

NEWINGTON COMMUNITY ASSOCIATION  
MONTHLY BOARD MEETING MINUTES  
November 6, 2019

**CALL TO ORDER:** Meeting was called to order at 7:04 pm by President Cerchione.

The meeting was recorded.

**BOARD MEMBERS PRESENT:** President Amber Cerchione, Vice-President Regina Watson, Secretary Karen Chauvin, and Director Debby Ramirez. Treasurer Bobby Royal joined the meeting at 7:11 pm.

**MANAGEMENT PRESENT:** None

**OTHER ATTENDEES:** Lou Tobat, Planning & Development, Beth Rodriguez, Maintenance, and Pam Rodriguez, Recreation

**PRESIDENT'S COMMENTS** – President Cerchione stated that fall leaf cleanup will be starting soon.

**COMMUNITY FORUM:**

- A resident commented that someone was burning yard waste/leaves on Finlay Ct. This has happened four times this year and also last year during the fall. It makes a lot of smoke, and it may be against Fairfax County fire safety codes. An article will be put in the newsletter.
- A resident commented that a street light on Matisse needs to be replaced. It has been fixed a few times, but the pole may need to be replaced. Issue to be referred to the Community Manager.
- A resident stated that someone put out 2 car tires for trash and the tires have been there 2 weeks. Tires are a bulk item and may not be put out for trash pickup. Issue to be referred to the Community Manager.
- A resident stated that many people are using regular plastic grocery bags to put their trash out.
- A resident stated that he had received a letter to remove his boat from the pool parking lot outside the fenced enclosure, but the letter did not specify a reason. President Cerchione will follow up.

**HEARINGS:**

Although not an official hearing, Lot 214 was in attendance to discuss the letter he had received to remove his flatbed trailer from the enclosed pool parking lot structure. The deck of the trailer is 22 feet long and the hitch is about 5 feet long, for a total of about 27 feet. The trailer currently is not parked in his assigned spot, but in the yellow-striped area in the corner. The trailer has been parked in the enclosed fence for a little over 2 years. It is used to transport a variety of vehicles, riding lawn mowers, vehicles to be repaired, etc. The vehicle is tagged for personal use and is mostly used for that purpose, but sometimes vehicles are transported, repaired, and sold.

**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

There have been no significant increases in operating expenses across the previous several years and the budgets have been very consistent. NCA's 2019 expenses are also on track within the budget. NCA uses the CPI-U (Urban) to determine any budget increases. The CPI-U is 1.53% for the 2020 budget.

**Planning & Development** – Lou Tobat

Fort Belvoir gate schedule:

Lieber Gate is open 7 days a week, 24 hrs;

Tulley Gate is open Mon-Fri 6:00 am – 6:00 pm;

Kingman Gate is open 7 days a week, 6:00 am – 6:00 pm. Exit only 6:00 am– 8:00 pm.

Farrar Gate is open 7 days a week, 24 hrs;

Pence Gate is open 7 days a week, Mon-Fri 5:30 am – 9:00pm; Sat-Sun 6:00am – 9:00pm. Exit only 24 hrs.

Telegraph Gate is open Mon-Fri 6:00 am to – 6:00 pm;

Walker Gate is closed.

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

The Committee did not meet as planned. Chair Rodriguez looked at the additional areas of common grounds added to the list and recommends that a landscape company provide suggestions on how to improve the various locations and what time of year to do it. Many areas are eroded, rocky, and very shady.

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

A Holiday Party is being planned for Saturday December 14<sup>th</sup> 2:00pm – 4:00pm at Saratoga Elementary School Cafeteria. The theme is “Winter Wonderland.” Plans include games, prizes, arts & crafts, snacks, & “Frosty.” Six - ten volunteers are needed for 1:00 pm – 5:00pm. A motion was made on this matter.

### **Environment Committee** – Timothy Helferstay

No report.

### **Votes Held Between Meetings** – Lori Randall, Management, via written report

A vote was held to publish the 2020 draft budget in the November newsletter. Five “yes” to hold email vote and five “yes” to publish in newsletter.

### **Homeowner Communications** – Lori Randall, Management, via written report

- Resident relayed message that bus driver has a concern about low branches on Moline. [Spoke to area supervisor who said the morning driver was concerned and problem is not so much now as when branches are wet and hanging low. Supervisor provided a map and highlighted where tree branch is a concern.]
- RV lot renter thanks the Board for the work done on the lot and asked if more tree trimming and additional lighting are in the plans. [Not at this time.]
- Concern that tree behind home on Gwynedd may fall on house when windy. [Management to look at it.]
- Resident would like to see grassy area along path that runs from Moline to Euclid mowed. [This area is not on the current map of mowing areas. It is usually cut twice a year by either the owners of the gas pipeline or the County] Resident would also like the low hanging branches cut. [Management to look at it.]
- Resident called and sent pictures of muddy common grounds on Moline during recent rainy days. [Board to discuss.]
- Resident on Lemoyne would like branches cut that are too close to home. [Management to look at it.]
- Cans being left out on common grounds. [Flyer distributed to area and resident placed signs on can for contractor to remove with the trash.]
- Water in basements on Marconi.
- Resident threatening legal action and news publicity over a violation letter regarding weeds in yard.
- Vehicles on Lemoyne sit in unnumbered spaces for longer than 7 days. [Monitored and issued tickets.]
- Resident would like to discuss eligibility of trailer in RV lot. [Scheduled for a hearing on Board’s agenda.]
- In response to violation for trash cans out front, resident requested HOA repair common ground behind home on Luce Ct.

