

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – September 7, 2011
DRAFT Minutes of the Meeting – NCA Pool House Meeting Room

At 7:00 pm President Sarah Jernigan called the meeting to order. Other board members present were Vice President Kirk Brustman, Treasurer Louise Whitt, Secretary Mike Smith and Director John Stiteler.

PRESIDENT'S COMMENTS

President Jernigan stated the pool has closed and school has started. She reviewed the meeting process for those in attendance.

APPROVAL OF MINUTES

President Jernigan made a motion to accept the minutes of the August 3, 2011 Board meeting with the removal of 'draft' before '2010 financial audit' in the section on the 2010 audit and the addition of '2012' before 'tree maintenance line' in the section on fireblight. Secretary Smith seconded the motion. Vote: 4 yes, 1 abstain.

Treasurer Whitt made a motion to accept the minutes of the August 11, 2011 annual meeting revising that there were no nominations for 'two', not 'three' elected positions. Vice President Brustman seconded the motion. Vote: 5 yes.

President Jernigan made a motion to accept the minutes of the August 11, 2011 Board members meeting for the purpose of electing officers. Vice President Brustman seconded the motion. Vote: 5 yes.

HEARINGS

Lot 319 was in attendance for a hearing on a trash violation. She believes there was a mistake and the piece of mail could have been in someone else's trash. Lots 605, 269, 375, 517, 469 and 516 were not in attendance for scheduled hearings. Lot 343 explained that the mulch has all been removed and he will put some seed down. Lot 508 apologized for the tall grass but due to long work hours and broken equipment, the grass had gotten tall.

COMMUNITY FORUM

A resident felt the violation process wasn't efficient if letters were being sent after the violation had already been fixed. President Jernigan explained that some of the processes are required by law and there are delays in getting signatures when the signer works full time. There is not enough time to go back and check all violations before letters go out.

A resident commented on the flyer about kids that play in the street on Brandeis and felt that the Board did the right thing. Parents should put more emphasis on keeping their kids safe and teaching safe play. A board member commented on the amount of open space NCA has and that there is plenty of room to play. Another resident commented on the skateboarders in the community and their lack of respect for private property. Someone asked if NCA could provide a skateboarding area. This would be a big insurance liability issue for NCA. Another resident asked about property lines for end units and are they allowed to place outdoor furniture on common grounds. The Community Manager will investigate any complaints. End unit town homes usually have eleven feet of property on the side/main entrance of their homes.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report

There will be another committee meeting. The Board needs to pick a date for a line by line review of

the budget. The Board should have a budget they agree on at the October meeting that will be placed in the November newsletter. November newsletter has an October 15th deadline. The community has a chance at the November meeting to make comments or ask questions on the budget. The Board will hopefully vote at the November meeting on the budget so that a letter can be sent to all resident no later than November 30th notifying them of the 2012 assessments. The Board will meet Wednesday, September 21st at 7 p.m. A resident asked why the Board would even pass an increase of a few cents. The Board explained that they follow limits and procedures established in the NCA bylaws.

Planning and Development, Lou Tobat

Lou met Dave Albo's replacement that will represent our area in the State legislature. He expressed community concerns including buses on Rolling Road, the eventual widening of Rolling Road, and the new park n' ride on Barta Road.

Community Manager Report, Lori Randall

- *General*
 1. *NCA Vehicle Tickets: 0*
 2. *Disclosure inspection(s): 7709 Matisse*
 3. *Exterior Project Requests: 0*
 4. *Trash bids received and summarized for Board.*
 5. *Annual RV Lot renewal in progress.*
 6. *Files were knocked over in earthquake. Not aware of any other problems. Need to buy better storage shelves.*
 7. *Tropical Storm Irene. Minimal tree problems.*
 8. *Flyered general area of pending path work to be started approximately 8/31/11 (postponed to 9/13).*
 9. *Another health inspection at the pool. Now required to put pump room fan on switch, not temperature gauge and hot water is not hot enough (90-110). Received a fine and a third inspection where the impellor was clogged. Fines paid and problems fixed at no charge to NCA.*
 10. *Pool season is over. Registration stats: 330 lots in 2011; 324 in 2010; 313 in 2009; 274 in 2008 and 279 in 2007.*
- *Complaints/Issues*
 1. *Kids playing in street on Brandeis. Parents and kids don't move. Flyer distributed. Complaint about flyer.*
 2. *Several complaints about late fees when they had sent assessment payment in. There was a problem with the lockbox that effected five residents.*
 3. *Tree branches from neighbor's tree are pushing up against fence. Look at this but not affecting neighbor. Tree that is pushing up against fence is back fence, not side.*
 4. *County owned properties replaced all light fixtures but they are modern, not colonial in style.*
 5. *Trash can at ball field burnt. Metal frame remains.*
 6. *Ants in parking space are crawling on to car.*
 7. *General complaints about the maintenance of the front of homes (Durer and LeMoyné)*
 8. *Dead tree in back yard of a neighbor. Concern tree could fall towards their home.*
 9. *Trees across path haven't been removed yet.*
 10. *Downed tree behind homes on Brandeis. Found only a bent branch.*
 11. *Poor lighting on Marconi Court. Car was stolen.*
 12. *Guards accidentally used their lockbox instead of gate lock on yellow gate. Resident visited CM's home Sunday morning unable to get in to yellow gate to get their boat.*

Additionally the CM mentioned a complaint about trash on a back porch. Not only is NCA following up on this as a violation, but the Fairfax County health department was called. John Nolan has said he will continue to help with the Architectural Committee.

GENERAL BUSINESS -- Old
None.

