

NEWINGTON COMMUNITY ASSOCIATION
MONTHLY BOARD MEETING MINUTES
October 2, 2019

CALL TO ORDER: Meeting was called to order at 7:00 PM by President Cerchione.

The meeting was recorded.

BOARD MEMBERS PRESENT: President Amber Cerchione, Vice-President Regina Watson, Treasurer Bobby Royal, Secretary Karen Chauvin, Director Debby Ramirez

MANAGEMENT PRESENT: Lori Randall

OTHER ATTENDEES: Lou Tobat, Planning & Development, Dennis Kruse, Finance Committee

PRESIDENT'S COMMENTS – President Cerchione

Deadlines to register to vote are coming soon. NCA assessment fees were due October 1st. There will be a pumpkin carving event on Saturday October 26th at the pool, but attendees need to register. The pool has been closed and winterized.

COMMUNITY FORUM:

- An Eagle Scout requested approval of a project to sand and paint the basketball backboard and to install a new rim and chain net, and 2 picnic tables. This was added to “New Business.”
- A resident commented that last month’s meeting went well.
- A resident requested clarification on the status of the pool parking lot repair. Half of the patching of the parking lot has been completed. The completion of the seal coat is dependent on the weather being warm enough.
- A resident stated that the article in the newsletter regarding the prohibition of signs on any lot was not accurate.
- A resident requested an extension of time to remedy the violation letter he received regarding the staining of his fence.
- A resident stated that there is a speeding and reckless driving problem on Godolphin Drive. The police have been called.
- A resident stated that there is speeding on Moline.
- A resident stated that the street lights on Moline do not work consistently, and she has been unable to report them to Dominion because she cannot locate the correct account number. The Community Manager will assist.
- A resident commented that there are above ground tree roots and the grounds flood on Moline.
- A resident wanted to know when the Architectural Advisory Committee chair would be having meetings.

HEARINGS: None scheduled.

APPROVAL OF MINUTES: A motion was made on this matter. *(All motions are listed at the end of the minutes.)*

OFFICER & COMMITTEE/BUSINESS REPORTS:

Treasurer's Report – Treasurer Royal

The funds from the two CD’s that expired in August are in the money market account.

Treasurer Royal will update the 2020 budget to include a 1.45% increase to match the increase in the CPI. He will provide this update to the Board within 2 weeks, so that the draft budget may be included in the November newsletter.

Planning & Development – Lou Tobat

Both Rolling Rd. and Pohick Rd. have had sections paved, which is an improvement. It appears that the paving project in this area has been mostly completed, with the exception of some street markings.

Reserves & Maintenance Planning Committee – Beth Rodriguez

The Committee will be meeting on October 21st. They would like to receive a copy of the Reserve Study.

Recreation Committee – Pam Rodriguez

No report.

Environment Committee – Timothy Helferstay

No report.

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Paint cans are repeatedly left on Brandeis for trash pick up. [Management to create a flyer.]
- Concern of above ground roots around 04 to 06 Moline.
- Residents on Durer Ct. leave their trash cans out all the time. [Management drove the Court and sent violation letters where applicable. Flyer was distributed to problem areas. Resident volunteers to pick up abandoned cans and take to the pool lot on Wednesdays and Saturdays.]
- Complaints of evergreens at corner of Delong and Rolling that block visibility. [Management requested a proposal to trim. However, contractor recommends removal. See New Business.]

Other Management Actions – Lori Randall, Management

- Luce Court street paving and concrete work started. Great cooperation on first day. No tows. Three flyers door-to-door keep everyone updated.
- Reported Airbnb on Jenner Court to County Code Compliance. They have inspected and will be going after multiple short-term rental infractions, i.e., no registration, basement bedroom, no one lives there full-time.
- Obtained forms and circulated for signature to add new Board members as signature authority on two reserve accounts: Eagle Bank and Charles Schwab.
- All landscaping work orders signed and sent to contractor.
- Pool winterization proposal approved and sent to contractor. Pool covered, pipes emptied, and furniture stored.

