

**Newington Community Association
Board of Director's Meeting – June 7, 2017
Minutes of the Meeting – NCA Pool House Meeting Room**

Meeting was called to order by President Kevin Benore at 7:01 P.M.

Members in attendance: President Kevin Benore, Vice President Sarah Jernigan, Treasurer Dennis Kruse, Secretary Beth Rodriguez and Director Stacy Perritt. Director Florence Smoczynski was not in attendance.

President's Comments

President Kevin Benore introduced the meeting rules that he will follow from this point on until the end of his tenure as president of NCA. Go to <http://newingtoncommunity.org/wp-content/uploads/chairpersonsmeetingrules.pdf>.

President Benore also gave an update on the search for a new community manager. He said that after the search committee interviewed potential candidates the Board would be giving a second interview to one candidate during Executive Session later in the meeting.

Approval of Minutes

Minutes for both the May 3, 2017 monthly Board meeting and the May 16, 2017 Special Board meeting were both approved.

Community Forum

A resident made 3 recommendations:

1. Verizon, our ISP, gives additional email addresses at no additional charge. He suggested we use these addresses for committee chairpersons so these chairpersons would not have to divulge their private email address.
2. NCA path has been damaged by heavy equipment when Fairfax County was doing work on the waterline.
3. He and another resident noticed that the May 16th Special Board meeting notice did not state a purpose. While not legally required he thought it would be nice to state the purpose so residents could decide if they wanted to come to the meeting.

Director Sarah Jernigan (speaking as a resident) brought up path deterioration on the path coming from Godolphin going to the creek.

Secretary Beth Rodriguez brought a Community Maintenance Request form that was given to her by a resident about bare ground on common grounds on Brandeis and its need of being reseeded. She took pictures with her phone and passed it to the Board members. She thought we should get Blade Runners to do this in the fall as June is not a good time to seed grass. A resident stated that common ground near her house and located between Luce and Moline also needed reseeded. Discussion was held on whether or not this was done regularly or not.

Director Stacey Perritt questioned light green leafed begonias being put in a sunny area and asked if they do not survive if Blade Runners will replace them at no additional cost as they should have known that bronze leafed begonias do better than light green leafed ones in full sun. She also brought up that common ground on Kitchener is in need of grading as the water is not draining. The water just stays there for up to 6 days and is a mosquito breeding area.

A resident had a question about signs. He asked if there was still a rule about length of vehicle allowed to park on streets if so the signs are gone. Rule is still He noted that there was a house for sale near his home. Not only was there 1 large for sale sign but also 4 other small signs. Vice President

Sarah Jernigan asked to answer this question as she had knowledge of this. She stated that if it is on personal property it is up to the community to talk to the property owner. However, Fairfax County allows real estate signs on public property from Friday through Sunday evening.

Hearings: Property owner or renter of Lot #484 was not present. (Trash Violation) and Property owner or renter of Lot #478 was not present. (Trash Violation)

Committee Reports: Treasurers Report – Dennis Kruse, Treasurer

1. The April financial statements indicate that NCA expenses remain below budget in all categories. Current and projected expenses are still at or below budget in all categories of operations and administration. However, after reaching a low point last month delinquencies followed the typical pattern by jumping up in the first month of the quarter – 13% of the payments due by April 1st were still unpaid at the end of the month. We also surrendered all the recent progress in reducing payments overdue more than 90 days because several additional delinquent accounts reached that milestone.
2. As reported at the May Board meeting, the \$200,000 from the expired Eagle Bank CD was rolled over on April 28 into a commercial money market account with associated checking account at Eagle Bank. Completed signature forms for the new accounts were delivered to the bank on May 4. We expect to use a significant portion of these funds for repaving of Gwynedd Way later this year.
3. I request Board approval to transfer up to 100% of the operating reserve funds currently in an Alliance Bank Money Market account into a special rate 11-month CD at Alliance Bank. The Money Market account is earning approximately 0.2% interest and the special rate on the CD is 1.0%. The special rate is only available for funds transferred by June 30. Considering our sound financial status, I see minimal risk in making this transfer. We have not needed to use any of these funds since at least the beginning of 2015.

FINANCIAL STATUS:

Total Assets: \$ 803,480.78

Operating Funds - Checking: \$ 203,280.28

Operating Funds – Money Market: \$ 92,659.21

Members Equity \$ 95,583.76

Reserves: \$ 109,740.06 in common area (5001)

\$ 443,864.02 in townhouse streets (5002)

1112 United Bank Checking Reserves \$100.00

1113 United Bank Savings Account \$139,052.71

1100 Charles Schwab Money Market: \$2,631.96

1209 US Treasury NT 4/15/18 0.75%: \$208,000.00

1210 Eagle Bank Money Market \$203,027.87** moved on 5/28 from Eagle Bank CD

1250 Discount on T-Notes: 1299 (176.46)

Accrued Interest Receivable: \$720.00

Planning and Development – Lou Tobat

Mr. Tobat said they did a good job on Kitchener and Brainerd especially on traffic movement and the curbing and how they handled cars and everything. However, he reported a problem with paint on strip on drain and drainage problem at Kitchener entrance. He also suggested the Board contact the county on the condition of Delong.

