

NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 149 375 2705
February 3, 2021 7:00 pm

CALL TO ORDER: Meeting was called to order at 7:01 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: Lori Randall

OTHER ATTENDEES: 4 residents

PRESIDENT'S COMMENTS: President Ramirez welcomed everyone to the meeting.

COMMUNITY FORUM:

- A resident had concerns that people are putting trash out before 5:00pm on trash days and/or putting trash out on the wrong days. [It is hard to know who put the trash out. An article was in the February newsletter reminding residents that a violation of the trash policy can result in a \$50 charge. Article will be placed in newsletter again and on the letter boards.]
- A resident had concerns that neighbors are parking in visitor spaces and leaving one of their assigned parking spaces empty and/or they are parking a car parallel behind their two parking spaces. [Be considerate of your neighbors and park in your assigned space. Cars that park in the street and block the traffic lane may be towed without warning.]
- A resident had concerns about people who have requested special pickups for bulk items or donations e.g., Goodwill, Salvation Army, etc. that are not on a regular trash day. There is no NCA guidance on where and when to put out these items. [Item will be put on agenda for March Board meeting.]
- A resident gave a big thank you to neighbors who are picking up trash on streets and sidewalks.

HEARINGS:

No hearings were scheduled.

APPROVAL OF MINUTES: See Meeting Motions.

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Royal

Work is continuing with Eagle Bank to gain online access to the account. There will be a Budget Finance Committee meeting the end of March to do a 1st quarter review of the budget and the Committee will look at maintenance funding. A motion was made out of Committee.

Committee Reports

Environmental Committee – John Kylis

A Committee meeting was held February 1, 2021 and a full report will be provided in March. Clean-Up day is tentatively scheduled for March 20, 2021.

Planning & Development – Lou Tobat

Snow plowing looked good and many neighbors helped shovel sidewalks.

Reserves & Maintenance Planning Committee – Beth Rodriguez

No report.

Recreation Committee – Pam Rodriguez

No report.

GENERAL BUSINESS – MANAGEMENT REPORT:

This is the last year of the current pool contract and the final year of the audit contract. NCA will need to address both this year.

Votes Held Between Meetings – Lori Randall, Management

None.

Homeowner Communications – Lori Randall, Management

- Broken bench seat at Brandeis/Lemoyne tot lot. [All wood on bench was replaced at a cost of \$125.]
- Standing puddle near 8332 Moline after rain. [Asst. Manager will get pictures.]
- Vehicle on Moline that does not move for months. [Management will monitor.] Also, a resident parks his car in a visitor space and leaves his assigned space vacant. [Violation letter will be sent. A reminder about the Parking Policy will be put in the newsletter and the topic will be added to the March Board agenda.]
- Trash left behind on common grounds after trash pickup and animals are going through the trash.
- Lights out at end of Euclid. [Reported a second time.]
- Neighbor has a sign in front yard. [Sign says “private property” and is less than one square foot.]
- Resident parks over the line of their parking space. [A vehicle that encroaches on another person’s space may be towed immediately.]
- Trash was put out on Kitchener at 4 pm two times. [Trash may be put out at 5 pm the night before pickup.]
- Broken branch in tree. [Management inspected and tree is not over a sidewalk, home or vehicle. High winds did not bring it down.]
- Trash and recycling bags were left out at corner of Brandeis and Lodge, not in a receptacle, and animals get into it every time.

OLD BUSINESS

- Maintenance – Reserve Funds
 - Streets
 - Engineering specifications for Euclid/Getty/LeMoyne street renovations in 2021. Contract with GJB for \$4,950 signed. Specifications report has been received. Management will request that GJB solicit bids.
- Maintenance 2021 – Operating Funds
 - The Board reviewed 30+ common ground areas and identified 8 priority locations to request bids. The Budget Finance Committee will assess splitting the Maintenance budget line into two line items, for example turf maintenance in the townhouses and beautification.
- Community Survey – Six priority areas were identified: NCA signage, dog waste, trash, newsletters, pool access in 2021, and violations. NCA has purchased 3 letter board signs and they are now in use. Motion made on materials for signs. When the trash contract is due for renewal, the option of providing trash cans for the townhouses will be considered. The pool contractor will be contacted regarding procedures for the 2021 season. The remaining 3 priority items, dog waste, newsletters, and violations will be added to the agenda in future Board meetings.

- Email Distribution List – The Board reviewed a draft procedure, made edits, and the procedure is now final. An article will be placed in the NCA newsletter informing residents of the Distribution List and how to sign up.
- Use of Association Email by Committees – Implementation is pending the development of procedures. Secretary Chauvin will write procedures for Board review at the March meeting.
- Welcoming Committee Charter – Motion made on the matter.
- Security Cameras/Ring Cameras – The Board reviewed a draft standard and discussed requirements. More research will be done. Tabled to March.

NEW BUSINESS

- Formal Complaint – The Board received a letter from the Commonwealth of Virginia’s Office of the Common Interest Community Ombudsman informing NCA that it did not have a method of communication for owners to communicate among themselves regarding matters concerning the Association, as is required by common interest community law. Motion made on the matter, which will provide an acceptable solution to meet the requirements of the law. Further research will be conducted by Treasurer Royal and Director Kylis to identify other options. An article will be included in the NCA newsletter reminding residents that they may use the newsletter to communicate with other residents by submitting articles, ads, etc.
- 2021 Pool Rules – Motion made on the matter.
- Architectural Standards (Porticos) – The Board reviewed a draft standard on installing porticos in NCA. The draft will be published in the March newsletter.
- 2021 Pool Season – NCA will contact Titan to discuss lessons learned from last season from those pools that did open, any changes in scheduling of appointments online, completion of forms online, etc.
- Annual Architectural Inspections for 2021 – Community Manager will get a Memorandum of Understanding from Summit to obtain summer help to perform the inspections and prepare letters.

MEETING MOTIONS

1. Minutes of the January 6, 2021 Board meeting as published in the February 2021 newsletter were approved by unanimous consent.
2. Motion out of the Budget Finance Committee to re-invest \$100,000 of Operating Reserves in 2 CD’s of \$50,000 each for 12 months at a rate of 0.45%.
Made by Treasurer Royal.
Vote: 5 Yes 0 No.
3. Motion to approve not to exceed \$20 for stakes and materials for the 3 letter board signs.
Made by Director Kylis, Seconded by Vice President Watson.
Vote: 5 Yes 0 No.
4. Motion to approve the charter for the Welcoming Committee.
Made by President Ramirez, Seconded by Director Kylis.
Vote: 5 Yes 0 No.
4. Motion to approve no more than \$250 to purchase a bulletin board for exterior use.
Made by Vice President Watson, Seconded by Director Kylis.
Vote: 5 Yes 0 No.
5. Motion: To approve the 2021 Pool Rules.
Made by President Ramirez, Seconded by Director Kylis.
Vote: 5 Yes 0 No.

ADJOURNMENT: The Board adjourned at 10:35 pm.

Minutes prepared by Secretary Chauvin.