

NEWINGTON COMMUNITY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Video Conference Call, Meeting ID: 145 225 9182  
December 1, 2021, 7:00 pm

**CALL TO ORDER:** Meeting was called to order at 7:01 pm by Stephanie Reed  
The meeting was virtual and recorded.

**BOARD MEMBERS PRESENT:** President Debby Ramirez, Vice President Bobby Royal, Treasurer Phil Space, and Secretary John Kylis

**MANAGEMENT PRESENT:** Stephanie Reed

**OTHER ATTENDEES:** 5 residents

**PRESIDENT'S COMMENTS:** President Ramirez welcomed everyone to the meeting and wishes all a happy and safe holiday season.

**COMMUNITY FORUM:**

One of the signs has a missing screw causing the signage to slip out of the base. [Treasurer Space to check it out and fix, if possible.]

**HEARINGS:** 11 hearings were scheduled, a total of 12 hearings were reviewed (one homeowner was present that had a hearing scheduled last month)

**APPROVAL OF MINUTES:** Meeting Minutes passes by acclamation

**OFFICER/COMMITTEE REPORTS:**

**Treasurer's Report/Finance Committee** – Treasurer Phil Space No report

**Welcoming Committee** – Chairperson: Regina Watson

- 13 new residents, packets to be delivered by the end of the year.
- Next meeting date TBD

**Environmental Committee** – Chairperson: John Kylis

- Inquiry into solicitation fliers, is it allowed? [if there is not person to person solicitation there is no need for a solicitor's license]
- Request made to conduct community survey/outreach for digital vs hard copy of newsletters to be collected via Environment@NewingtonCommunity.org. [Denied]

**Planning & Development** – Lou Tobat

- Wishes the board the best for the holidays and the upcoming year

**Reserves & Maintenance** – Chairperson: Beth Rodriguez No Report.

**Recreation Committee** - Vacant

## **GENERAL BUSINESS-MANAGEMENT REPORT:**

### **Votes Held Between Meetings** – Stephanie Reed, Management

Vote made on the Assistant Community Manager's Christmas Bonus – See MEETING MOTIONS

### **Homeowner's Communications** – Stephanie Reed, Management

- A few updates/questions about ARC violations
- Answered question from new homeowner regarding ARC process
- Concern about fallen branches of tree on Durer (contacted Dale to deadwood prune)
- Request for dead tree to be removed on Moline (contacted Dale to remove)
- Concern for trash on Red Ash being put out early (will monitor)
- Answered question about resale re-inspection
- Concern of water leak on Kitchener (Fairfax water repaired)
- Complaint about vehicles parking in visitor parking on Jenner for more than 7 days (will monitor and ticket if necessary)
- Concern that leaves were not removed from the back of the common area of houses on Gwynedd (stated contractor was still working on this)
- Request for removal of tree branch on Gwynedd (contacted Dale to remove)
- Question about why vehicle was towed without warning on Durer (vehicle had expired emission sticker)

### **Other Management Actions**

- Reviewed draft procedures, minutes, newsletter.
- Sent 2nd set of Hearing letters
- Continue working on renewal notices to pool/RV parking owners
- Prepared 2022 assessment letters
- Provided new homeowner list to Welcoming Committee chair
- Reported lights near 8580 Gwynedd

### **OLD BUSINESS**

- Grounds Projects: Waiting for the proposals from the contractor.
- Annual Architectural Inspections: 2<sup>nd</sup> set of Hearing Letters were mailed out
- Annual Tree Walk: Trees noted by the arborist removed.
- Memorial Dedication: Tabled indefinitely

### **NEW BUSINESS**

- None

The Board convened into Executive Session at 8:09 pm.

**EXECUTIVE SESSION:** The Board Convened into Open Session at 8:47 pm

### **MEETING MOTIONS:**

1. Motion: To approve Christmas Bonus of \$500 to the Assistant Community Manager made by President Ramirez, Seconded by Vice President Royal. Vote: Yes 4 No 0
2. Motion: To approve purchase of improved signage anchors, not to exceed \$50. Made by President Ramirez, Seconded by Vice President. Vote: 4 Yes 0 No
3. Motion: To increase the compensation for the Assistant Community Manager by 5.06% (2021 CPI). Made by Vice President Royal, Seconded by President Ramirez. Vote yes 4 no 0

4. Motion: To waive charges for Lot 280 with the stipulation that the flood light on the front door will be documented in the property file and added to any future resale package. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
5. Motion: To assess a charge of \$10 per day for Lot 287 starting April 1, 2022, for a period of up to 90 days if the violation has not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
6. Motion: To assess a charge of \$10 per day for Lot 315 starting April 1, 2022, for a period of up to 90 days if the violations have not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
7. Motion: To assess a charge of \$10 per day for Lot 316 starting April 1, 2022, for a period of up to 90 days if the violations have not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
8. Motion: To waive charges for Lot 317. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 yes 0 no
9. Motion: To assess a charge of \$10 per day for Lot 320 starting April 1, 2022, for a period of up to 90 days if the violation has not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
10. Motion: To waive charges for Lot 326 contingent on receiving documentation that all violations were corrected. Otherwise, charges will be assessed at \$10 per day starting April 1, 2022, for a period of up to 90 days. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 yes 0 no
11. Motion: To assess a charge of \$10 per day for Lot 336 starting April 1, 2022, for a period of up to 90 days if the violations have not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
12. Motion: To assess a charge of \$10 per day for Lot 357 starting April 1, 2022, for a period of up to 90 days if the violations have not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
13. Motion: To waive charges for Lot 358 contingent on receiving an Exterior Project Request Form for the color of the siding and documentation for the repairs of the rake board violation. Otherwise, charges will be assessed at \$10 per day starting April 1, 2022, for a period of up to 90 days. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
14. Motion: To assess a charge of \$10 per day for Lot 367 starting April 1, 2022, for a period of up to 90 days if the sidewalk violation has not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No
15. Motion: To assess a charge of \$10 per day for Lot 248 starting April 1, 2022, for a period of up to 90 days if the violations have not been corrected. Made by Secretary Kyllis, Seconded by President Ramirez. Vote: 4 Yes 0 No

**ADJOURNMENT:** The Board adjourned at 8:53 pm

Meeting minutes submitted by Secretary Kyllis