

APPROVED
NEWINGTON COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Video Conference Call, Meeting ID: 145 225 9182
March 8, 2022th, 2022 7:00 pm

CALL TO ORDER: Meeting was called to order at 7:01 pm by President Ramirez

The meeting was virtual and recorded.

BOARD MEMBERS PRESENT: President Debby Ramirez, Vice President Bobby Royal, Treasurer Phil Space, Secretary John Kylis, and Director Daniel Bojanini.

MANAGEMENT PRESENT: Stephanie Reed

OTHER ATTENDEES: 3 residents

PRESIDENT'S COMMENTS: President Ramirez welcomed all attendees and newest Board member, Daniel Bojanini. Additional reminder for all residents to be cognizant of our community's curb appeal, please remove toys, tools, other personal items from the front yard as per community standard.

COMMUNITY FORUM:

A resident asked for financial review document under "Reserve Assets" to be broken down between areas (common ground reserves vs street reserves). Questioned the bi-annual inspections, due to budgeting reasons suggested splitting the inspections in half for the community each year.

HEARINGS:

0 scheduled

APPROVAL OF MINUTES: Meeting Minutes pass by acclamation

OFFICER/COMMITTEE REPORTS:

Treasurer's Report/Finance Committee – Treasurer Phil Space

1. A reminder that we have still not received any indication of the total cost of tree removal for the storm this winter, but we should be fairly certain that it could possibly come close to or exceed the current tree removal budgeted amount of \$28K.
2. We have been informed that Titan has contacted Summit and is preparing to patch the surface of the pool, the estimated cost for that work is \$1500, and is also a common reserve fund item.
3. In February we received an unsolicited proposal from Fairfax Paving to perform repairs on 3287sqft of the pool deck, broken into three ranges/options.
 - a. This work wasn't forecasted as a planned common grounds reserve fund expenditure for 2022
 - b. As of 12/31/21, the common grounds reserve fund balance is \$183,429.29.
 - c. A request was made to go back and ask Fairfax paving to split the work up into zones to preclude any subsequent work to require equipment be driven over more recently repaired concrete. The response came with a total cost being \$7889 higher than the first proposal and also used the same rate per square foot for both this year and the work done next year.

- d. Upon further examination of the original proposal compared to the second proposal, it was discovered that there was a \$7889 discount if we opted to do all of the work at one time (Levels 1, 2 and 3).
 - e. The original discounted proposal for all three levels is \$55,789.00. If everyone is in agreement that the work is required, I would recommend a motion to approve that amount plus an additional \$2000.00 (\$57,789.00) to cover the cost of the Summit Engineer to inspect and review the work to ensure that the work is done properly.
4. The two known reserve fund expenditures will leave a remaining balance of approximately \$125.6K in the reserve fund. I propose that we invest 100K into two CDs of 50K each, one for one year, one for two years using CIT instruments at .65% and .85%.

Welcoming Committee – Chairperson: Regina Watson (Regina was not present, President Ramirez provided the summary)

- New residents list for 2022 has been requested

Environmental Committee – Chairperson: John Kylis

- Spring Clean-Up event April 9th 10am, weather permitting. Supplies received from Fairfax County. Meeting at the ball field.

Planning & Development – Lou Tobat No report.

Reserves & Maintenance – Chairperson: Beth Rodriguez No Report.

Recreation Committee - Vacant

GENERAL BUSINESS-MANAGEMENT REPORT:

Votes Held Between Meetings – Stephanie Reed, Management - None

Homeowner's Communications – Stephanie Reed, Management

- Answered question about outstanding balance on RV lot parking (payment was received)
- Notified of tree branch that fell on renter on Brandeis Way. Homeowner is asking that we remove two trees in that area (had tree contractor evaluate tree-it needs dead wooding, but it does not need to be removed)
- Answered question about resale documents (referred to Pat at Summit who manages those inquiries)
- Answered question about leaving paint cans at office (recommend they take them to the dump)
- Provided resident with their lot number
- Answered multiple questions about tree removal (stated tree contractor was working on it)
- Answered question asking if homeowners could opt out of paying HOA fee's (the answer is no)
- Complaint about trash (bulk items) left on Moline on now trash days (sent letter to homeowner)
- Complaint about trash on Eucalyptus Court (sent letters to homeowners in that area)
- Answered question about cleanup of broken branches on Kitchener drive (stated contractor would remove branches)
- Answered question about posting babysitting ad in newsletter or on bulletin board (encouraged her to do both)
- Concern about neighbor on Moline yelling and threatening other neighbors (recommended homeowner calls the police next time this happens)

