

Final
NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 149 375 2705
March 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: 5 residents

PRESIDENT'S COMMENTS:

President Ramirez welcomed everyone to the meeting and expressed her thanks for their participation. She announced that Community Manager Lori Randall is resigning and expressed gratitude and appreciation for all her "above and beyond" work for NCA over the years. Community Manager Lori Randall will be greatly missed, but we wish her all the best as she transitions to new adventures. NCA is pleased to welcome Sarah Newton as the new Community Manager starting March 16th and we look forward to working with her.

COMMUNITY FORUM:

- A resident thanked Community Manager Lori Randall for the tremendous job she has done for NCA for many years. He also inquired whether the Board has considered when and if to resume in-person Board meetings. [Topic added to New Business. Board tabled the discussion to June 2021.]
- A resident thanked Community Manager Lori Randall for her support over the years; she will be missed.
- A resident thanked Community Manager Lori Randall for all of her hard work for NCA.
- A resident reported that there are 2 dead trees along Rolling Rd. behind Kitchener.
- A resident requested a copy of NCA's Financial Audit Report and Management Letter. These documents will be provided after NCA receives a Records Request Form.

HEARINGS:

No hearings were scheduled.

APPROVAL OF MINUTES: See Meeting Motions.

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Royal

December financials are not yet complete. There will be a Budget Finance Committee meeting the end of March to do a 1st quarter review of the budget. The Committee will look at maintenance funding.

Committee Reports

Environmental Committee – John Kylis

Clean-Up day is scheduled for March 20, 2021 starting at 10:00am. Fairfax County has a Community-wide Energy and Climate Action Plan (CECAP). The program aims to reduce energy consumption and greenhouse

gas emissions in Fairfax County. For more information, contact <https://www.fairfaxcounty.gov/environment-energy-coordination/about-us>

Planning & Development – Lou Tobat

Road work is starting on Rolling Rd where it meets Old Keene Mill Rd. Extra lanes are being added.

Reserves & Maintenance Planning Committee – Beth Rodriguez

No report.

Recreation Committee – Pam Rodriguez

No report.

Welcoming Committee – Regina Watson

Draft materials were shared with the Board, e.g., welcome cover page, welcome letter, list of contact info, menus of takeout restaurants at Saratoga, token gift card, magnets, plastic bags, etc. About 34 residents move into NCA each year. Motion made on the matter.

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

- Vehicle on Moline that parks in unnumbered spaces for long periods of time. [Vehicle ticketed and there were communications with owner.]
- Comment on Board's action to address homeowner's communications in compliance with the State Statutes. [Board President responded.]
- Request from owner for NCA to remove shrubs and ivy outside his fence. [After looking at it, the shrub appears to have started under the fence and the owner may remove it. The ivy is protecting the hill from erosion. Owner still wanted Board's review to determine if NCA will pay for removal. [The Board declined the request.]
- Truck parked on grounds outside end unit on Durer Court. [Violation letter sent. An article will be included in the next newsletter reminding residents that driving on common grounds is prohibited and can lead to violation enforcement procedures.]
- Resident submitted information on a public hearing on plastic bags no longer acceptable for yard waste. [This only applies to the single family section. Yard waste is picked up with trash on Fridays in the townhomes. NCA's trash contractor has also provided information to NOT use plastic bags for yard waste. Information was distributed to single family homes only.]
- Car on Kitchener monopolizing blank space. [Picture taken and vehicle is being monitored.]
- Resident stated that the Friday (2/19) trash pickup was cancelled and although the notice was seen on the website, suggested that emails be sent to the community. [An email about the trash cancellation was sent to those residents who have submitted their email addresses for the NCA Distribution List. There have been multiple requests over the years for residents to submit their email addresses, including in the most recent Survey. To sign up, send an email to announcement@newingtoncommunity.org.]
- Resident emailed the Board their concerns about moving reserve funds to Summit. [If reserve funds were to be moved to Summit, the funds would be deposited in FDIC insured accounts in the Association's name and

Board members would be able to get signing authority. No decision has been made on moving any reserve funds. The Finance Committee will discuss this issue at their March meeting.]

