

**Wednesday, July 7 2021 - 7:00 PM - NCA Board Meeting**

*RE: Board of Directors meeting*

Join from PC, Mac: <https://meetings.ringcentral.com/j/1493752705>

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Meeting ID: 149 375 2705

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NEWINGTON COMMUNITY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Video Conference Call, Meeting ID: 149 375 2705  
May 5, 2021 7:00 pm

**CALL TO ORDER:** Meeting was called to order at 7:03 pm by President Ramirez.

The meeting was recorded.

**BOARD MEMBERS PRESENT:** President Debby Ramirez, Vice President Regina Watson, Secretary Karen Chauvin, and Director John Kylis. Treasurer Bobby Royal joined the meeting at 7:05 pm.

**MANAGEMENT PRESENT:** Lori Randall

**OTHER ATTENDEES:** 11 residents

**PRESIDENT'S COMMENTS:**

President Ramirez welcomed everyone to the meeting and explained that residents have time during Community Forum to speak to the Board and then the remaining time is for the Board to conduct its discussions to keep the length of the meeting to a reasonable time frame. Sarah Newton is no longer the Community Manager and Lori Randall is now the point of contact. Summit Management is recruiting for a new manager.

**COMMUNITY FORUM:**

- A resident inquired about the Security Camera Standards. [That is the only change to the Standards that is being worked on now. When the Board finishes its draft, the proposed Standard will be published in the newsletter for residents to review before the Board votes on it.]
- A resident inquired about the dead trees on Delong and Kitchener. He also had questions about replacing a fence that is attached to his house and asking neighbor to help with the cost and a question about installing solar panels. [Normally, NCA does not remove dead trees in the woods if they are not in striking distance of a house. It is a good idea and a courtesy to talk to your neighbor before replacing a shared fence. An Architectural Form must be submitted for replacing a fence or installing solar panels.]
- A resident inquired about a violation letter she received regarding repairs needed and the timeline for making those repairs given the costs involved, and papers being left on her door with the same information that is online. [NCA follows due process including a hearing before assessing any charges. Residents may contact the Community Manager regarding timelines for repairs. The Board has discussed the pros and cons of door delivery of certain documents vs the administrative cost and burden of collecting and maintaining current email addresses for all owners.]

- A resident commented that the Board meetings are too long and obstructionist and repeating things over and over which stifles discussion. It is no longer majority rule when topics keep being brought up when the Board has previously indicated that they are not in favor of proceeding. The scope of the Environmental Committee is too broad and infringes on other Committees' areas of responsibility. In previous Boards, requests for data and documents from the Community Manager had to go through the President, who would need to approve before sending to the Community Manager. This saved money and assured that the Community Manager was focused on the most important tasks
- A resident inquired about a letter she had received re: repairs being needed and the timeline was aggressive given the need to hire someone and would like some flexibility to address the issue. [The language in the letters was drafted by legal counsel to follow due process, while combining all the process steps into one letter to save time and costs. Residents may contact the Community Manager regarding flexibility in the timelines depending on the scope of work needed for repairs.]

**HEARINGS:**

No hearings were scheduled.

**APPROVAL OF MINUTES:** Tabled to June for corrections.

**OFFICER/COMMITTEE REPORTS:**

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

The Committee met in April and reviewed the Financials regarding homeowners' equity and operating expenses. Two motions were made out of Committee. The Committee will meet again to discuss investment options after closing the Eagle Bank accounts. The Committee is also looking at the cost for adding trash cans, pool costs for an increase in minimum wages and COVID compliance costs, and trash pickup costs.

**Committee Reports**

**Environmental Committee** – John Kylis

The sidewalks by the pool were power washed.

The EC proposed creating a 'group' on the social media platform NextDoor for community activities such as a spring foliage photo contest, etc.

There is a lot of good information on recycling and trash at this link:

<https://www.fairfaxcounty.gov/publicworks/recycling-trash>

The EC proposed conducting a test case on Brandeis Way for targeted distribution of the monthly newsletter via email, website, or hard copy distribution. The Board declined to consider this item again, as it has been discussed before.

**Planning & Development** – Lou Tobat

No report.

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

No report.

**Recreation Committee** – Pam Rodriguez

No report.

**Welcoming Committee** – Regina Watson

Final materials were shared with the Board. The bags have been purchased. Need to purchase the magnets and the gift cards out of operating funds. A spreadsheet will be developed for tracking Committee expenses. A list of new residents since January 1 will be provided to the Committee.

**GENERAL BUSINESS – MANAGEMENT REPORT:**

**Votes Held Between Meetings** – Lori Randall, Management

Motion to rescind the April vote for installing 3 additional trash cans in the community. There were 3 “no” votes. Vote was incomplete and did not pass.

**Homeowner Communications** – Lori Randall, Management

- Erosion on common grounds behind a home. [Added to list of needed grounds maintenance.]
- Trash at the end of Euclid prevented resident from parking in her parking space.
- Received a document request for Verizon contract. [There isn’t one.] Request revised to the Verizon bill. [Provided.]
- Request for dates and number of common ground mowings in 2020. [Provided.]
- Resident noticed grounds contractor mowing during dry spell and wonders why they haven’t been mowing recently when the grass is growing fast. [Mowing does not begin until around mid-April.]
- Are there any restrictions for an owner who has 4 cars when he does move them around? [The only applicable rule is when an owner occupies a visitor space for more than 7 days.]
- A note was put on a resident’s car regarding abuse of parking space. [Since NCA does not know who placed the note, no action can be taken.]
- A request was received for records. [The required records request form was never submitted.]

