

NEWINGTON COMMUNITY ASSOCIATION
MONTHLY BOARD MEETING MINUTES
December 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, Secretary Karen Chauvin, Director Debby Ramirez, and Treasurer Bobby Royal. Vice President Regina Watson was absent.

MANAGEMENT PRESENT: Lori Randall

OTHER ATTENDEES: Pam Rodriguez, Recreation

PRESIDENT'S COMMENTS: None.

COMMUNITY FORUM:

- A resident had comments on several topics: a request for the names of the persons who had complained about his trailer; concerns over a Board member's response to his comments expressed at the November Board meeting; concerns over photo library of homes; concerns about the effect of Home Owners Associations on the sale of homes; concerns about a letter sent to a homeowner to remove his boat from the pool parking lot without a specific reason; concerns about the on-going work to update the Architectural Standards; concerns that architectural forms from the early 1990's may have been destroyed by volunteers who were doing cleaning. Several additional suggestions for the Architectural Standards and the Policy Resolution on In-Home Day Care were provided in written form to the Board. The Board will review the written suggestions. A sample review of the architectural files from the early 1990's will be conducted to determine if files appear to be missing.
- Another resident asked a question about trimming tree branches that overhang his property. Virginia law allows a homeowner to trim any branches or roots that are on his side of the property line without asking permission. NCA does not trim those branches. NCA only pays to have a common ground tree branch removed if it is actually hitting a homeowner's house.

HEARINGS:

Lots 6, 22, 215, 378, and 392 were not in attendance. Lot 215 has corrected the violation.

Lot 255 – The owner was in attendance and stated that she had cleared the vine overgrowth on the fences in August, but the vines grew back. She has cleared them again, but will have to kill the vines as they keep coming back.

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

NCA's 2019 expenses are on track with the budget. NCA uses the CPI-U (Urban) to determine any budget increases. The CPI-U used in the 2020 budget was 1.53%. Treasurer Royal will call another Finance Committee meeting to continue discussions.

Planning & Development – Lou Tobat

No report.

Reserves & Maintenance Planning Committee – Beth Rodriguez

No report.

Recreation Committee – Pam Rodriguez

A Holiday Party is being planned for Saturday December 14th 2:00pm – 4:00pm at Saratoga Elementary School Cafeteria. However, the school has implemented a \$309 fee for events held on a Saturday to pay the custodians and the utilities. A motion was made on this matter.

Environment Committee – Timothy Helferstay

No report.

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Tree down on path behind Godolphin. [Reported to tree contractor and it has been taken care of.]
- Resident commented that leaves were blown to curb and left more than one day. [This is a necessary part of the leaf removal process. The leaves are blown until late in the evening and the truck that sweeps up the leaf piles comes back another day. Leaves have to go in street for pick up.]
- Homeowner felt paperwork was submitted for their new fence, but nothing was received in the NCA office. Homeowner may attend meeting to appeal to the Board because they cannot afford to take fence down.
- Resident does not like looking at recycling can that is left for days on the street in Newington Glen. [Can is removed by Friday and management is unable to confiscate it.]
- Complaint regarding tree that has branches overhanging property on Gwynedd. [Owner has the right to remove anything that crosses their property line. Management looked at tree that had leaves, but will get arborist assessment in spring.]
- Dumping in common ground behind homes in corner of Gwynedd/Marconi. [Management does not have someone to remove the dresser dumped down steep hill. If resident had put it out for trash, it would have been taken or the private hauler would have been called.]
- Concern about fox approaching playground at Getty Ct. and thank you for new trash can at Getty Ct tot lot. [Management let them know they should call animal concerns to Fairfax County’s animal control by calling non-emergency police number.]
- In November, a trailer was stolen from the pool parking lot outside the fenced enclosure. [Homeowner called police. NCA has shared video footage with the police.]

Other Management Actions – Lori Randall, Management

- Annual assessment notice completed. All letters mailed by November 26th.
- Called Dominion Power on Luce Ct light not repaired.
- Continued photo documenting of all NCA homes. Completed Newington Place, Lemoyne, Kitchener, Brainerd, Durer, Luce, Jenner, Marconi, Gwynedd, and part of Moline.
- Noticed severely stained condition of pool furniture in storage. Titan helped retrieve stored furniture. Approximately 20 chairs and 5 loungers need re-strapping.
- Tree elevation completed on Moline Place per request from Fairfax County Public Schools (FCPS) Transportation for a bus for the handicapped.
- Payment made to finalize Luce Court project.
- Phone call with County Code Compliance regarding Jenner Court Airbnb. Owner has a permit from Fairfax County and violation of bedroom in basement was rectified. If property continues to be listed as an Airbnb

without owner living in premises, Code Compliance will take owner to court. However, owner has informed the code compliance officer that they are in the process of getting a long-term lease.

- Drafted letter to homeowner regarding RV lot discussion.
- Reserved Saratoga Elementary cafeteria for holiday party.
- Assisted Treasurer in transfer of funds process to cover reserve expenses and to order new checks on Charles Schwab account.
- Reviewed invoice for pool parking lot work and issued payment.
- CICB annual renewal completed and submitted.
- Request for proposal to replace dead shrubs (gold mop) on DeLong. See New Business.
- One Way Street. Manager was on Durer Court and witnessed two vehicles going the wrong way on one-way street. On previous evening, an Amazon delivery van was seen going the wrong way on Durer. After following them to Kitchener, the driver was spoken to, who explained they follow the directions in their phone and apparently the app doesn't recognize one-way streets in private communities. This supports previous comments about delivery trucks going the wrong way on Luce.