- Request from a homeowner in the single family houses for NCA to pay \$75 for a trash can, as the trash can that American Disposal originally provided to that house was returned to the NCA office. [Motion made on the matter.]
- A resident had concerns about muddy grounds on Moline, a tree growing under a fence, a large amount of trash in the woods, and a car with a flat tire. [A private hauler will be called to get the trash and the car will be addressed.]

OLD BUSINESS

- Maintenance – Reserve Funds
Streets
 - GJB has solicited bids for the Euclid, Getty, LeMoynne street re-paving project. One bid received.
- Maintenance 2021 – Operating Funds
 - Awaiting proposals for the 8 priority locations.
- Use of Association Email by Committees – Implementation is pending the development of procedures. The Board reviewed Draft procedures. Procedures will be expanded to cover all NCA email addresses.
- Security Cameras/Ring Cameras – The Board reviewed legal counsel’s response to questions about laws covering video cameras and uses of video recordings. The Board reviewed the draft standard and clarified requirements. Tabled to April.
- Annual ARC Inspections for 2021 – Motion made on the matter.
- Rules and Regs – Porticos – Motion made on the matter.
- 2021 Pool Season – The pool contractor is prepared to handle all aspects of opening the pool including staffing, setting up zones, disinfecting, and following all guidelines set forth by the Governor and CDC. NCA may need to purchase a COVID-19 Sanitation Package at a one-time cost of \$1,650. NCA needs to determine a sign-in process (either electronic or paper) for reserving blocks of time at the pool and make it available to the contractor. Research will be done on costs for electronic sign up, e.g. SignUpGenius, etc. In the future, Summit’s new system, Vantaca, has a calendar function and an amenities calendar will eventually be added for pools, tennis courts, etc. A note will be attached to the pool passes informing residents of the availability of the new Vantaca website at Summit where they can login to see their account information. The Board may schedule a special meeting to discuss the pool opening procedures. Tabled to April.

NEW BUSINESS

- Dog Waste Stations – Because of the recurring costs and maintenance involved with dog waste stations, the Board will instead consider adding additional trash cans in community areas. Trash cans will be an agenda item.
- Newsletter Delivery – The Board discussed alternatives to paper delivery of newsletters. Paper delivery will continue. Will look into splitting large newsletter route into two routes. No further action.
- Violations – The Board reviewed the survey findings. No further action.
- Rules and Regs: Trash Policy, Special Pick Ups – Guidance on special pickups, e.g. donations, will be added to the NCA Trash Information document.
- In-person Board Meetings – The Board will continue virtual meetings for the next few months and will re-evaluate the COVID situation in June.

MEETING MOTIONS

1. Minutes of the February 3, 2021 Board meeting as published in the March 2021 newsletter, with the

removal of the duplicate President's name in the President's Comments section, were approved by unanimous consent.

2. Motion out of the Welcoming Committee to approve not to exceed \$300 for materials and token \$5 gift cards for Welcome Packets for new residents.
Made by Vice President Watson.
Vote: 5 Yes 0 No.
3. Motion to disapprove a request from a new homeowner to pay for a replacement trash can from American Disposal.
Made by Director Kylis, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.
4. Motion to approve an MOU (Memorandum of Understanding) with Summit Management for the inspection of all NCA houses and preparation of appropriate violation letters at a cost of \$6,000.
Made by President Ramirez, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.
4. Motion to approve the addition of a new Section 28. Porticos to Article VI of the Architectural Standards, as published in the March newsletter.
Made by President Ramiriz, Seconded by Treasurer Royal.
Vote: 5 Yes 0 No.

ADJOURNMENT: The Board adjourned at 9:22 pm.

Minutes prepared by Secretary Chauvin.