

NEWINGTON COMMUNITY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Video Conference Call, Meeting ID: 149 375 2705  
April 7, 2021 7:00 pm

**CALL TO ORDER:** Meeting was called to order at 7:15 pm by President Ramirez.

The meeting was recorded.

**BOARD MEMBERS PRESENT:** President Debby Ramirez, Vice President Regina Watson, Treasurer Bobby Royal, Secretary Karen Chauvin, and Director John Kylis.

**MANAGEMENT PRESENT:** Sarah Newton, Lori Randall

**OTHER ATTENDEES:** 9 residents

**PRESIDENT'S COMMENTS:**

President Ramirez welcomed everyone to the meeting and expressed her thanks for their participation.

**COMMUNITY FORUM:**

- A resident expressed thanks to the Board for a job well done.
- A resident would like to hold an event at the pool parking lot on May 15, 2021 from 8:00am – 1:00 pm for a free community shred and junk pick up for NCA residents. Motion made on the matter.

**HEARINGS:**

No hearings were scheduled.

**APPROVAL OF MINUTES:** See Meeting Motions.

**OFFICER/COMMITTEE REPORTS:**

**Treasurer's Report/Finance Committee** – Treasurer Royal

December Financials were posted on Vantaca. January Financials are not complete and will be distributed as soon as available. Treasurer Royal will look at the Summit software. The Budget Finance Committee will meet in April to review the maintenance projects and in May will review the 2020 year end and 1<sup>st</sup> quarter financials. The Committee will look at the apportionment of turf maintenance and tree cutting funding to determine if changes are needed.

**Committee Reports**

**Environmental Committee** – John Kylis

The March 20<sup>th</sup> Clean-Up day was a huge success with nearly a dozen volunteers. Hundreds of pounds of litter were collected and disposed of. A huge “Thank You” to all the volunteers! The next cleanup event will be in the fall, with a better plan in place for disposal of the collected litter.

Common ground grass was growing higher than allowed in governing documents. [Blade Runners mowed the next day.]

Summit Management uses a third-party vendor, SouthData, to distribute the quarterly dues statement, including paperless delivery options. For more information and to sign up, go to the SouthData Document Portal: <https://www.estmt.net/Home/Index?ReturnUrl=%2f>

Learned/confirmed that other HOAs in the area send their newsletter electronically.

**Planning & Development** – Lou Tobat

Committee Chair Tobat recommended that Board members be on video for virtual meetings.

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

No report.

**Recreation Committee** – Pam Rodriguez

No report.

**Welcoming Committee** – Regina Watson

Working on finalizing materials, including updated pictures of NCA.

**GENERAL BUSINESS – MANAGEMENT REPORT:**

**Votes Held Between Meetings** – Sarah Newton, Management

None.

**Homeowner Communications** – Sarah Newton, Management

- A local Eagle Scout will be in the community remarking storm drains.
- Durer residents put trash out on Friday that is rejected and left out. [Management drove through the next Friday and there were no issues.]
- Resident on Red Ash states trash is unsecured, getting loose and ends up in his yard.
- Parking space being monopolized on Euclid towards end of street. [Management is now tracking.]
- Resident sent picture of quilt drying on balcony. [Quilt was gone the next day.]
- Hot water heater dumped in woods behind home and rolled down to Moline. [Flyer distributed to homes on Euclid asking if anyone saw it happen. Environment Committee was contacted and heater was moved to curb. Residents took it to the dump.]
- Truck parked on common on Durer Court near Durer entrance. [Letter sent.]
- Tree branches on Durer touching roof. [Management visited property and did not see branches touching roof.]
- Owners are leaving their dogs outside to bark for long periods of time. [Appropriate to call Animal Control.]
- Status of replacing a homeowner's sidewalk. [This will be done during next street project.]
- Resident had a Manager who parked in her parking space. [This seems to be the Manager of the property that had a fire, not someone from NCA's management team.]
- Luce/Moline tot lot trash can overflowing again. [Contacted trash contractor who will send someone out right away.]
- Volunteer stepped forward to take some of Brandeis newsletter delivery.
- Tree branch fell onto vehicle. [Resident was advised to contact their insurance.]
- Tree down on path. [Tree was removed.]
- Received records request for Summit Management Report. [Completed.]
- Received inquiry for speed bumps on Godolphin. [The Board declined to pursue the matter.]
- Vantaca update. [Homeowners may begin receiving their portal logins. Summit will send emails, and notices will be included in newsletters, with pool passes, on letter boards, etc.]

