board towards end of meeting before executive session.

A resident stated that the path realignment behind Godolphin is unsafe. There is a fence about to fall over. The path along this fence was abandoned but it's packed down dirt. CM will get price quote to remove the fence.

A resident gave the Board an update on the cat trappings. They have been trapping more up off Lake Pleasant since the neighborhoods are connected. There was discussion on foxes.

A resident spotted a bob cat and saw a filter fence in the woods. CM stated that it's Fairfax Water replacing an exposed water pipe.

A resident is buying a home in the community. He wants to purchase an electric vehicle and wanted to know how to charge the vehicle. Director Perritt explained to him NCA's policy on running cords across county and NCA's common grounds. The committee is trying to resolve this and make NCA a more 'green' community. There is no immediate solution to have common charging station areas. She encouraged the resident to attend her next Architectural Advisory Committee meeting (Tuesday, May 16th at 7:15pm).

EMAIL VOTES BETWEEN MEETINGS

- Motion: To hold an email vote for a financial issue. Vote 6 Yes.
- Motion: To authorize Titan Pool to make necessary maintenance fixes not to exceed \$2485.17 coming from budget line 7130 (Supplies & Expenses – pool). Vote 5 Yes, 1 No
- Motion: To hold an email vote on a legal matter. Vote 6 Yes.
- Motion: To withdraw the authorization to engage our lawyer on personnel hiring procedures made in the Special Board Meeting on Tuesday, April 11, 2017 and instead we ask our lawyer to attend our next Board meeting on Wednesday, May 3, 2017 with his billable time not to exceed \$1,000 (budget line 7639). Vote 5 Yes, 1 No.

HEARINGS - None

COMMITTEE/BUSINESS REPORTS

Treasurer's Report – Treasurer Kruse reported that financials are on track. Slightly ahead on the budget with a net positive. Previously reported delinquencies were running higher at beginning of quarter, but they have come down. The 90 day past due is at the lowest it's been in the last 3 years. Reserve expense and finances, CD has rolled over into a money market account has been finalized. We have about \$425,000 in liquid reserves. We've authorized repaving expenditures. Proposal for Gwynedd, which is about the same size as Kitchener, was evaluated in the reserve study to be in the same condition as Kitchener and Brainerd. Most of the liquid will be used for the two paving projects. Then there is a \$200,000 treasury note that expires next year. So we'll need to decide if we use that for reserve projects for next few years or invest it in something better than .75%. In the addendum from last month, looking at the forecast of total expenditures it will require careful management where we'll need to increase reserves for the next few years to make it through the next 10 years. Vice President Jernigan asked if the Treasurer started using the software program yet. Treasurer Kruse stated that he has started with a spreadsheet analysis of the 2014 Reserve Study, but plans to use the software because the spreadsheet is limited in its analysis. President Benore stated that our annual budget allows us to set aside money every year for reserves. Treasurer Kruse stated that yes, but typically it's been about \$70,000 in Reserves per year and that with the low CPIU rates, it only allows us to increase a little bit or it would require a Special Assessment to get more.

Community Manager's Report –
General

- Training and transition between former and new community manager
- Fire inspector contacted to try to exempt fire lanes off Matisse Way; Fire Marshall advised that the fire lanes had to be up to code per community plans
- Final fire inspection of remaining fire lanes completed on 4/26/2017 and passed. Cost for inspector \$78.00
- ATS Services completed the 6 fire lanes (350' of curbs) and over 30 parking spaces off Matisse
- Two resale inspections; three violation letters
- Water heater under NCA office started to leak; water heater needs to be replaced along with bleeder valves; quotes from Eddies Plumbing, Griffin Plumbing and Michael & Sons received
- Two NCA clean-up days completed
- Hydrostatic valve on the pool was fixed, pool level remaining consistent
- Pool supply inventory was approved by the Board
- Pool applications being processed
- Exterior architectural applications are being processed as received
- Two pool area grills ordered for picnic area
- Walkway and storage room area cleaned during the clean-up days

Resident Complaints / Issues / Comments

- A resident complained about rodent son Moline and it was reported to Fairfax County Health Department
- Vehicle towed during repainting project
- Several questions about pool passes, process and pick up
- Questions about pool parties
- A couple of residents had questions on HOA dues
- Bulk trash pick-up questions
- Exposed cable at the top of stairs; reported to Dominion
- Old exposed cables behind townhome on LeMoyne, contacted Miss Utility
- A resident asked mentioned some houses on Godolphin Drive are in need of repairs

Vice President Jernigan asked about the annual inspections on Godolphin. CM stated that inspections have been completed however, CM will have to go back and take photos prior to letters being issued.

