

NCA BOARD OF DIRECTORS' PROPOSED MEETING MINUTES

August 1, 2007

NCA Meeting Room — Pool House

Meeting started at 7:00 pm. President Woodrow Dick presided. Board members in attendance included Secretary Al Roy, Director John Nolan, and Director Armand Boyd. Vice President Liz Carroll, Treasurer John Nagel, and Director Chip Catherine were not in attendance.

HEARINGS

President Dick asked if anyone was present because of a hearing notice. The resident of Lot 47 said he had received a letter last year and the grass had died. He tried again and has some grass coming up. The Community Manager provided the Board a picture of the front yard that was taken August 1, 2007. President Dick explained the resident had 5 minutes to state his case and that the Board would review all hearings at the end of the meeting. President Dick called each lot number (131, 506, 471, 6, 41, 42, 52, 125, 137, 139, 471, 502, and 514) that was sent a hearing letter to ask if they were present for their hearing. No one spoke up.

APPROVAL OF MINUTES

Director Nolan made a motion to accept minutes of the July 5, 2007, Board of Directors meeting. Director Boyd seconded the motion. Vote: 3 (yes) – 1 (abstain).

COMMUNITY FORUM

A resident asked if it was possible to get group estimates for maintenance work in an effort to get better prices. Kimberly Nagel, a candidate for the Board, thought it was a good idea and had been pursuing it as well since she would like to run for the Board and focus her efforts in the area of architectural issues.

Another resident asked if residents were allowed to remove trees that appear perfectly healthy and looked really great. Two of the trees recently taken down still have stumps. President Dick explained that if the tree is on their property, it is their right to take it down but the stumps can't remain and the community can do something about that.

PRESIDENT'S COMMENTS

President Dick stated that this community needs more resident participation. He told the audience that if they knew of someone who would be a good candidate, give him their name and number and he will call them and give them a nudge. He believes the community is improving because some have sacrificed to make it happen. One of the resident in attendance said she would consider being on the board but would not want to hold an officer position.

GENERAL

Reminder: National Night Out is on Tuesday, August 7th.

The Community Manager wanted to apologize formally for the typos in the homeowner's letter that announced the upcoming Annual Meeting on Thursday, August 9th. She stated she used a form letter and missed changing 2006 to 2007 in three places and that she should have been more careful. President Dick noted that he had signed the letter with the mistakes and apologized as well.

FINANCE

President Dick stated that he had recently attended a Fairfax County Board of Supervisors meeting and liked the format by which information was presented to the Board. He believes in most situations one person should present the problem, state any professional recommendations and give a staff recommendation. The CM will use this format for the next subject.

Title Search Work – Our records show that the owner of an NCA property is different than the Fairfax County records. The owner is in arrears on their assessments. The matter is in the attorney's hands. Because we still correspond and speak to the owner we have on NCA records and not as FC has recorded, NCA's attorney is recommending that the Board perform a title search to confirm ownership and then move forward with a notice of intent to foreclose to both owners. This is important since NCA's documents require we go after the owner of record. The cost to perform a title search is \$400 to \$500. Secretary Roy made a motion to accept the attorney's recommendation on the condition that the expense is charged to the owner. Director Nolan seconded the motion. Vote: 4 (yes), 0 (no).

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Koger Management – Brenda Conway has forwarded information to us stating that Koger Management has filed bankruptcy. This will affect our claim. The bankruptcy notice states there is a filing deadline for claims of December 4, 2007. NCA will probably need to speak to the attorney to find out how to proceed. NCA needs the final 2005 audit before a claim can be filed and our auditor has told us that it will be done before the NCA annual meeting. A resident asked how much NCA's loss is from Koger. President Dick responded there are approximately \$12,000 in discrepancies for 2005. It is unknown how much the discrepancies are for 2006.

Budget 2008 – Although the Treasurer, John Nagel, could not attend, he provided copies for the Board of his draft of the 2008 budget. There are no cost of living increases included in the budget. The main purpose was to show the effect of adding the reserve increases recommended in the 2007 reserve study. Secretary Roy stated that he wants to make sure there is a maintenance plan established. He doesn't want to see the reserves increased but then the work not done. President Dick stated that the reserve study shows if we don't increase the reserves, NCA will be out of street money in a couple of years. Secretary Roy asked how much is currently in reserves. The CM estimated about \$600,000. Secretary Roy said he would like to get the exact figure.