**OLD BUSINESS**

- Maintenance – Reserve Funds  
Streets

- GJB has solicited bids for the Euclid, Getty, LeMoyné street re-paving project. Five bids received. Will request best and final offers for repaving Euclid and Getty.
- Maintenance 2021 – Operating Funds  
Proposals received for the 8 priority turf repair locations. Motion made on the matter. GJB submitted recommendations to stabilize the path and stream bed at the drainage culvert and to prevent further erosion along the path. Bids will be solicited.
- Email Distribution List – No further action.
- Use of Association Email by Committees – Implementation is pending the development of procedures. The Board reviewed draft procedures and made revisions. Tabled to May.
- Security Cameras/Ring Cameras – The Board will send comments to Director Kyllis. Tabled to May.
- Annual ARC Inspections for 2021 – Inspections to begin in April 2021.
- Rules and Regs – Porticos – Motion made on the matter.
- Rules and Regs – Trash Policy, Special Pick Ups – Board reviewed the draft, made revisions, and approved the NCA Trash Information document as revised.
- 2021 Pool Season – The pool contractor will be asked to get updated Virginia Health Department guidance on pool operations for 2021 and to provide a quote for a plexiglass barrier for the check-in desk. Director Kyllis may have an iPad (tablet) to donate for the lifeguards to use when confirming the check ins. The Community Manager will get an example of a release of liability form. Motion made on obtaining software for residents to sign up to attend the pool. Tabled to May.

## **NEW BUSINESS**

- Audit contract: Received 3-year proposal from Daly, Hamad, and Associates. Tabled to May to review previous contract and to confirm payment schedule.
- Soliciting/Peddling Signage: Installed two missing ‘no soliciting’ signs on Godolphin and DeLong median.
- Virtual Meetings and Electronic Opt-In: The Board plans to hold the August Annual Meeting and voting in person. When in-person Board meetings resume, there will continue to be an option for residents to listen to the meetings. Motion made on the matter.
- Trash cans: Motion made on the matter.
- Monument Lights: Tabled to May.

## **MEETING MOTIONS**

1. Motion: To approve use of the pool parking lot on May 15, 2021 from 7:30am – 1:30pm for a resident to hold a free community shred and junk pick up for NCA residents.  
Made by Treasurer Royal, Seconded by Director Kyllis.  
Vote: 5 Yes 0 No.
2. Minutes of the March 3, 2021 Board meeting as published in the April 2021 newsletter, with the following changes, were approved by unanimous consent. Under Community Forum regarding whether in-person Board meetings would resume, add that the issue was tabled to June 2021; under the 4<sup>th</sup> bullet in Community Forum, change the sentence to indicate that the 2 dead trees along Rolling Rd. are behind Kitchener; under Welcoming Committee, 1<sup>st</sup> sentence, change to read that “Draft materials were shared with the Board, ...”; under Homeowner Communications, 2<sup>nd</sup> to the last bullet, delete the sentence after [Motion made on the matter.].
3. Motion to approve a proposal dated March 19, 2021 from Springfield Lawn Service for \$10,525 to repair turf areas 2, 3, 4, and 5.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
4. Motion to approve the addition of a new Section 28. Porticos to Article VI of the Architectural Standards,

as published in the March newsletter.

Made by President Ramirez, Seconded by Vice President Watson.

Vote: 5 Yes 0 No

5. Motion to approve the Silver Plan of SignUp Genius for an annual fee of \$107.89 for pool attendees to sign up for timeslots and for use by other Committees after pool season ends.  
Made by President Ramiriz, Seconded by Treasurer Royal.  
Vote: 4 Yes 1 No (Director Kylis).
6. Motion to provide an option for residents to join the monthly Board meetings in listen-only mode when in-person meetings resume.  
Made by Director Kylis, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
7. Motion to install trash cans at 3 additional locations around the community: at the corner of Euclid and Northumberland, at the corner of Rowanta and Northumberland, and at the corner of Durer and Delong.  
Made by Director Kylis, Seconded by Vice President Watson.  
Vote: 5 Yes 0 No.

**ADJOURNMENT:** The Board adjourned at 11:10 pm.

Minutes prepared by Secretary Chauvin.