President Benore wanted to clarify if \$20 late fee is per registration. CM confirmed it is per registration card not per member.

Planning and Development – Mr. Tobat reported a lot of milling on Route 1 at intersection with Telegraph Road. This is in line with our community project and some neighbors have asked Mr. Tobat about cars. He recommended leaving pool gate open. He asked about trash. President Benore stated that these topics were covered in the fliers. Trash will need to be placed out along Delong.

Architectural Advisory Committee (AAC) – Director and Committee Chair Stacey Perritt reminded residents that the AAC that stands up occasionally to review and make necessary changes to standards. The Architectural Control Committee, chaired by Vice President Jernigan, ensures these standards are being upheld. The AAC will submit the recommended changes in the next newsletter for community's input and then approve at an upcoming Board. Please read the proposed changes carefully. The committee will continue to work on the Electric Vehicle (EV) issue for the community that will include a survey.

GENERAL BUSINESS – Old

Community Manager Search – President Benore stated that they are continuing their search for a new CM. There is a possible candidate that they will discuss during executive session. Unfortunately, Angela did resign after a few days.

Proxy Policy – see a proposal on changes. If we accept the proposed changes then we will print in the next newsletter. If there are major changes, President Benore will propose the discussion is tabled and refer it to a committee for handling. The Bylaws Committee rewrote the Proxy Policy Form. There was a discussion on the Proxy Policy and Proxy form. A resident suggested having an attorney review the proxy policy form to make sure language is acceptable. Vice President Jernigan made a motion to strike item # 2 off the form, send revised form to the attorney for a quick review to make sure it's legal. If he is okay with the form, post in the next newsletter for comment; or if not discuss changes in the June meeting. Director Perritt seconded. Vote 6 yes.

Street paving updates – Ms. Randall sent an email to the Board. The paving contractor had an opening and can start next week, has already started power washing. He will start on Monday with Brainerd. A nice large sign has been placed on Delong and Kitchener. A flier has been drafted for the residents that includes what to do with trash, mail, etc. There was discussion on who has authority to have vehicles towed as needed during the project. Vice President Jernigan made a motion to authorize Ms. Randall to have vehicles towed as needed. Director Perritt seconded. There was discussion on relocating or towing the vehicles to the lot. There was discussion on notifying the trash contractor and all trash should be placed on Delong. Vote 6 yes.

There was discussion on if the project is running over on budget what the next steps will be. President Benore suggested an email vote if needed. There was discussion on the signs being updated on the street closures. The roads should be marked off and residents should not move the tapes, cones etc. and to not park on newly paved concrete.

OLD BUSINESS

New Soccer Goal – tabled.

NEW BUSINESS

Water heater - Angela obtained estimates to replace NCA's water heaters. The smaller water heater is about 30 gallons. It was discussed that the larger water heater in the pump room was replaced about 4 or 5 years ago. Director Perritt asked if the two estimates to replace a 30 gallon tank were reasonable. It was recommended to get a couple of additional quotes. There was discussion to have a pan and not wood under the water heater. Water Works and Shannahan's were recommended to contact. There was discussion on tank less water heaters.

All Night Grad Party – NCA has donated annually to Lee High School’s All Night Grad Party. Vice President Jernigan made a motion to donate \$150.00. Director Smoczynski seconded. Vote 6 yes.

Suggested New Business – common grounds improvement \$8,000 line. Tot lots were completed last year. Put forth the Board a couple of projects might be considered through operating. Suggestions – tennis court fence (Alaska Fence). Re-sleeved the fence. Do the pointing of the monument signs. CM also recommended some power washing, painting of doors (window, rakes board and door trims), adding a slanted section to the top of the fence of the partial wall where you can play selfie tennis to keep the balls inside the court, and more ‘permanent’ signage to denote meetings and upcoming events.

President Benore recommended President Benore asked the CM to obtain quotes for these potential projects. There was discussion on creating a budget line item for electric vehicle budget.

A resident requested to address the Board following regular NCA meeting since it was not related to NCA Business. This request was allowed.

President Benore made a motion to go into Executive Session at 8:28 pm for legal and personnel matters. Director Smoczynski seconded. Vote 6 yes.

President Benore made a motion to reconvene to Regular Meeting at 9:37 pm. Secretary Rodriguez seconded. Vote 6 yes.

President Benore made a motion to approve the list of questions for the lawyer generated in Executive Session. Treasurer Kruse seconded. Vote 6 yes.

President Benore made a motion to adjourn the meeting at 9:40 pm. Director Perritt seconded. Vote 6 yes.