**OLD BUSINESS**

- Maintenance – Reserve Funds  
Streets
  - GJB solicited bids for the Euclid, Getty, LeMoyne street re-paving project. Five bids received. Best and final offer for repaving Euclid and Getty received. Motion made on the matter.
- Maintenance 2021 – Operating Funds  
Contract for turf repair has been signed. Work is usually done in the fall. Bid received for stabilizing the path and stream bed at the drainage culvert and to prevent further erosion along the path. Motion made on the matter.
- Use of Association Email by Committees – Motion made on the matter.
- Security Cameras/Ring Cameras – Secretary Chauvin will consolidate comments and prepare a draft. Tabled to June.
- Annual ARC Inspections for 2021 – Inspections have been completed for Euclid/Getty, Moline, Luce, LeMoyne, Kitchener, Brainerd, and Durer. Letters, as necessary, have been sent to owners for all those streets, except Brainerd and Durer, which are pending. Tabled to June.
- 2021 Pool Season – The pool contractor provided updated Virginia Health Department guidance on pool operations for 2021. Signup Genius is being tested and set up for residents to sign up for reservations to attend the pool. Tabled to May 19 for a special Board meeting to discuss pool opening procedures. Motion made on inventory needed for the pool season. The current pool contract expires in 2021. Bids for the 2022 season and beyond will be requested.
- Audit contract: Received 3-year proposal from Daly, Hamad, and Associates. Motion made on the matter.
- Trash Cans: American Disposal is not accepting any additional cans to their routes at the present time. NCA will add 3 additional cans to the trash contract when it is due for renewal.

- Monument Lights: Tabled to June to review locations and height of flowers in front of the various signs.

## **NEW BUSINESS**

- Tree Pruning: Manager will review a tree cut down and left in the wooded buffer area along Kitchener. Motion made on tree pruning.
- Management Contract: The President contacted Summit to discuss provisions of the management contract regarding removing the name of the manager and replacing with just “manager,” and discussed the definition of “site visit,” which Summit interprets as inspections of the common areas, not an inspection of an individual lot which belongs to a member of NCA. Motion made on the matter.
- Maintenance – Operating:  
Mailbox Cleaning and Sidewalk Repair – Manager will ask Maintenance Committee to review the townhouse mailboxes and provide a list of those needing cleanup and for a map of sidewalk issues.
- Maintenance – Reserves: Motion made on the matter of path repair.

## **MEETING MOTIONS**

1. Motion out of Committee to close the checking and savings accounts at Eagle Bank and transfer all the funds to Charles Schwab, with the President, Vice President, and Treasurer having signature authority.  
Made by Treasurer Royal.  
Vote: 5 Yes 0 No.
2. Following the auditor recommendations, a motion out of Committee to move \$100,000 from Homeowners Equity operating funds to Common Grounds Reserves.  
Made by Treasurer Royal.  
Vote: 5 Yes 0 No.
3. Motion to approve a proposal from Fairfax Paving for \$170,000, to include engineering fees, to pave Getty and Euclid.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
4. Motion to approve new Procedures for Use of NCA Email Addresses.  
Made by Secretary Chauvin, Seconded by Director Kyllis.  
Vote: 5 Yes 0 No
5. Motion to spend not to exceed \$4,100 to replace pool inventory.  
Made by Treasurer Royal, Seconded by Director Kyllis.  
Vote: 5 Yes 0 No
6. Motion to accept the audit engagement proposal from Daly, Hamad, & Associates for a 3-year period for \$3,750 per year for preparation of the annual audit and tax returns.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
7. Motion to rescind the approval of the installation of trash cans at 3 additional locations around the community.  
Made by President Ramirez, Seconded by Treasurer Royal.  
Vote: 5 Yes 0 No.
8. Motion to approve a proposal from Blade Runners for \$360.02 to prune limbs and reduce the crown of a tree near 7747 Matisse to reduce the risk of failure.  
Made by Treasurer Royal, Seconded by President Ramirez.  
Vote: 5 Yes 0 No
9. Motion to approve time and materials for DCP Tree Service to remove 8 trees and to review an additional 8 trees and prune or remove based on assessment.

Made by Secretary Chauvin, Seconded by Director Kyllis.

Vote: 5 Yes 0 No

10. Motion to send the current management contract for legal review, including the definition of “property,” and “property regime” on p.1 and “site visits” on page 8.

Made by Treasurer Royal, Seconded by Director Kyllis.

Vote: 4 Yes 1 No President Ramirez

11. Motion to approve not to exceed \$16,000 from common ground reserves for a proposal from Fairfax Paving and Concrete to repair the drainage and repair and stabilize an asphalt path in the woods.

Made by Treasurer Royal, Seconded by Director Kyllis.

Vote: 5 Yes 0 No

The June 2021 Board meeting is moved to June 9, 2021.

**ADJOURNMENT:** The Board adjourned at 10:03 pm.

Minutes submitted by Secretary Chauvin.