

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

CALL TO ORDER: Meeting was called to order at 7:00 pm by President Ramirez.

The meeting was virtual and recorded.

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

MANAGEMENT PRESENT: Lori Randall and Stephanie Reed

OTHER ATTENDEES: 9 residents

PRESIDENT'S COMMENTS:

President Ramirez welcomed everyone to the meeting and introduced and welcomed NCA's new Community Manager Stephanie Reed.

COMMUNITY FORUM:

- A resident questioned the purpose of the changes to the Architectural Standards regarding security cameras.
- A resident said that she had sent a letter to the Board stating that she did have ground cover in the yard, but she did not receive a response. She had concerns about consistency and fairness across different lawns and the 30 day timeline. She will be working on the lawn in the fall.
- A resident asked if the violation letters NCA uses have been reviewed by legal counsel, as he had a question about a specific citation. He may send citation to the Community Manager for review. [The format of the letters is recommended by legal counsel.]

HEARINGS:

An oral hearing was conducted regarding a violation letter sent to a homeowner as a result of an architectural inspection. Motion made on the matter.

APPROVAL OF MINUTES: See meeting motions.

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Royal

May financials were sent to the Board. A Budget/Finance committee meeting was held on June 24th. The transfer of \$100,000 from operating funds (as the Board approved) is still pending. Charles Schwab electronic funds transfer information is needed to move the money. The reserve contributions to Charles Schwab still need to be set up as well, since the Eagle Bank account is being closed.

Committee Reports

Environmental Committee – John Kylis

The next committee meeting is scheduled for July 14th at 7:00pm via Zoom to discuss the Japanese stilt grass and share information and answer questions on lawn care, as many residents received letters regarding needed lawn maintenance. An article will be put in the newsletter with tips for lawn care for the do-it-yourselfer. The Committee plans to cut down the Japanese stilt grass in the common areas to control the spread of this invasive plant. The work is tentatively scheduled for August 14th at 10:00am.

Planning & Development – Lou Tobat

There were a lot of fireworks for the 4th of July.

Reserves & Maintenance Planning Committee – Beth Rodriguez

A meeting was held on July 2nd and a walk through of the whole community was conducted. A report of the findings from the walkthrough and the minutes of the meeting will be submitted.

Recreation Committee – Vacant

No report.

Welcoming Committee – Regina Watson

Magnets have been ordered. Gift cards will be purchased. An updated list of new residents will be requested. The goal is to get packets out to new residents by the first part of August and hold Committee meetings. The Committee will consider how to obtain feedback on the packets to see if there are other materials that would be helpful to a new resident to the community.

GENERAL BUSINESS – MANAGEMENT REPORT:

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Metal grill grate left in trash area on Durer.
- Tree down across path. [Reported to tree contractor and has been removed.]
- Resident was asked to remove a ‘no parking’ sign from their front window. Resident questioned how to handle the parking situation. [Information was provided on a resident’s ability to have cars towed from their assigned parking space.]
- Formal complaint received that neighbor has placed signs on visitors’ cars and made derogatory/hostile comments to her. [NCA has no rules or enforcement authority regarding resident behavior. Homeowner was advised to have someone speak to the neighbor, or if the behavior escalates, to call the non-emergency police.]
- Kitchener Drive resident said the paint on the parking space numbers is almost gone.
- Branches impede parallel parking spaces on Kitchener. [Contractor has pruned branches.]
- Resident feels tree roots in front of her home, on neighbor’s property and common, are “engulfing the main water line.” [Storm drains are maintained by the County. NCA has no rules about roots in a resident’s yard.]
- Car theft on Luce Court. Residents with cameras provided information to police. Believes asking for permission for a camera should not be a priority over safety and if camera is an issue for a resident, it could be addressed through harassment rules in place. [NCA does not have any such harassment rules.]
- Resident on Kitchener stated tree branch overhangs his home and limbs have fallen on roof. [Management inspected and it does not meet requirements in the tree policy for pruning or removal.]
- Resident shared picture of large pile of trash on Dampier.
- Resident asked for tree overhanging his back yard to be pruned. [It is a very small tree that is partly under his fence. Any resident may trim a tree that crosses their property line.]
- Fascia board, with gutter still attached, pulled away from NCA office building. [Handyman repaired it.]
- Onsite management spoke to lifeguards and supervisor about need to sit in chair during their guard time.
- Two complaints on Red Ash Court regarding chalk drawing and playing in the street and all the fireworks trash that was left in the street.
- Complaint that fireworks were set off at the pool entrance as people were leaving at 7:30pm on July 4th.
- Complaint that a child was being disciplined in the pool bathroom. [Spoke to guards, but unless the issue