MAINTENANCE

Air Duct in Office – The problem is there is no duct return in the office. This is against County code and shouldn't have passed. The reaction from Total Construction was if it passed inspection than it is not their problem. The cost of having a return duct installed is between \$300 and \$400. The price will not exceed \$400. Heat pump is working extra hard using air from storage room instead of air from in office. Heating specialist said with the return upstairs we should see significant reduction in electric bills because of improved efficiency of system. The CM recommends getting duct work completed as soon as it can be scheduled and write a letter to Total Construction asking for compensation or submit name to Better Business Bureau or Checkbook. The Board agreed there was no need to send a letter. John Nolan said he would call the construction company. Secretary Roy made a

motion to spend \$400 to get the air duct work completed. Director Boyd seconded the motion. Vote: 4 (yes), 0 (no).

Curb painting -- The CM stated that the problem is we are behind in general maintenance. NCA hasn't painted curbs in three years. The CM got quotes for three sections on North Side. The other two sections on the North side were not included because of the chance those streets would have work done this year. The day before the meeting, the CM received the RFP from the engineer for street work to be done this year and it includes Euclid and Getty, two of the streets that she had gotten quotes for. The Board agreed we don't want to paint curbs if there is going to be major street work and that the CM should ask for new curb painting quotes to include Newington Place, not Euclid and Getty.

Draft RFP package completed for asphalt work on Moline, Getty and Euclid – The cover letter from the engineer states that he would like to meet with the CM and any Board members interested to discuss the next step. The CM will find out who sends the RFP out and what the recommendation is for the number of companies the RFP is sent to. President Dick stated a Board member should take the lead on this. Secretary Roy said he would be the contact.

COMMON GROUNDS

During the month, the CM had gotten a quote to have a dying tree on Marconi Court taken down. This was based on a recommendation from the tree company. The Board voted by email to have the tree removed and stump ground at a cost of \$990. Vote: 5 (yes) – 2 (abstain).

ARCHITECTURAL

Architectural Standards – The Board had an opportunity to review the final version of the NCA Architectural Standards over the last few weeks in anticipation of voting on the rules at this meeting. One Board member had raised some questions, recommended some formatting changes and pointed out some grammatical errors. The grammatical errors were all fixed but he was not at the meeting to address some of his questions. The questions did not significantly affect any of the policies. Secretary Roy made a motion to approve the revised NCA Architectural Standards with an assurance that the Table of Contents will accurately reflect the appropriate page numbers. Director Nolan seconded the motion. Vote: 4 (yes), 0 (no).

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Secretary Roy made a motion at 8:20 pm to adjourn to Executive Session to discuss four probable cause votes, all hearings scheduled for tonight and pool operations concerns. A resident asked if the pool should be discussed in open session. President Dick replied the topic was regarding personnel which is an Executive Session topic. Director Nolan seconded the motion. Vote: 4 (yes), 0 (no).

EXECUTIVE SESSION

Director Catherine showed up for the meeting at 8:30 pm.

OPEN SESSION, 8:50 pm

President Dick told the Board that Charles Aponte was a resident in the audience earlier in the meeting and that he was considering running for the Board.

Director Catherine made a motion that for Lots 131, 506, 471, 6, 41, 42, 47, 52, 125, 137, 139, 502, and 514 a violation of the NCA policies did occur. Director Nolan seconded the motion. Vote: 5 (yes) – 0 (no).

Secretary Roy made a motion to not assess a charge for Lots 41, 47, 137, 514, 139, and 502 because the violations had been corrected. Director Catherine seconded the motion. Vote: 5 (yes), 0 (no).

Director Nolan made a motion to assess Lots 6, 42, 52, 125, and 471, \$10 per day starting August 1, 2007 and ending at 90 days or when the violation is corrected, whichever comes first, on the condition that the resident must notify NCA when it has been corrected. Director Boyd seconded the motion. Vote: 5 (yes), 0 (no).

