

**NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING –**

April 2, 2008

**Proposed Minutes of the Meeting**

Meeting started at 7:02 pm. Treasurer Dave Rundgren presided. Board members in attendance included Secretary Chip Catherine, Director John Nolan, Director Kimberly Nagel, and Director Neil Oxendine. President Armand Boyd and Vice President Al Roy were not in attendance.

**HEARINGS AND APPEALS**

Lot 467 was in attendance for a hearing on an architectural violation. The resident stated that the violation has been fixed. Lots 340, 549 and 191 had an opportunity for a hearing on trash violations but were not in attendance. Lots 290, 392, 566 and 350 had an opportunity for a hearing on architectural violations but were not in attendance.

**COMMUNITY FORUM**

A resident stated that she picks up after her dogs but so many people do not. There is a concern that so many people in our neighborhood do not care about the rules. Fairfax County pooper scooper and leash laws apply in Newington Station and the Fairfax County police should be called on these issues. A resident suggested that these complaints from residents, as well as compliments, be posted in the newsletter with NCA's replies.

**APPROVAL OF MINUTES**

Director Nolan made a motion to accept the minutes of the March 5, 2008, Board of Directors meeting. Director Oxendine seconded the motion. Vote: 5 yes.

**OLD BUSINESS**

**FINANCE**

Brenda Conway, our Financial Manager, spoke to the auditor and expects to have his comments on the 2006 audit in the next week.

**ARCHITECTURAL CONTROL**

Director Nagel is still working on the changes to the Architectural Standards to address concerns about the definition of 'good repair'.

A letter was sent to NCA's attorney asking for advice on how to proceed on three properties that have architectural violations and have been fined the maximum allowed. The CM (Community Manager)

received an email that a response would be sent last week but there was nothing in this week's mail.

**GENERAL**

Internet - The CM is still trying to get an answer as to when Verizon will bring FIOS to the office.

Basketball – President Boyd has indicated that he might look to re-establish the existing basketball court instead of eliminating a tennis court.

2008 annual elections – The Treasurer was updated on this issue. With the four members elected last year and three members elected in 2006, there is no election of officers at this year's annual meeting. Previous to 2004, there were elections every year. After some research it was found that in 2004 one Board member resigned and when the annual elections occurred, instead of appointing one member to complete the term for two more years that open position was included on the ballot and voted on with a three year term. It was agreed that the CM would contact all the Board members about the feasibility to have a discussion before the next meeting or wait until the next meeting.

Clean up Day – The CM stated that Renee Boyd had stepped up to coordinate the Clean Up Day on April 19<sup>th</sup>. Two residents in attendance offered to assist her.

Website – There was a notice in last month's newsletter asking residents to sign up for the NCA email distribution lists to get NCA announcements. Five have signed up but the notice will run at least for the next six months. Director Nagel informed the CM that the link for getting bylaws and CCRs was not available on the website.

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## **STREETS and MAINTENANCE**

Pavement Restoration Project – Last month GJB Engineering provided an update on the September bids to reconstruct Moline Place. The Board accepted the option two bid from Tibbs to completely repair Moline Place at a cost of \$238,000. The CM made the Board aware that the original Bid for Proposal included a request for bid for some repair work on Euclid and Getty which was not voted on last month. In the same proposal as the Moline project, Tibbs proposed repairing Getty and the swale on Euclid for a cost of \$5,250. According to the 2/29/08 balance sheet there was \$266,500 in the Schwab money sweep account. The sweep account is the liquid funds. Of all reserve funds, \$537,000 is allocated to Streets and Curbs. \$12,500 will be added to Streets and Curbs reserves each quarter in 2008. Director Nagel made a motion to accept Tibbs bid to repair Getty and Euclid. Director Nagel seconded the motion. Vote: 5 yes.

## **NEW BUSINESS**

## **FINANCE**

Write-offs. Due to another property foreclosure, the attorney has stated that NCA will be unable to recover \$667.09 in pre-foreclosure debt (assessments and legal fees). In 2008, the Board has had to write off over \$2,000.00 in uncollectible assessments. Secretary Catherine made a motion to write-off \$667.09 as a loss to the Association. Director Oxendine seconded the motion. Vote: 5 yes.

NCA's Financial Manager recommended that the Board give the CM a threshold approval level for write-offs. The Board agreed that the current process works well and that won't be necessary.