involves child abuse, there are no applicable rules.]

OLD BUSINESS

- Maintenance – Reserve Funds
Streets
 - A signed contract for repaving Euclid and Getty and a proposal for sidewalk replacement were received. Motion made on the matters.
 - Path repair – Will be done with the street repaving. Tabled.
- Maintenance 2021 – Operating Funds
 - Tree pruning – Contractor has started and work is in process.
 - Common grounds maintenance – Signed contract was sent to contractor. Work is tabled to fall.
 - Cluster Mailbox cleaning – Proposal received for power washing 48 mailboxes (22 plastic and 26 metal) and additional painting costs for the pedestals of the 26 metal mailboxes. Motion made on the matter.
- Association Policy
 - Security Cameras/Ring Cameras – Proposal for a new Architectural Standard will be published in the August newsletter.
 - Ground Cover – Architectural Standards Article VI – Section 9 was revised. Motion was made on the matter.
- Annual Architectural Inspections – The Board reviewed a proposal for conducting inspections in the future and discussed how frequently they should occur and whether photos should be taken.
- Management Contract – The Board reviewed a proposal for revising the contract language on the definition of site visits. Director Kylis will prepare a revised definition of a site visit for inclusion in the next contract.
- Future Board Meetings – The Board reviewed two draft proposals for an NCA policy resolution on virtual meetings. Director Kylis will consolidate the documents for the Board’s review. The Board will consider holding some in-person meetings, perhaps quarterly.

NEW BUSINESS

- Pool Contract – Bids for the 2022 season and beyond have been requested. Two bids have been received so far. Tabled to August.

The Board convened into Executive Session at 9:34pm to discuss violations of rules.

EXECUTIVE SESSION

The Board reconvened into Open Session at 9:55pm.

MEETING MOTIONS

1. The June 9, 2021 meeting minutes, with the following two corrections, were approved by unanimous consent: correcting the time that Treasurer Bobby Royal arrived to 7:34pm and changing “wash” machine to “washing” machine in Homeowner Communications.
2. Motion to sign the contract with Fairfax Paving for repaving Euclid and Getty, and to approve \$1,920 for Fairfax Paving to replace 256 square feet of sidewalk.
Made by President Ramirez, Seconded by Director Kylis.
Vote: 4 Yes 0 No.
3. Motion to approve not to exceed \$2,400 to Raul’s Painting for power washing 48 cluster mailboxes.
Made by Director Kylis, Seconded by Vice President Watson.

Vote: 4 Yes 0 No.

4. Motion to approve the revision to the Architectural Standards ARTICLE VI – OTHER PROJECTS, Section 9. Landscaping and Yards as published in the July newsletter and amended at the July Board meeting.

Made by President Ramirez, Seconded by Director Kyllis.

Vote: 4 Yes 0 No.

5. Motion to uphold the violation letter for Lot#201.

Made by Secretary Chauvin, Seconded by President Ramirez.

Vote: 3 Yes 1 No, Director Kyllis.

ADJOURNMENT: The Board adjourned at 9:59 pm.

Minutes submitted by Secretary Chauvin.