Architectural Advisory Committee – Stacey Perritt. Stacey Perritt presented suggested changes to the Architectural Standards. She reported that the committee tried to show changes rationale, which for the most part was simplification and bringing our guidelines in line with Fairfax County guidelines. Also

the committee was trying to get new technology (i.e., solar panels, solar tiles, and new wood products). She answered any questions. A discussion on fire pits was held. Issues were around fire code requirements, safety and if we needed any guidance in the Architectural Guidelines. The draft proposed changes have been posted to the website for community's review and input. Go to: <http://newingtoncommunity.org/wp-content/uploads/ArchitectDraft06072017.pdf>.

GENERAL BUSINESS - OLD

Resource Maintenance Project – Lori Randall/Kevin Benore. The Board received a written report regarding the completed work on Kitchner & Brainerd as well as the planned repair work needed on Gwynedd from Lori Randall. Lori made note of some puddling on Kitchner but recommended watching it as it may go away, but recommending deferring to any opinion of the engineer. Will need to address any other issues with landscaping company. In regards to the planned work for Gwynedd she made the recommendation of a no bid contract with Fairfax Paving using option 1. Fairfax Paving would honor same calculations. She also stated that she would be unable to oversee this project and suggested the Board consider hiring Summitt Management to oversee the project. Construction issues will need to be given to Fairfax Paving ASAP. Discussion on whether to exercise a no bid process for the work on Gwynedd and get a proposal Fairfax Paving was held. Dennis Kruse was asked to contact Fairfax Paving for a proposal.

Conflict of Interest Policy – Dennis Kruse. Dennis presented a draft copy of the proposed Conflict of Interest Policy for Officers, Board Members and Key Leaders. Dennis Kruse made a motion to approve the Conflict of Interest Policy as presented which was seconded by Sarah Jernigan. Vote 5 yes and 0 no.

Proxy Policy and Form – Kevin Benore. Kevin presented the draft of the Proxy policy and the Proxy form as published in the June 2017 newsletter. Sarah Jernigan made a motion to accept the proxy policy and form as updated. Beth Rodriguez seconded the motion. Vote: 5 yes and 0 no.

GENERAL BUSINESS - NEW

Alliance Bank Funds. Dennis presented the report. Alliance Bank Funds are the operationing funds with Summit Management. We have 2 accounts: cash account and operating reserves. He proposed the motion that he be granted authority to put up to the amount of the money market account into a 11 month CD at 1% interest and apply the signatures for authority. Kevin Benore seconded the motion. Vote – 5 yes 0 no

Common Area Issues & Estimates

1. Sarah Jernigan presented the issue of trash cans being left out after deadline for bring them in. Discussion was held about disposing of these trash cans. Community Manager can hire someone as cost is low enough and Kevin would compose the announcement for newsletter.
2. Next issue is estimates for water heater replacement for the office and meeting room. Sarah volunteered to call Shanahan to get clarification on their proposal. Everyone agreed.
3. Next issue was estimates to fix the outside of the office. Sarah Jernigan offered to get estimates and contacts with presented estimates.

Code of Conduct. Current code plus employees and general meeting conduct as well as Code of Conflict Interest policy. Minor change got rid of several “wherases”. This is for our review.

Sarah Jernigan volunteered to Chair the Maintenance committee and was accepted as such.

Community member wanted to talk to board to ask about getting a 6 month extension for HOA dues for 8441 Kitchener.

Kevin Benore made a motion that the Board go into executive session at 8:33 pm for personnel issues, discuss and consider probable litigation; violations of the Declaration or Rules & Regulations. Beth Rodriguez seconded the motion. Vote 5 yes 0 no.

Kevin Benore made the motion that the Board go out of Executive session and back into open session at 10:05 pm. Sarah Jernigan seconded the motion. Vote 5 yes 0 no

Kevin Benore made the motion that the Board seek injunctive relief through the attorney against Lot #84. Motion was seconded by Sarah Jernigan Vote 5 yes and 0 no

Kevin Benore made the motion that for the trash violation for Lot #484 to assess the fine of \$50. Motion seconded by Sarah Jernigan. Vote 5 yes 0 no

Kevin Benore made the motion for the trash violation for Lot #478 that the fine be waived because this was a first offense. Stacey Perritt seconded the motion. Vote 5 yes 0 no.

Kevin Benore made the motion to close the meeting at 10:08 p.m. Beth Rodriguez seconded the motion. Vote 5 yes 0 no.