

NEWINGTON COMMUNITY ASSOCIATION
MONTHLY BOARD MEETING MINUTES
September 4, 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 and Tina Queen

OTHER ATTENDEES: Lou Tobat, Planning & Development

PRESIDENT'S COMMENTS – President Cerchione

COMMUNITY FORUM:

- A resident recommended that the Board provide a plaque to show their appreciation to any Board member who completes their term of office. This will be added to “New Business” for next month.
- A resident asked for more information on the upcoming Luce Ct. paving and renovation project. Cars must be moved and the street cleared during the project. Residents usually park their cars on Northumberland Rd. when street work occurs on that side of NCA. The pool parking lot may also be available, if needed. Depending on the work schedule, the street may be opened during some evenings, but if so, the street will be rough, with curbs under construction, etc. The sidewalk repairs may require the contractor to access the adjacent yards to install the forms for the concrete for the new sidewalk. Any flower pots or other items near the sidewalk should be moved prior to the work. The contractor has installed a sign at the entrance to Luce Ct. and NCA has also distributed flyers to the residents with more information on the project. The resident requested a copy of the contract.
- A resident stated that a contractor was driving the wrong way one on a one way street.
- A resident stated that there was a dead oak tree 5 feet from property line on Godolphin Dr.

HEARINGS: None scheduled.

APPROVAL OF MINUTES: Minutes of the August 7, 2019 Board meeting were accepted by acclamation. Minutes of the August 8, 2019 NCA Annual Meeting were provisionally accepted, with clarification edits to the Community Forum section. Minutes of the August 8, 2019 Board meeting at Harvester Church were approved by acclamation.

OFFICER & COMMITTEE/BUSINESS REPORTS: *(All motions are listed at the end of the minutes.)*

Treasurer's Report – Treasurer Royal

Highlights of the 7/30/19 Financial Report include the following:

1. Total cash in operating accounts - \$200,053.56
Operating reserves - \$95,600 in CD's expired in July and were renewed in August
2. Reserve Assets - \$473,979 (\$92,483 in common and \$381,500 in streets)
Liquid - \$260,500 mainly in interest-bearing money market accounts
Investments - \$202,000 in treasury notes. Two treasury notes at \$50,000 expired 8/31/19.
Reserve Expense obligations in 2019 –
 - a. \$149,000 Luce Ct repairs and replacement including streets, curb, gutter and sidewalks
 - b. \$6,000 in tennis court repairs and maintenance

- c. \$4,000 in engineering fees
- 3. Members' equity - \$143,250
- 4. Assessments for 2019 - \$615,540
- 5. Year-to-date Net income - \$95,034
- 6. Delinquencies as of 8/28/19
 - a. Over 30 days - \$12,218
 - b. Over 60 days - \$455
 - c. Over 90 days - \$24,989
 - d. 11 accounts with the collection attorney

Treasurer Royal will review the reserve accounts and the delinquencies and will hold a Finance Committee review in September prior to the 2020 budget presentation to the Board.

Planning & Development – Lou Tobat

Ft. Belvoir on Rt. 1 has opened a new gate past the current Tulley Gate, but on the other side of the road. Traveling north on Rt. 1, there is a lot of truck traffic turning left into the new gate, especially during the morning hours. President Cerchione also noted that there are new shops and stores opened on Silverbrook Rd near South County, so expect more traffic in that area.

Reserves & Maintenance Planning Committee – Beth Rodriguez

No report.

Recreation Committee – Pam Rodriguez

No report.

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Tree concern on Brandeis. [Dead tree removal sent to contractor.]
 - Resident wants to be notified of violations by email, not letter. [Letters meet compliance of state law. Individual preferences for communication cannot be accommodated.]
 - Dying tree behind Durer. [Tree is small and not at risk of damaging property. Tree not identified by arborist.]
 - Speeding is a huge issue on Moline. One way signs are ignored. Recommends speed bumps. Also feels rules for commercial vehicles are not being enforced. [Board has previously researched feasibility of speed bumps, and they delay fire and rescue vehicles. Towing contractor notified of commercial vehicles.]
 - Request that pine tree be removed as it could hit home. [Tree is not on arborist list and appears to be very healthy.]
 - Cars on Euclid sharing one license plate. [Tow company can identify which car has the correct plates and will tow appropriately.]
 - Request for handicap parking space from a resident. [Responded that owner put request in writing since owner will have to pay for any accommodations.]
- Airbnb on Jenner Court. Guests don't follow trash rules, leave cans out. [County allows Airbnb, but they must have a permit. There are no NCA rules on Airbnb's at this time. NCA to look into what rules Associations can establish regarding Airbnb's. Board to review NCA's trash policy to prepare for a vote prior to next meeting.]
- Lamp post on LeMoyné is still out. [Reported to Dominion for third time.]