OLD BUSINESS

- Maintenance
 - Proposal on Matisse/Red Ash street renovations – A motion was made on the matter.
 - Common Grounds – The Board identified priority areas to get contractor proposals for improvement.
- Using Google Forms for Exterior Project Requests – Tabled until March 2020.
- ARC Standards – Tabled to January 2020.
- ARC Inspections for 2019 – Process is ongoing. Next hearings will be scheduled for February.
- Day Care Policy – Motion was made on this matter.
- Reserve Study – Manager will contact Reserve Advisors to discuss the drastic fluctuations in yearly reserve contributions due to the constraint of the CPI-U limitation each year. The Finance Committee will meet on the funding of common ground reserve projects.
- Board Orientation – Need to find a date to hold the Orientation. Tabled to January 2020.
- Trash Policy Revisions – Tabled vote to January 2020.
- Shade at the pool – The Finance Committee will look at the Budget to determine if operating funds are available to fund this expenditure.
- Board Member Appreciation – Motion made on this matter.

NEW BUSINESS

- Pool Parking Lot Policy – The Board discussed the lottery process for assigning spaces. No further action.
- Maintenance/Landscaping – Motion made on this matter.
- Snow Removal Contract – Motion made on this matter.

Board convened into Executive Session at 9:45 pm.

EXECUTIVE SESSION

Discussed employee matter, hearings, and legal matter.

Board reconvened into Open Session at 10:50 pm.

MEETING MOTIONS

1. Minutes of the November 6, 2019 Board meeting, as amended, were approved by acclamation.

2. Motion: To determine whether Harvester Church is available to hold the holiday party, and if not, to approve \$309 to pay Saratoga Elementary School for maintenance and other fees to hold the party.
Made by President Cerchione, Seconded by Treasurer Royal.
Vote: 4 Yes 0 No.
3. Motion: To allow former President Sarah Jernigan and former Treasurer Dennis Kruse to sign two checks from the United Bank account: one for approximately \$3,400 to pay the engineer for the Luce Ct work and the second check for the remaining balance, approximately \$400, to be made out to NCA for deposit in NCA's Eagle Bank account (reserves). NCA will then close the United Bank RESERVE account.
President Cerchione will verify the two checks before they are mailed.
Made by Treasurer Royal, Seconded by Director Ramirez.
Vote: 4 Yes 0 No.
4. Motion: To approve a proposal from Fairfax Paving not to exceed \$145,000 for street renovation of Matisse and Red Ash in 2020.
Made by Treasurer Royal, Seconded by President Cerchione.
Vote: 4 Yes 0 No.
5. Motion: To approve the NCA Policy Resolution Concerning Regulation of Home Child Care Facilities in the Community, as revised, and to publish the final in the NCA newsletter.
Made by, Treasurer Royal, Seconded by Director Ramirez.
Vote: 4 Yes 0 No.
6. Motion: To approve the purchase of a plaque, not to exceed \$240, to show appreciation to those Board members who have served a full 3-year term on the Board by listing their names on the plaque.
Made by President Cerchione, Seconded by Director Ramirez.
Vote: 4 Yes 0 No.
7. Motion: To approve Blade Runners' proposal not to exceed \$1,750 to replace up to 11 dead gold mop bushes on Delong and to remove two bushes at the NCA monument sign by the entrance to Delong.
Made by President Cerchione, Seconded by Director Ramirez.
Vote: 4 Yes 0 No.
8. Motion: To approve a snow removal contract for Dec 1, 2019 through May 1, 2021 with Springfield Lawn Service.
Made by Director Ramirez, Seconded by Treasurer Royal.
Vote: 4 Yes 0 No.
9. Motion: To accept Fairfax County's Option2 proposal to expand the current parking space for Lot 589 into the mailbox area to provide a van accessible parking space. This includes an assessment of effect on a nearby tree, a curb cut for access from the street to the sidewalk, coordination with the US Postal Service to determine any effect on the mailbox, replacement of any dislodged bricks on the mailbox landing, repair of any damaged turf areas, painting of all lines and repainting of curb numbers.
Made by, President Cerchione, Seconded by Director Ramirez.
Vote: 4 Yes 0 No.
10. Motion: To assess Lot# 6 \$10 a day, starting Jan. 1, 2020, for up to 90 days if the violation has not been corrected.
Made by President Cerchione, Seconded by Director Ramirez.
Vote: 4 Yes 0 No.
11. Motion: To assess Lot# 22 \$10 a day, starting Jan. 1, 2020, for up to 90 days if the violation has not been corrected.
Made by President Cerchione, Seconded by Treasurer Royal.
Vote: 4 Yes 0 No.
12. Motion: To assess Lot# 255 \$10 a day, starting March 1, 2020, for up to 90 days if the violation has not been corrected.
Made by President Cerchione, Seconded by Treasurer Royal.

Vote: 4 Yes 0 No.

13. Motion: To assess Lot# 378 \$10 a day, starting March 1, 2020, for up to 90 days if the violation has not been corrected.

Made by President Cerchione, Seconded by Treasurer Royal.

Vote: 4 Yes 0 No.

14. Motion: To assess Lot# 392 \$10 a day, starting March 1, 2020, for up to 90 days if the violation has not been corrected.

Made by President Cerchione, Seconded by Treasurer Royal.

Vote: 4 Yes 0 No.

15. Motion: To provide a holiday bonus of \$500 to the Assistant Community Manager.

Made by Director Ramirez, Seconded by Treasurer Royal.

Vote: 4 Yes 0 No.

ADJOURNMENT: The Board adjourned at 11:13 pm.