Director Nolan made a motion to assess Lots 131 and 506 \$50 for early trash violations. Director Boyd seconded the motion. Vote: 5 (yes), 0 (no).

Secretary Roy made a motion that probable cause exists and that Lots 451, 516, and 424 should receive a hearing letter. Director Nolan seconded the motion. Vote: 5 (yes), 0 (no).

Director Catherine made a motion to assess Lot 471 \$50 for repeatedly leaving their trash can on the front step. Secretary Roy seconded the motion. Vote: 5 (yes), 0 (no).

President Dick stated that he has been in frequent contact with Dominion Power trying to get the NCA watchlights fixed. For purposes of consistency and knowledge on the topic, he would like to remain the primary contact for Dominion Power even though he will no longer be on the Board. Director Catherine will be the Board Liaisons on this project.

Director Catherine made a motion to adjourn the meeting at 9:10 pm. Secretary Roy seconded the motion. Vote: 5 (yes) – 0 (no).

****Important Service Schedule Notice from American Disposal****

Effective September 1, 2007, there will be a new schedule in our area for appliance removal services. Scheduled pick up for appliances will be every Thursday. Removal of ferrous metals/white goods such as stoves, washers, dryers, hot water tanks and other bulky metallic items will need to be called 24 hours in advance for scheduling.

Refrigerators, freezers and air conditioning units **must** have refrigerants removed and tagged by a certified technician before they are collected. There will be an additional charge for the removal of these items.

Special pick ups such as furniture, mattresses and other non-metallic household items will still be collected on Fridays. If you would like to schedule a white good/appliance pickup, please contact American Disposal Customer Service at 703-368-0500 Monday through Friday 8 am to 4:30 pm.

**NCA BOARD OF DIRECTORS'
MEETING MINUTES**

August 9, 2007

Pohick Church

Attendance — President Woodrow Dick, Vice-President Elisabeth Carroll, Secretary Al Roy, Treasurer John Nagel, Director John Nolan, Director Chip Catherine and Director Armand Boyd were present.

Call to Order — President Woodrow Dick called the NCA Board of Directors' Meeting to order at 7:30 p.m.

Community Forum — President Dick noted that there were many new faces in the audience and asked the Board members to introduce themselves. After each Board member introduced themselves to the audience, President Dick opened the meeting to comments and questions from residents.

A resident rose to say that he had noticed many significant improvements in the appearance and operation of the Community during the past year and thanked the Board for their diligence in this regard. The resident also congratulated the Board for finding a new accounting firm to replace the previous firm which he felt should have been replaced long before. President Dick noted that building a good team of vendors to work with the Community had been one of the Board's highest priorities. President Dick added that one of the very best hires the Board had made was the new accountant. President Dick also praised several other hires made by the Board, including the new grounds contractor, Blade Runners.

There was a discussion on reserves. It was stated that a bulk of the 2007 reserve analysis was based on the information provided by a previous engineering company whose information had come into serious question. NCA now uses a new engineering firm who has studied our streets and prepared a report on Moline. A resident said the reserve study was made available for everyone. Would the new street study also be available? President Dick didn't see why copies of the new report couldn't be shared. A resident said that this would help the community understand the increase in dues that would quite likely result.

There was considerable discussion of the fact that the 2008 budget will reflect a considerable increase in assessments. A resident asked what a considerable amount was. The current draft budget

shows a \$43 quarterly increase for the townhomes and a \$17 quarterly increase for the single family homes.

President Dick explained to the audience his work with Dominion to improve the lighting on NCA streets. President Dick noted that over the past two years, two thirds of the community had been improved in two separate mass maintenance efforts. He added that the final five streets (Kitchener, Durer, Dampier, Eucalyptus and Red Ash) were scheduled for mass maintenance during the next two weeks. President Dick said residents of Kitchener and Durer should already see an improvement with more improvement on the way. A resident asked if there was a cost increase for the two previous mass replacements. President Dick said there was not.

