

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – November 3, 2010
Minutes of the Meeting

At 7:02 pm Vice President Nolan called the meeting to order. Other board members in attendance included Treasurer Louise Whitt, Director Mike Smith, and Director Kirk Brustman. President Sarah Jernigan was not in attendance.

APPROVAL OF MINUTES

Treasurer Whitt made a motion to accept the minutes of the October 6, 2010 monthly Board Meeting. Director Smith seconded the motion. Vote: 3 yes, 1 abstain.

HEARINGS

Lots 8 and 596 were not in attendance for hearings.

COMMUNITY FORUM

It was stated that Director Chip Catherine had submitted a resignation after the last monthly Board meeting.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report

Treasurer Whitt stated that CPI has not change enough since the published 2011 budget to make a change to the budget. Treasurer Whitt made a motion that the Board accept the 2011 budget. Director Smith seconded the motion. Vote: 4 yes.

Later in the meeting there were questions about delinquencies and the status of putting money into reserves. Treasurer Whitt mentioned that the Maintenance Committee has spread out the street replacement plans over eight years as opposed to five and the annual contribution to street and curb reserves was increased by \$10,000. All streets are in the plan except for Moline which was completed in 2008.

Legal counsel has made NCA aware of a new law whereby attorneys will not be able to sign for NCA and the Board President will have to sign all documents in front of a notary. Treasurer Whitt recommends that the Community Manager (CM), Lori Randall, become a notary. The application fee is \$45 and lasts four years. She will have to go to the court house and buy a stamp. Treasurer Whitt made a motion that NCA pay the costs associated with the CM being a notary. Director Smith seconded the motion. Vote: 4 yes. This is a service that the CM could provide to all residents.

Planning and Development

Mr. Lou Tobat provided an update on the progress around the area. He stated that the exit from the parkway to Barta road has a No Turn on Red sign and that the police are actively enforcing it.

Community Manager Report, Lori Randall

- *General*
 1. *NCA Vehicle Tickets: 0*
 2. *Disclosure inspection(s): 7717 Matisse, 7834 Marconi, 7701 Durer, 7710 Brandeis*
 3. *New Violation letters: TRASH (4), RULES (1), ARCHITECTURAL (1).*
 4. *Exterior Project Requests: 0*
 5. *Updated reallocated budget is attached. Budget lines of concern (usually over 75%) have been highlighted.*
 6. *Opening of bank accounts for reserve money. Issues to be discussed in meeting.*
 7. *Neighborhood Enhancement Grant due October 29th completed.*
 8. *Sent out survey to residents that have participated in paperless newsletter trial.*
 9. *Results of survey on 2010 recreation events. (see below)*
 10. *Current printer (newsletter) is closing business, looking into prices from other printers.*
 11. *Removed two swings at Marconi tot lot due to damage.*
 12. *Four property boundary signs placed in woods along walking path*
- *Complaints/Issues*
 1. *Kids playing on pool house roof 10/24/10 at 2:30 p.m. Reported by resident walking through area. Confirmed on video.*
 2. *Inquiry into mailbox key (post office handles mailbox keys).*
 3. *Resident didn't appreciate getting a door hanger on trash cans.*

Survey: Recreation Committee Events in 2010

Survey sent by way of newsletter article and to NCA email distribution list.

12 responses received.

Questions asked:

1. *Have you attended an NCA egg hunt or holiday party over the last five years?*
2. *Did you stop by the pool this summer for our new Popsicle Day, Sunday Sundae, Watermelon Wednesday or Family Cookout?*
3. *What did you think of the Adult Social or Adult only swim times this Summer?*
4. *Did you want to attend but just couldn't make it?*
5. *Did you think these events were a good idea?*

General consensus was the residents like parties and special events being offered even though a majority were unable to attend.

Director Brustman would like the Board to be included in all communications sent to the NCA email distribution list.

Everyone was very concerned about kids playing on the pool roof. The CM is trying to identify the kids and notify their parents. It was agreed we need to look into the cost of a better security gate at the base of the office steps.

GENERAL BUSINESS – OLD

Reserve Accounts – The CM did not open the \$200,000 money market at Burke & Herbert because the Board approved a lesser rate based on the bank stating they could provide dual signature authority. When at the bank, they stated they could not guarantee dual authority on all account transactions. Treasurer Whitt went to the branch and had them contact the District Manager who stated that the bank can guarantee dual authority. Whether or not they can guarantee the dual authority, the money is earning no interest in an account without dual authority. Treasurer Whitt made a motion to move \$200,000 to a

Burke and Herbert savings account. Director Smith seconded the motion. Vote: 4 yes. A resident asked where future reserve deposits are going . They will go into the VCB savings account.

Investment Strategy – Treasurer Whitt does not have a written document but wanted to get a opinion from the Board on a reserve investment strategy. She stated there is \$190,000 in TIPS through the Schwab account, \$100,000 CD with Virginia Commerce Bank, \$40,000 in savings account at VCB and approximately \$200,000 in a money market sweep account with Charles Schwab. At this time savings accounts are providing the best rate and flexibility. She recommends that the NCA Treasurer be required to give a report every three months to discuss investments. The CM stated her concern is that Board members have in the past stopped following an established investment strategy without another strategy in place which has resulted in a loss of money for the community. This should be addressed in the written document.

Drainage Concern – Vice President Nolan met with the owner of the property. The owner suggested an outdoor sump pump but has not provided any quotes for the work. He will touch base with this resident.

Legal Counsel for Collections – The two law firms being considered for collections have both submitted responses to questions they were given. The board needs to decide if they want to interview both again so that the new board members can meet them or narrow it down to one last interview. Director Brustman asked if someone could provide a Pro/Con list of the two law firms. The Board will meet again on Wednesday, November 17th to discuss further.

Board Goals – This will be tabled to next month when President Jernigan will be at the meeting.

GENERAL BUSINESS – NEW

Stop Printing Newsletter and Rely on Electronic Communications – The Board discussed this idea presented by a resident to save the community money. It was agreed that putting newsletters on every door is an important communication tool and prevents residents from stating they are not informed. Additionally, there are many in our community without the access. Vice President Nolan made a motion to continue with a paper newsletter. Director Smith seconded the motion. Vote: 4 yes. The CM stated she would give distributors the option of converting their route to paperless if they would like. She sent an electronic survey out to one street that has 20 people who are paperless but only half replied.

Secretary Position – Director Smith said he would be willing to hold the position considering the reduced size of the Board. Director Brustman made a motion to accept Director Smith as Secretary. Treasurer Whitt seconded the motion. Vote: 4 yes.

The Board adjourned to Executive Session to discuss hearings at 7:50 pm. The Board returned to open session at 8:00 pm.

Regarding Lot 596, Vice President Nolan made a motion to assess a \$50 charge for an architectural (grass) violation. Treasurer Whitt seconded the motion. Vote: 4 yes.

Regarding Lot 8, Treasurer Whitt made a motion to assess a \$50 charge for a trash violation. Director Smith seconded the motion. Vote: 4 yes.

Treasurer Whitt stated that President Jernigan wants the Board to think about whether they would like to stay a seven member Board or reduce to a five member Board.

The meeting adjourned at 8:10 pm.