## **GENERAL**

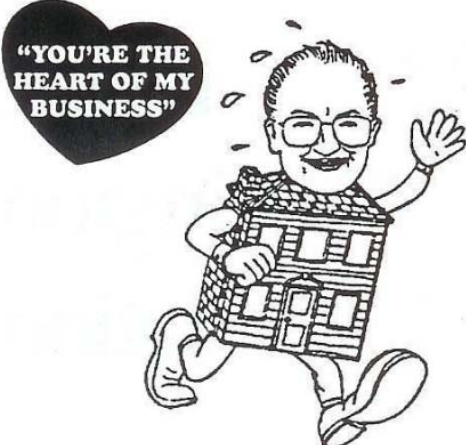
A resident submitted a request to the Architectural Control Committee that was not definitively approved or disapproved, so the request was presented to the Board. The resident has asked to put landscaping pavers over the entire front yard and run a pipe under the pavers from a sump pump drain and through the curb. The Board agreed that the resident needs to submit a drawing or plan of the front yard because it would not look right if there was no garden and the pavers when straight up to the house. Director Nagel would follow up with the resident. The Board agreed that the resident could not drill a hole through the curb.

## **STREETS and MAINTENANCE**

The engineering company has provided a contract template for use in the Moline restoration project. They also recommended having the NCA attorney review that contract. Because of the large dollar value of the contract, Director Nagel made a motion to have the attorney review the contract. Secretary Catherine seconded the motion. Vote 5 yes.

A resident has been complaining for some time that the parking space on Gwynedd that sits in front of the mailbox at the first sharp bend needs to be converted to a fire lane. It is very narrow on that turn and visibility is limited when cars are parked there. The CM took pictures of the area and presented them to the Board. There was also discussion about excessive speeding on this street and other NCA private streets. The CM has called the police department multiple times, but no one has returned the calls. It was recommended that a letter be sent to the West Springfield Captain with a copy to the Mt. Vernon Supervisor's office. Director Nolan made a motion to convert that visitor spot on

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### **STREETS and MAINTENANCE, continued....**

Gwynedd to a yellow curb. Secretary Catherine seconded the motion. Vote: 5 yes. The CM will flyer the street when the curb is painted so no one parks there by mistake.

At 8:20 pm, Director Nolan made a motion to adjourn to Executive Session to discuss hearings. Director Oxendine seconded the motion. Vote: 5 yes. Director Oxendine had to leave the meeting and would not be returning.

### **EXECUTIVE SESSION**

At 8:25 pm, Director Nagle made a motion to leave Executive Session and return to Open Session to vote on the appeals. Director Oxendine seconded the motion. Vote: 4 yes.

### **OPEN SESSION**

Regarding Lots 340, 549 and 191, Director Nagel made a motion to assess the owners \$50 for the trash violations. Director Nolan seconded the motion. Vote: 4 yes.

Regarding Lot 350, Director Nagel made a motion to assess the owner \$10 a day until the architectural violation is corrected, starting April 18, 2008. Director Nolan seconded the motion. Vote: 4 yes.

Regarding Lot 467, Director Nagel made a motion to waive any assessment since the owner had corrected the architectural violation. Director Nolan seconded the motion. Vote: 4 yes.

Regarding Lot 392, Director Nagel made a motion to assess the owner \$10 a day until the architectural violation is corrected, starting April 18, 2008. Secretary Catherine seconded the motion. Vote: 4 yes.

Regarding Lot 290, Director Nolan made a motion to waive any assessment since the owner had corrected the architectural violation. Director Nagel seconded the motion. Vote: 4 yes.

Regarding Lot 566, Director Nagel made a motion to waive any assessment since the owner had corrected the architectural violation. Secretary Catherine seconded the motion. Vote: 4 yes.

Regarding Lot 338, Treasurer Rundgren made a motion that probable cause exists and this resident should have a hearing on their Covenant violation. Director Nolan seconded the motion. Vote: 4 yes.

Regarding Lot 352, Director Nagel made a motion that no probable cause exists, that the gutter has been fixed. Secretary Catherine seconded the

motion. Vote: 4 yes.

Regarding Lot 92, Secretary Catherine made a motion that if there is no change to the fence by Saturday, April 5, 2008, then probable cause exists and this resident should have a hearing on their architectural violation. Director Nolan seconded the motion. Vote: 4 yes.

Director Nolan made a motion to adjourn the meeting at 8:45 pm. Director Nagel seconded the motion. Vote: 4 yes.

**NEXT BOARD MEETING:** May 7, 2008, 7:00 pm, Pool House, open to all NCA residents.



**The NCA board is preparing an email distribution list for those residents interested in receiving community announcements (e.g., community events, change notices for board meetings, etc.)**

**To be placed on the distribution list - please visit the [NCA website](http://www.newingtoncommunity.org) or send an email to: [announcement@newingtoncommunity.org](mailto:announcement@newingtoncommunity.org).**

**Stay tuned to our progress by the website and future newsletters.**

**Thank you, NCA Board**

***(Registered to Date: 9)***