Other Management Actions – Lori Randall, Management

- Annual Meeting

- Flower bed walk with contractor
- Ongoing annual architectural violation oversight. Working with all owners regarding their violation letters.
- Board President overview with A. Cerchione
- Tree inspection
- Reviewed draft Architectural Standards

OLD BUSINESS

Maintenance

- Engineering Review of Luce – Paving of Luce Ct. and other concrete repairs are starting September 23rd. NCA will do a memo of understanding with Summit regarding the Community Manager's time to oversee the project.
- Pool parking lot – crack fill, patch repairs in a few locations, sealcoat, and restripe pavement. Replace RV fence. Remove 2 trees. Motion was made on the matter.

Using Google Forms for Exterior Project Requests – Secretary Chauvin reported that work on the Architectural Standards took priority over this project. Tabled until March 2020.

ARC Standards – Draft provided to Board members to review and provide comments at the October Board meeting.

ARC Inspections for 2019 – All streets have been inspected. Follow up of all violations is continuing. Photo library of all homes will be completed within a week.

Fairfax County Hearing on Daycare – Legal opinion was received, which was discussed in Executive Session. Community Manager will contact NCA's insurance agent to discuss what NCA's current coverage is regarding day care businesses, and if necessary, what type of changes NCA would need to make if daycare providers are allowed to use NCA facilities and common grounds for their customers.

Grounds Contract Renewal – Community Manager will ask the contractor if the color of the mulch can be changed and any cost savings if the established trees are not mulched.

Director Ramirez mentioned it is difficult to see oncoming cars when exiting Delong Drive due to tree branches.

NEW BUSINESS *(All motions are listed at the end of the minutes.)*

1. Trees – Annual tree inspection has been completed and Priority 2 & 3 trees were reviewed, but other projects are more urgent. Dead trees are being removed.
2. Replacement Tree on Brandeis – Motion was made on the matter.
3. Pool Winterization – Motion was made on the matter.
4. Board Member Review – A brief orientation was provided to the new Board members. The Board will review all of NCA's policies and procedures (available on the NCA website) and discuss at the October meeting whether further training on the governing documents is needed. Motion made on Board member term of office.
5. Reserve Study – The Reserve Study has been completed by Reserve Advisors. The reserve contribution listed for each year does not seem feasible, given that NCA budget increases are limited to the CPI. The Finance Committee and the Board will review and it will be on the agenda for the October meeting.
6. October Agenda Items – Discussion of options for providing shade at the pool, and several items from the Maintenance Committee report: overgrown shrubs on Kitchener, various common area bare areas, Matisse retaining wall, and minor ballfield fence repairs.
7. Flower Bed Renovation – Motion was made on the matter.

Board convened into Executive Session at 9:37 PM.

EXECUTIVE SESSION

Discussed employee matter and legal matter.

Board reconvened into Open Session at 10:25 PM.

MEETING MOTIONS

1. Motion: To provisionally accept the August 8, 2019 Annual Meeting minutes, with clarification edits to the Community Forum section.
Approved by acclamation.
2. Motion: To accept the quotes from Fairfax Paving and Alaska Fence, respectively, and approve a total of \$30,000 for pool parking lot patch repair, crack fill, seal coat, and re-striping and to replace the RV fence (funds to come from common grounds reserves), and \$2,000 to remove two trees (funds to come from operations).
Made by: Secretary Chauvin, Seconded by President Cerchione.
Vote: 5 Yes 0 No.
3. Motion: To send the section of the current Architectural Standards on Antennas and Satellite Dishes to the attorney to bring them into compliance with the Federal Communications Commission (FCC) rules for Over-the-Air-Reception Devices (OTARD).
Made by: Secretary Chauvin, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.
4. Motion: To make changes to the 2019 Grounds contract as outlined, at no added cost to NCA.
Made by: Secretary Chauvin, Seconded by President Cerchione.
Vote: 5 Yes 0 No.
5. Motion: To approve \$2,082 from common grounds to replace a tree on Brandeis.
Made by: Treasurer Royal, Seconded by President Cerchione.
Vote: 5 Yes 0 No.
6. Motion: To approve \$2,185 for pool winterization.
Made by: Treasurer Royal, Seconded by President Cerchione.
Vote: 5 Yes 0 No.
7. Motion: To approve three proposals from Blade Runners for a total of \$4,222.55 for installing and watering new trees and shrubs in the bed by LeMoyne; for grub and bag worm treatment of affected areas; and to renovate the flower bed at the pool sign.
Made by: Treasurer Royal, Seconded by President Cerchione.
Vote: 5 Yes 0 No.
8. Motion: To remove Lot # 040 from the collection attorney and to postpone collection of the violation assessment for 45 days, and to re-evaluate after the window is removed.
Made by: President Cerchione, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.
9. Motion for Treasurer Royal to decrease his term of office to 2 years, with an expiration date of August 2021, so that the Board has a more even rotation of members.
Made by: President Cerchione, Seconded by Vice President Watson.
Vote: 5 Yes 0 No.

ADJOURNMENT: The Board adjourned at 10:30 PM.