### **Other Management Actions** – Lori Randall, Management, via written report

- Enlisted help from Environment Committee to replace old bulbs on pool deck lights and replace two broken tot lot trash cans.
- Luce Court paving project completed and payment made after engineer review and approval. One resident did not pay the contractor for their lead-in sidewalk replacement. This could have an impact on future projects and contractors' willingness to work with homeowners.
- Based on weather conditions, completed RV lot seal coat and fence replacement. Tree removal changed from 2 to 26 at only a slight increase over original estimate.
- Reported watch lights out on Durer, Matisse, Euclid, Kitchener, and Marconi and a sodium vapor light on Northumberland.
- Continued photo documenting all of NCA's homes. Completed Newington Place, Lemoyne, Kitchener, Brainerd, and Durer. Also, documented areas needing improvements throughout the community.
- Identified more bare areas in community for maintenance discussion.
- Noticed severely stained pool furniture in storage. Will need help over winter separating furniture that needs re-strapping.
- Had discussions with legal counsel on short sale of property in collections.
- Obtained rough estimate on shade options at the pool. Gave the information to the Treasurer.
- Reviewed delinquency list and worked with legal and accounts receivable to get balances synced.
- Sent a list of more dead trees to the contractor.
- Reported one light out on Moline. Ballfield sodium vapor light still not working a year after reporting. A watch light on Lemoyne is still not working after being reported three times. Reported them again.
- Responded to questions from Fairfax County's management company regarding request for a handicap parking space.

## **OLD BUSINESS**

### Maintenance

- Proposal on Matisse/Red Ash street renovations – Treasurer will hold a Committee meeting to discuss.
- Using Google Forms for Exterior Project Requests – Tabled until March 2020.
- ARC Standards – Motions were made on this matter.
- ARC Inspections for 2019 – Tabled to December 2019.
- Day Care Policy – Motion was made on this matter.
- Reserve Study – The Finance Committee would like to meet with contractor for discussion and clarification.
- Board Orientation – Trying to find a date that works. Tabled to December 2019.
- Trash Policy Revisions – Motion was made on this matter.
- Shade at the pool – Tabled to December 2019.
- Board Member Appreciation – Tabled to December 2019.

## **NEW BUSINESS**

1. Maintenance/Landscaping/Bare Ground – Those Board members who have not yet had an opportunity to physically review the common grounds areas are to complete their site visits within a week and send their priorities to the Community Manager. The goal is to identify the priority areas and get contractor proposals for improving the identified areas.

Board convened into Executive Session at 9:21 pm.

## **EXECUTIVE SESSION**

Discussed employee matter, hearing, and legal matter.

Board reconvened into Open Session at 10:55 pm.

## MEETING MOTIONS

1. Minutes of the October 2, 2019 Board meeting, were approved by acclamation.
2. Treasurer Royal made a motion out of committee to accept the 2020 budget as printed in the November newsletter.  
Vote: 5 Yes 0 No.
3. Motion: To spend not more than \$350 for a holiday party.  
Made by Secretary Chauvin, Seconded by Vice President Watson.  
Vote: 5 Yes 0 No.
4. Motion: To approve the following wording for Article II, Section 3, paragraph 1 of the Architectural Standards: An exterior Project Request Form must ALWAYS be submitted AND approval received before the installation and/or replacement of any of the following major home improvements: roof, siding, windows (one or more), deck, patio, porch, screened in porch addition, enclosure, fence, sidewalk, and/or brick staining.  
Made by Treasurer Royal, Seconded by President Cerchione.  
Vote: 5 Yes 0 No.
5. Motion: To add the following sentence at the end of Article IV, Section 4, paragraph 4 of the Architectural Standards: Decks may be stained a wood tone color.  
Made by, Director Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
6. Motion: To approve the following sentence in Article VI, Section 5, paragraph 3 of the Architectural Standards: Fences may be stained a wood tone color.  
Made by Treasurer Royal, Seconded by President Cerchione.  
Vote: 5 Yes 0 No.
7. Motion: To approve the following sentence in Article VI, Section 5, paragraph 7 of the Architectural Standards: For detached houses only, all other styles of wood fences, for example, picket, gothic, split rail, will be considered on an individual basis, provided they are no taller than 4 feet.  
Made by President Cerchione, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
8. Motion: To publish the revised NCA Policy Resolution Concerning Regulation of Home Child Care Facilities in the Community in the NCA newsletter.  
Made by President Cerchione, Seconded by Director Ramirez.  
Vote: 5 Yes 0 No.
9. Motion to publish the revised NCA Trash Policy in the NCA newsletter.  
Made by, Treasurer Royal, Seconded by President Cerchione.  
Vote: 5 Yes 0 No.
10. Motion: To send the request for a handicapped parking space to legal counsel for review.  
Made by President Cerchione, Seconded by Director Ramirez.  
Vote: 5 Yes 0 No.
11. To approve Lot #214 to park his trailer in the fenced enclosure at the pool parking lot until September 30, 2020, at which time, any vehicles to be parked in the enclosure must meet the requirements of the "Pool Lot Parking Policies and Procedures," with the exception of the grandfathered vehicle.  
Made by President Cerchione, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.

**ADJOURNMENT:** The Board adjourned at 11:08 pm.