OLD BUSINESS

Maintenance

- Proposal on Matisse/Red Ash street renovations – Board consideration of these street renovations in 2020 was tabled until Nov. 2019.
- Pool parking lot – crack fill, patch repairs in a few locations, sealcoat, and restripe pavement. Replace RV fence. Remove 2 trees. Contractor doesn't know if project can be completed in 2019 because sealcoating should be done in warm temperatures and Management needs to coordinate boat/trailer relocations first. Three of the 4 patch areas have been completed. If half of the parking lot can be done before October 15th, we may proceed.

Using Google Forms for Exterior Project Requests – Tabled until March 2020.

ARC Standards – Board members were in favor of modernizing the rules on the staining of fences and decks and to list in the Standards the types of fences that are being approved in NCA. Legal guidance was received on the section on satellite dishes and antennas, which will be added to the Standards. The Board is to provide any further comments by email to Secretary Chauvin before the November Board meeting.

ARC Inspections for 2019 – All streets have been inspected. Follow up of all violations is continuing. Summer hire did not have time to do the photo library. The Community Manager will work on the photo library as time permits.

Daycares –NCA’s insurance agent has confirmed that NCA currently has coverage regarding day care businesses. However, it would be preferable to require daycare businesses to obtain a rider on their homeowner’s policy for “child care” with a \$1MM liability limit and that NCA be an additional insured. Board to review the updated draft of the day care Policy Resolution and provide any changes to the Community Manager.

Grounds Contract Renewal –A motion was made to accept Blade Runners contract.

Reserve Study – Finance Committee will review the study before putting a recommendation before the Board.

AirBnB – No further action.

Board Orientation – A motion was made on this matter.

NEW BUSINESS

1. Trash – Community Manager to provide proposed changes to the Trash Policy at the November meeting.
2. Shade at the pool – Community Manager to obtain cost estimates on shade systems and installation. Costs would need to come out of operations and not reserves, as no shade system currently exists.
3. Board Appreciation – Community Manager will research ordering a large plaque with space to add names of Board members who complete their terms of office. Plaque to hang in the John Nolan meeting room. Board will also consider providing a letter of appreciation and a gift card to these Board members.
4. Maintenance/Landscaping – Motions made on this matter. Also, Board is to look at the bare areas identified by the Maintenance Committee and have recommendations at the November meeting.
5. Eagle Scout project on basketball hoop – Motion was made on this matter.

Board convened into Executive Session at 9:09 PM.

EXECUTIVE SESSION

Discussed employee matter and legal matter.

Board reconvened into Open Session at 9:43 PM.

MEETING MOTIONS

1. Minutes of the September 4, 2019 Board meeting, with one editorial correction, were approved by acclamation.
2. Motion: To update the signature authorities on the reserve accounts by removing Sarah Jernigan and Dennis Kruse and adding Amber Cerchione, Bobby Royal, and Regina Watson.
Made by President Cerchione, Seconded by Treasurer Royal.

- Vote: 5 Yes 0 No.
3. Motion: To approve a contract with Blade Runners for grounds maintenance at a fixed fee of \$103,025 for five years with an additional leaf removal added and fall flower rotation removed.
Made by Treasurer Royal, Seconded by Director Ramirez.
Vote: 5 Yes 0 No.
 4. Motion: To spend not more than \$3,000 for legal counsel to conduct orientation for the Board, which includes an outline tailored to NCA's governing documents and a follow-up 3 hour teleconference.
Made by Treasurer Royal, Seconded by President Cerchione.
Vote: 5 Yes 0 No.
 5. Motion: To spend not more the \$150 to remove a shrub blocking the storm drain behind Kitchener and Brainerd.
Made by Director Ramirez, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.
 6. Motion: To approve \$750.00 to remove two evergreens along Rolling Rd. Funds to come from tree maintenance.
Made by Treasurer Royal, Seconded by Director Ramirez.
Vote: 5 Yes 0 No.
 7. Motion: To approve up to \$50 for supplies to sand and paint the basketball backboard and for a new rim and chain net, and additional funds for the Community Manager to purchase a replacement bench to be installed by the basketball hoop.
Made by Treasurer Royal, Seconded by Director Ramirez.
Vote: 5 Yes 0 No.
 8. Motion: To deny a request from Lot # 082 to waive a Non-Sufficient Funds charge.
Made by President Cerchione, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.

ADJOURNMENT: The Board adjourned at 9:45 PM.