GENERAL BUSINESS -- New

\$100,000 CD expired 9/2/11 – Treasurer Whitt provided a list of options for the Board to consider when reinvesting the CD. President Jernigan made a motion to go with option 3, decreasing the Burke and Herbert money market by \$50K and getting a 25 month CD at Burke and Herbert at 1.44 and a \$50K CD at Virginia Commerce Bank. Director Stiteler seconded the motion. The CM stated that VCB has a 1% no penalty CD. Vote: 2 yes, 3 no. Motion failed. Secretary Smith made a motion to go with option 3, decreasing the Burke and Herbert money market by \$50K and getting a 25 month CD at Burke and Herbert at 1.44 and a \$50K CD at 1% and no penalty at Virginia Commerce Bank. Treasurer Whitt seconded the motion. Vote: 2 yes, 3 no. Motion failed. There was concern that there were no other long term rates to compare to and that 25 months was too long. Director Brustman made a motion to put the \$100,000 in the VCB savings until more information was provided. Treasurer Whitt seconded the motion. Vote: 4 yes, 1 no.

Trash bids Summary – The Board was provided a summary of contract points from two trash contractors, Trash Away and American Disposal. Trash Away’s proposal was very good and the CM was seriously considering recommending them. American Disposal brought their prices into a competitive range and was very willing to amend contract language specific to NCA’s needs. Several residents had positive comments to make about our existing trash service. Vice President Brustman made a motion to accept the bid from American Disposal. Director Stiteler seconded the motion. Vote: 4 yes, 1 no. Motion passes.

Pool Winterization – Titan provided a proposal of recommended winterization work. The CM suggested both the skimmers be blown out and the main pool motor be overhauled and stored. This motor has been pulled out in the past but wasn’t done last year. President Jernigan made a motion to approve \$1300 in pool winterization. Vice President Brustman seconded the motion. Vote: 5 yes.

Blade Runners Summer Recommendation – The Board reviewed the recommendations. They agreed there is no need for shrub fertilization but welcome the review of the community on turf renovation recommendations.

Exterior Project on County Homes – A resident complained about the new light fixture on a Fairfax County owned home. The County did not submit an Exterior Project Request for this new fixture. The CM will notify the County they are in violation of the process.

Tree Work – The Board was provided a list of recommended tree work for 2012. All tree work is given a priority of 1, 2, or 3 with 1 being the highest. The CM stated that NCA only has about \$5,000 left in the tree budget and will provide some recommendations on what tree work should be approved.

Neighborhood Enhancement Grant – The CM is willing to put the time into completing the grant application if the Board supports it. She will incorporate some grounds beautification with volunteer labor along with replacing old paths to meet the requirements of the grant. The lack of volunteer labor in last year’s grant was the basis for not being approved. The Board suggested including clean up in the proposal.

Common Grounds Improvements – The CM presented the Board with some common grounds

improvements that have been postponed for the past two years. They include some garden renovation at the pool, at the entrance to Durer Court and at the entrance to Godolphin. There was concern about the materials used for the garden at the pool entrance and concern about going over the budget line by \$350. President Jernigan made a motion to accept the bid from Blade Runners at \$3,960. Vice President Brustman seconded the motion. Vote: 3 yes, 2 no. Motion Passed.

The Board adjourned to Executive Session at 9:50 pm to discuss hearings, attorney recommendations, violations and personnel issues and returned at 10 pm.

Secretary Smith made a motion to write off \$980.52 in assessments and late fees at the recommendation of NCA's attorney. NCA is unable to collect pre-bankruptcy debt. Vice President Brustman seconded the motion. Vote: 5 yes.

Four residents expressed concern with the late fees they were charged and wanted waivers. Summit found a problem with their lockbox and has credited three of those four accounts for their late fees. The error only affected six residents. The fourth resident who expressed concern about their late fees was informed they could speak to the Board at a Board meeting but they were not in attendance.

President Jernigan mentioned that the Community Manager's pay increase was approved after her anniversary date and Summit was not instructed to make the pay retroactive. President Jernigan made a motion to make the Community Manager's 2% pay increase retroactive to her anniversary. Director Stiteler seconded the motion. Vote: 5 yes.

The Assistant Community Manager's work anniversary was in June. The CM told the Board that she recommended a 5% increase since she was doing such a great job. Additionally, employees are part-time, hourly and do not get any benefits, vacation or over time. The difference between a 2% increase and 5% increase is only \$350. She asked the Board to not think in terms of the economy since NCA works on a budget basis and increases are budgeted for a year in advance. Vice President Brustman made a motion to increase the Assistant Community Manager's hourly rate by 5%. Director Stiteler seconded the motion. Vote: 4 yes, 1 abstain.

Regarding Lot 319, Vice President Brustman made a motion to waive any charges for a trash violation. Treasurer Whitt seconded the motion. Vote: 5 yes.

Regarding Lot 605, President Jernigan made a motion to assess a \$50 charge for a trash violation. Vice President Brustman seconded the motion. Vote: 5 yes.

Regarding Lot 343, Director Stiteler made a motion to waive an assessment for an architectural violation. Secretary Smith seconded the motion. Vote: 3 yes, 2 no. Motion passes

Regarding Lot 373, President Jernigan made a motion to waive an assessment for an architectural violation. Vice President Brustman seconded the motion. Vote: 5 yes.

Regarding Lots 269, 517, 469, and 516, President Jernigan made a motion to charge \$50 for tall grass violations. Vice President Brustman seconded the motion. Vote: 5 yes.

Regarding Lot 508, Director Stiteler made a motion to waive an assessment for an architectural violation (tall grass). President Jernigan seconded the motion. Vote: 5 yes.

The meeting adjourned at 10:42 pm.