

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – January 5, 2011
Minutes of the Meeting

At 7:00 pm President Jernigan called the meeting to order. Other board members in attendance included Vice President John Nolan, Secretary Mike Smith, Treasurer Louise Whitt, and Director Kirk Brustman.

PRESIDENT'S COMMENTS

President Jernigan was hoping we would not need snow removal at the end of 2010 but it was necessary to call for a sanding on the streets because of concerns of ice. She stated the Board needs to address their goals and be more active and get more action from residents.

APPROVAL OF MINUTES

Vice President Nolan made a motion to accept the minutes of the November 18, 2010, Board Meeting. Secretary Smith seconded the motion. Vote: 5 yes. Vice President Nolan made a motion to accept the minutes of the December 1, 2010, monthly Board meeting. It was noted that there was a vote at the end of the meeting to give the NCA employees holiday bonuses which carried unanimously. Vice President Nolan amended his motion to accept the change. Secretary Smith seconded the motion. Vote: 5 yes.

HEARINGS

Lot 471 was not in attendance for a trash violation hearing. Lot 469 was in attendance and spoke to the Board.

VISIT FROM SUMMIT MANAGEMENT

Brenda Conway of Summit Management was invited to meet the NCA Board. She explained to the Board Summit's processes on assessment delinquencies including their role in interacting with residents and with NCA's collection attorney. She does act as witness when cases go to court but most often they are settled before the court date. The Board asked that if she forwards all new delinquency accounts to the attorney by email, that the Community Manager (CM) be copied in those emails.

The Board took a five minute break so the CM could deal with a police issue.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report

CPI has not moved in the last couple of months so the 2011 budget approved with a 1% increase was appropriate.

Planning and Development, Lou Tobat

Employees have started moving in to the Geospatial building and will continue throughout the year. The ramp from I-95 on to the Fairfax County Parkway is now open.

Community Manager Report, Lori Randall

- *General*
 1. *NCA Vehicle Tickets: 0*
 2. *Disclosure inspection(s): 7709 Durer*
 3. *New Violation letters: TRASH (), RULES (), ARCHITECTURAL (0).*
 4. *Exterior Project Requests: 2*
 5. *Updated reallocated budget is attached. Budget lines of concern (over 92%) have been highlighted.*
 6. *Completed Notary application.*
 7. *NCA Holiday party on December 3rd.*
 8. *Prepare Delinquency Process. Revise Delinquency Policy and schedule meeting with Rees Broome.*
 9. *Burke and Herbert account forms completed and account opened. Need signature cards signed.*
 10. *Contracts summary for Board.*
 11. *Street sign inspection.*
 12. *snow on December 16th. Called for salt/sand on streets.*
 13. *Prepare list of assessment delinquencies for transfer.*
 14. *Application for County grant for asphalt paths was **denied** due to lack of volunteer hours.*
 15. *Follow up on abandoned car on Delong. Police say no violations. Asked that it be reported again.*
 16. *Follow up on water leak on Lodge Court. Overwhelmed with water main breaks but will resend to maintenance.*
 17. *Follow up on multiple vapor lights out on Northumberland and downed watchlight on Euclid and Northumberland. Waiting on parts for vapor lights. Watchlight never reported.*
- *Complaints/Issues*
 1. *Verbally abusive resident on Euclid*
 2. *Bathroom construction debris put out on curb for trash. Not even in containers.*
 3. *Kids starting fires in woods. Went to find them but saw no kids or evidence of fire.*
 4. *Three calls regarding assessment invoices not received as of third week of December.*
 5. *Visitor was towed on Christmas Eve for not having an inspection sticker. She believes Board has in the past discussed not towing on Christmas Eve.*

President Jernigan wants the towing policy to be reviewed at the March meeting.

The resident who dumped the bathroom tile debris on the curb on Durer was identified and will be sent a letter requesting reimbursement for the hauler that removed the debris.

The CM wanted the Board to be aware that she will be on vacation during the February Board meeting.

A resident wanted the Board to remove a tree next to his home. Based on that complaint, at the last monthly meeting the CM was asked to contact the resident about bringing a plat to the January meeting. She did email the resident but he did not show up for this meeting.

A resident asked about the visibility problems coming out of Lemoyne due to cars parking on the right side of Delong. The CM explained that when the previous no

parking sign went missing, she called VDOT and the County to get it replaced and they performed a sight distance review and allowed parking on half of the area. She also stated another resident has complained recently and put in a work request with VDOT.

GENERAL BUSINESS – OLD

Investment Strategy – Treasurer Whitt shared a second draft with the Board. Secretary Smith made a motion to accept the policy. Vice President Nolan seconded the motion. The CM commented that there is no language that requires the Board to automatically reinvest funds in the existing plan if the Board has not made a decision on how to reinvest funds by the maturity date. Her concern is that in the past the Board had decided there were better investment opportunities than the existing plan but then the money sat without earning interest for several months while a decision was being made on how to invest. Treasurer Whitt felt that the language in the policy covered that concern. Vote: 5 yes.

Drainage Concern – Vice President Nolan has not had an opportunity to follow up on this matter but will by next month.

Legal Counsel for Collections – President Jernigan asked for any questions on this matter then made a motion to enter an agreement with Rees, Broome for all legal collections work. Vice President Nolan seconded the motion. Motion was amended to send only new accounts to Rees, Broome. Vote: 5 yes. The Board will meet on January 20th to discuss the delinquent accounts that are in various stages of collection with the form collection attorneys.

The CM reminded the Board that the detailed delinquency process was not finalized for forwarding to the new collection attorney. The step after a demand letter has not been decided. The Board wants the attorney to come back to the Board with their recommendation on a next step with this first group of new accounts.

Board Goals – President Jernigan will rewrite the goals for the newsletter. The Board discussed the second item regarding providing a resource to residents on exterior projects. A resident recommended a Garden Club and will put an article in the newsletter. Secretary Smith made a motion to accept the list as this year's Board goals. Director Brustman seconded the motion. Vote: 5 yes.

Reserve Maintenance Plan (Pool only) – The Board agreed to meet at the pool at 10 a.m. on Saturday, January 8th to look at the maintenance items listed for repair or replacement at the pool.

GENERAL BUSINESS – NEW

2011 Pool Rules – The Board was asked to provide any recommended changes to the pool rules prior to a meeting on January 20th. The Board needs to vote on the pool rules at the February meeting so they can be attached to the March newsletter with the pool applications.

Lee High School All Night Grad Party – Vice President Nolan made a motion to donate \$100 to the event. Director Brustman seconded the motion. Vote: 5 yes.

Board Member Vetting Process – The Board reviewed the draft and made some changes. A final will be put in the Board member's reference books.

Delinquency Policy – The existing policy along with the Board's recommended revisions will be forwarded to the NCA attorney for their review and recommendation.

The Board adjourned to Executive Session to discuss hearings and write offs at 9:15 pm. The Board returned to open session at 9:20 pm.

The Board discussed the write off recommendations and concluded that if it can be done at a minimal charge, they would like the new collections counsel to confirm the recommended write offs. If a response can be gotten before the 20th, they will vote at that meeting.

The Board discussed whether they should switch registered agents. The CM will get the fee from Rees, Broome.

Regarding 469, Secretary Smith made a motion to assess a \$50 charge for an early trash violation. Treasurer Whitt seconded the motion. Vote: 5 yes.

Regarding Lot 471, Vice President Nolan made a motion to assess a \$50 charge for an early trash violation. Secretary Smith seconded the motion. Vote: 5 yes.

The meeting adjourned at 10:05 pm