

NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 149 375 2705
June 9, 2021 7:00 pm

CALL TO ORDER: Meeting was called to order at 7:00 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 arrived at 7:34pm.

MANAGEMENT PRESENT: Lori Randall

OTHER ATTENDEES: 4 residents

PRESIDENT'S COMMENTS:

President Ramirez welcomed everyone to the meeting.

COMMUNITY FORUM:

- A resident inquired about the architectural inspections, whether they are completed, who does them, and the plans for future years. [Both the townhouses and the single family homes have been completed. This year the inspections were done by the Community Manager through a contract with Summit Management. In 2019, NCA also had a contract with Summit Management to perform the inspections which were done by a student. About 6 years ago the inspections were done by volunteers. The Board needs to decide the frequency of the inspections in the future.]

HEARINGS:

No hearings were scheduled.

APPROVAL OF MINUTES: See meeting motions.

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Royal

March Financials will be sent to the Board when they are complete. The Eagle Bank account was closed and \$100,000 from operating was transferred to Charles Schwab and reserve contributions were set up. Summit is in the process of transferring funds for the assessments.

The Finance/Budget Committee will make a recommendation to add a line item to the 2022 budget for townhouse Common Area Maintenance including tree trimming, mulch, and flowers.

Committee Reports

Environmental Committee – John Kylis

There is still a lot of litter and dog waste in the community. Dog waste has bacteria, which ends up in the streams and kids play in that water. Director Kylis received 2 copies of the newsletter on his door. In mid-July, the Committee will hold a meeting to share information and answer questions on lawn care, as about 300 residents received letters regarding needed lawn maintenance. In August, the Committee plans to cut down the Japanese stilt grass in the common areas to control the spread of this invasive plant.

Planning & Development – Lou Tobat

An Amazon Fresh grocery store is coming to the Lorton Market St shopping center and a Lidl grocery store is coming to the Liberty Market shopping center also in Lorton. Submitted via written report.

Reserves & Maintenance Planning Committee – Beth Rodriguez

No report.

Recreation Committee – Vacant

No report.

Welcoming Committee – Regina Watson

Magnets will be ordered. Committee meetings will be held in the fall.

GENERAL BUSINESS – MANAGEMENT REPORT:

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Records request for pool contract, grounds contract, and management MOU on annual architectural inspections. [Request fulfilled electronically.]
- Trash can missed on Kitchener. [Owner called American Disposal directly.]
- Picture of water spouting from possible drain in front yard. [Management to look at it.]
- Dead tree behind house on Godolphin. [Management inspected area and will confer with tree contractor.]
- Worked with webmaster to have problem fixed with board@ email distribution.
- Resident on 8568 Gwynedd leaves their trash can out all the time. [Management has not had a chance to be on the property on a non-trash day, Wednesday or Saturday.]
- Resident sent pictures of above ground cables. [Management needs to send violation letters to homeowners for above ground cables to get corrected, as Verizon is difficult to reach if an account # is not provided.]
- Resident offered to Chair the Maintenance Committee if needed. [B. Rodriguez confirmed she would continue, and no replacement is needed.]
- Resident noted that American Disposal does pick up furniture that is placed out and picks up what drops on ground.
- Records request for Dominion Towing contract. [Request fulfilled. Management offered to help with questions.]
- Resident reported two trees on Moline that are dead. [Management to look at.]
- Resident reported trees leaning toward rear fence on Moline. [Trees have been removed.]
- Porch pirates have been reported on Matisse.
- There was a washing machine left out on Jenner. [Private hauler was called to remove it.]
- Received a request to remove overgrown bushes at the end of Euclid. [Added to grounds maintenance list.]
- Report that downspout from shed gutter is on common ground. [Management to inspect to determine if there is a violation.]
- Received a budget request to clean out the underbrush behind 7719 Durer. [Added to budget request and to grounds maintenance list.]
- Received a complaint that a pool guard was wearing ear phones, other guards were talking to the guard who was in the chair, the chlorine numbers were not updated on the outside board, and the guard room was messy. [Complaint was sent to Titan. On-site pool manager is a returning guard, but many of the other guards are new. Pool has been very crowded on warm days, but there is no indication of a staffing shortage.]
- Request from homeowner that the next trash contract should include trash cans for all townhomes. [Added

note in file to include in next contract and in the 2022 budget.]

OLD BUSINESS

- Maintenance – Reserve Funds
Streets
 - Awaiting receipt of signed contract for repaving Euclid and Getty. Sidewalk repairs and painting of One Way arrows on Durer are being added to the contract on a time and materials basis.
 - Path repair – Will be done with the street repaving.
- Maintenance 2021 – Operating Funds
 - Common grounds maintenance – Signed contract sent to contractor. Work is tabled to fall.
 - Cluster Mailbox cleaning – Proposal received for powerwashing 48 mailboxes (22 plastic and 26 metal) and painting the 26 metal mailboxes. NCA will request more information on costs for powerwashing only, and clarification on whether the mailbox pedestals are included in the painting estimate. Need information from USPS on whether they would install new decals for the mailboxes after the powerwashing and painting. Tabled to July.
 - Tree pruning – Work has started.
- Security Cameras/Ring Cameras – Secretary Chauvin will make revisions. Tabled to July.
- Annual ARC Inspections for 2021 – Inspections have been completed. Letters were sent to 470 owners who had at least one violation. Re-inspections will be conducted in the fall.
- 2021 Pool Season – The pool is open. Community Manager authorized the purchase of 3 umbrellas at a cost of \$175 each. Pool staff washed some of the chairs which have been in storage. Current pool contract expires in 2021. Bids for the 2022 season and beyond will be requested. Tabled to July.
- Monument Lights – Motion made on the matter.
- Management Contract: The Board reviewed Legal Counsel’s response regarding the difference between site visits and inspections. Director Kylis will prepare a proposal on how NCA should proceed in conducting/paying for Covenant violation inspections in future years.

NEW BUSINESS

- Association Policy – ground cover. In response to homeowner questions regarding clarification of ground cover, a revision to Architectural Standards Article VI – Section 9 was reviewed and will be included in the July Newsletter.
- Maintenance – Operating: There is a dead tree behind Kitchener on common ground. Motion made on the matter.
- Future Board Meetings – There is a new Virginia law effective July 1, 2021 which allows associations to hold virtual meetings, electronic voting, and electronic communication. To hold virtual meetings, the Board must adopt guidelines. Director Kylis will write a draft of NCA Guidelines for the Board’s review. The Annual meeting in August will be held in-person.
- Committees – Committee charters were approved, but the charters have not been signed. The Secretary will sign them. Committee members need to sign the NCA Code of Conduct. Committee email addresses will be activated for the active Committees and the Committee Chair names and the Committee email addresses will be listed on the NCA website.
- Vantaca System – Summit is prepared to give homeowners their portal login credentials via an email broadcast message to those homeowners (about 115) who provided an email address to Summit. Homeowners who did not provide an email address will receive a letter with their portal login credentials.

MEETING MOTIONS

1. The April 7, 2021, May 5, 2021, and May 19, 2021 meeting minutes were approved by unanimous consent.
2. Motion to approve not to exceed \$350 for the purchase of solar lights for the NCA monument signs.
Made by Director Kylis, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.
3. Motion to approve not to exceed \$250 for the removal of a fallen tree on common ground behind Kitchener.
Made by Director Kylis, Seconded by Vice President Watson.
Vote: 4 Yes 1 Abstain (President Ramirez).

ADJOURNMENT: The Board adjourned at 10:49 pm.

Minutes submitted by Secretary Chauvin.