- Answered question about how to set up automatic payments (directed to Summit's website and provided log ins)
- Notified of tree branch that fell on Marconi Court (contacted contractor to remove broken branches)
- Concern from homeowner about HOA payment not received. Homeowner did not want to pay late fee (stated they would have to pay late fee)
- Concern about dryer left on Matisse Way (dryer was removed)
- Question about if there was an outlet in community to charge electric vehicles (stated there was not)
- Answered question about cracked tree branch on Euclid (stated it was on homeowner property)
- Answered question about adding owner into Vantaca system (homeowner provided deed and I sent to accounting to update)
- Monitored vehicle parked in guest parking spot on Moline (car was moved in 7 days)
- Answered questions about when payment was received and why account was charged late fee (owner paid after the 3rd of February)
- Complaint about why Blade Runners was mulching in February when it is still cold out and not in the spring. Wanted to know the schedule of Blade Runner (said I would pass along to the board)
- Set up homeowner in Vantaca for payment options
- Request to send letter to homeowner about not picking up after dog. (deferred to county rules and to call non-emergency police animal control)
- Question about homeowner on what day bulk pick up was (confirmed that AD had changed the bulk pick up day to Tuesday's-updated website and newsletter with this information)
- Question about where commercial vehicles are permitted to park (advised that parking is not allowed on NCA streets but that we have no say to state streets)
- Received complaints about buzzards in trash bags not in cans
- Request for inspection for violation of house on LeMoyne prior to house being put on market (inspected)
- Request for repairs/replacement from tree falling on property (Encouraged homeowner to contact insurance company and offered to remove tree from property)
- Request to have \$10 late fee removed (stated I would pass along to board but that this is not something they typically do)

Other Management Actions

- Reviewed minutes and newsletter.
- Worked with tree contractor on list of tree removal
- Received Schwab statement from Treasurer and forwarded on to accounting
- Submitted bids to State Farm for insurance claim
- Completed Worker's Comp audit for insurance company. Now fulfilling request for additional information
- Contacted handyman to repair door to pool area
- Pool passes ordered
- Approved pool wall repair (\$800)

OLD BUSINESS

- Maintenance Operating/Reserves – See Treasurer report

- Bi-Annual Architectural Inspections – Procedures/content Tabled for April. Vote made-see motions.
- Neighborhood Crime Watch –President Ramirez and Vice President Royal will confirm the number of volunteers and if enough will coordinate the training session date with Officer Capizzi.

NEW BUSINESS

- None

The Board convened into Executive Session at 8:46 pm.

EXECUTIVE SESSION: The Board Convened into Open Session at 8:50 pm

MEETING MOTIONS:

1. **Motion:** To accept proposal from Fairfax Paving from Feb 17, 2022, to perform all 3 levels of work for \$55,879 made by Treasurer Space, seconded by Secretary Kylis. Vote: 5 yes 0 no
2. **Motion:** To have Summit provide Professional Engineering Oversight over Fairfax Paving and the pool work, not to exceed \$2000 made by Treasurer Space, seconded by VP Royal. Vote: 5 yes 0 no
3. **Motion:** To move \$100,000 from the common ground reserve fund and invest into 2 CDs, a .65% 1-year term and a, no less than .85%, 2-year term with CIT made by Treasurer Space, seconded by Vice President Royal. Vote: 5 yes 0 no.
4. **Motion:** To approve \$1,500 for Titan to resurface the pool made by Treasurer Space seconded by Vice President Royal. Vote: 5 yes 0 no
5. **Motion:** To have Architectural Inspections conducted annually. Inspections will be conducted for half of the community one year and the other half the following year. (they will alternate year after year) made by President Ramirez, seconded by Secretary Kylis. Vote: 5 yes 0 no

ADJOURNMENT: The Board adjourned at 8:51 pm

Meeting minutes submitted by Secretary Kylis