A resident asked what a Community Parking District was. President Dick explained that there were non-residents using the County Streets in our community (Delong, Northumberland) to park their trailers and boats. NCA has the ability to prohibit these vehicles on our private streets, but not the County streets. With the help of the County, NCA has gotten the County streets designated Community Parking Districts which restricts boats and trailers from parking on these streets. Northumberland has been approved and Delong/Lodge goes before the County Supervisors for a vote in September. One resident said she has seen cars park on Northumberland and car pool. She wanted to know if these cars would be prohibited. President Dick said cars would continue to be allowed to park there. Taxis are also allowed. However, a vehicle with a commercial plate is not. A resident asked where residents are suppose to park their boats and trailers if they can't use their own parking spot or the County streets. She was told the NCA pool parking lot was for that purpose. Another resident added that this community has some wonderful open community grounds and lots of parking and it is drawing people from other communities that don't have as much space as ours. President Dick responded that Newington Station was a beautiful community with a lot of amenities not available to many of the newer communities. He added that Newington was a community that was always changing, however, and that the community as a whole needed to be aware of those changes and to manage them properly if the community was to remain healthy.

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**ANNUAL MEETING
MINUTES
August 9, 2007
Pohick Church**

Attendance — President Woodrow Dick, Vice-President Elisabeth Carroll, Secretary Al Roy, Treasurer John Nagel, Director John Nolan, Director Chip Catherine and Director Armand Boyd were present

Call to Order — President Woodrow Dick called the Annual Meeting to order at 8:00 p.m.

Election — President Dick stated that elections for the Board of Directors were in order and stated there were three declared nominees. John Morton introduced himself. He is an original owner and has been on past NCA Boards. He would like to get involved in the community again. Kimberly Nagel introduced herself. She is the wife of an exiting Board member. She is a 2 year resident of the community and wants to continue the architectural work done by Liz Carroll. Al Roy introduced himself. He is a current Board member and been responsible for maintenance of the common grounds. He wants to continue his efforts in the community.

President Dick asked for nominations from the floor. Neil Oxendine introduced himself. He is a 3 year resident that lives on Cushing Court. He has been reading President Dick's articles in the newsletter and agreed that he should get involved.

Rita Steele introduced herself. She stated that she would like to participate on the Board but does not want to hold an officer position. She has lived here for 23 years. A resident asked her for her qualifications. She ran her own business for 20 years and is good with people. She has offered to be on the Board to provide another voice for the community. Members of the audience were invited to ask questions of the nominees. Neil Oxendine stated he goes to the pool and uses the ball field and walks the community paths and can contribute in those areas.

A resident asked what positions were up for election. President Dick explained that elections are for electing Board members and that until a meeting is held by the new board members, there are no Officers. The Board members will elect the Officers.

David Rundgren introduced himself as a nominee for the Board. He just graduated with his accounting degree. He works in construction. A resident asked if he would be able to help the Board, based on his construction background, with the problems on NCA streets. He said he would.

Ballots were gathered and discussion ensued while the votes were counted.

Treasurer's Report — Treasurer Nagel provided copies of the proposed budget for 2008. He stated that as mentioned previously he has incorporated the recommendation of the 2007 Reserve Analysis that our reserves are seriously underfunded, especially in streets. The proposed budget includes increases because of contract obligations but does not include cost of living increases in other areas of the budget. He will continue to assist in the budget process even though he is stepping down. He would like to bring a town meeting approach to the budget. Meetings would be every other Friday, open to all residents to express concerns and questions. The Board will not vote on the budget until the November meeting. The current draft budget shows a \$43 per quarter increase for the town homes.

Someone asked how much was in reserves - \$167K in common grounds reserves and \$520K in street reserves. A resident asked who has been in charge of the NCA investment plan. President Dick explained that we haven't had a permanent Treasurer for over a year. It was recommended that a finance committee be developed. Treasurer Nagel said that the bylaws dictate how our reserves are invested so they have been running on autopilot. President Dick stated that this community needs more volunteers and even if a person is not elected they shouldn't just stay away, they need to stay involved. He said there are a few residents who will walk this community looking for trash. More residents need to help keep our community clean. He has heard people complain that no one contacts them about what they can do. Residents shouldn't wait for that call, they need to be more proactive in helping out. Another resident asked if funds are moved into the reserves on a quarterly or annual basis. The funds are moved quarterly.

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