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NCA BOARD OF DIRECTORS' PROPOSED MEETING MINUTES

January 3, 2007

NCA Meeting Room — Pool House

Call to Order— The meeting started at 7:00 p.m. President Woodrow Dick presided. Board members in attendance included Secretary Al Roy, Director John Nagel, Director John Nolan, Director Chip Catherine, and Director Liz Carroll. Eric Storck and Mike Dollard of Blade Runners,

NCA's new lawn maintenance contractor attended this meeting to provide a brief review of their observations and plans for our community. They prepared a seed map and identified areas that they feel are in good shape, areas that with a little help can be improved, and areas that will not grow grass where other alternatives should be considered. Going forward they anticipate highlighting areas that could use enhancement, tree work and drainage work to present for the Board's discussion. Blade Runners also provided a map of the community identifying areas that will be mulched in accordance with their contract. They provided

pictures of many areas of the community that they believe need to be improved upon including mailbox pads and parking lot peninsulas.

President Dick thanked them for their time and stressed his goal was to see recommendations for improvements that offer the community pleasant aesthetics, minimal maintenance, reasonable costs and above all else will continue to look good for many years and does not just provide a quick fix.

Community Forum — was announced. No one had any comments.

There were no residents in attendance that wanted an opportunity for a hearing on trash charges.

Approval of Minutes — A motion to accept minutes of the December 6, 2006, Board of Directors meeting was made by Secretary Nagel and seconded by Director Catherine. Vote: 6 (yes) – 0 (no).

President's Comments — President Dick wanted to stress again that he is concerned about the need for a Nominating Committee. NCA needs more people to be involved in the managing of this community. He will address his concerns in the next newsletter.

Finance — Reserves -- There was discussion about the 2007 Reserve Report. Members of the Board met in December after soliciting feedback from previous board members on the report. A copy of the report was also sent to NCA's new accountant who responded that everything seemed reasonable except for the difference in cost between the pool lot and the streets. President Dick asked the Community Manager if she heard from NCA's engineering consultants on the study. She let him know that she has not received responses to her emails and will call them this week.

Paul Fox, a previous NCA Board Member, presented his comments on the analysis to the Board. He believes the 'cash flow method' is the most reasonable approach to calculating annual contributions. He thought it was important to consider the investment revenues anticipated and these were not included in the study. He believes the Board should analyze the investment strategy used for these reserves funds. It was mentioned that the reserve investment strategy is dictated in the NCA bylaws. Finally, he noted that the Board should consider the frequency of use of the NCA facilities to justify the cost of maintenance and asked about the company's peer review protocol.

President Dick stated that from all the feedback he has received to date, he believes that the reserve numbers are accurate and that NCA's reserves



Reduced Cost Rabies Clinics in 2007

The Fairfax County Police Department has asked us to remind our residents that a County dog license is required by County Ordinance. 2007 Fairfax County dog licenses are now on sale at the Fairfax County Animal Shelter. Proof of a current rabies vaccination is required. Dog license information is available online at http://www.fairfaxcounty.gov/dta/dog_licenses.htm.

Fairfax County Animal Shelter Reduced Cost Rabies Clinics in 2007

Dates: January 21, March 11, May 20, July 15, September 16, November 18

Time: 12 to 2 p.m.

Location: Fairfax County Animal Shelter; 4500 West Ox Road; Fairfax, VA 22030

703-830-1000; Cost is \$10 per pet

2007 dog license will be sold for an additional cost of \$5 for altered animals and \$10 for unaltered.

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are under funded. He would still like to hear from someone who might be able to prove that the information in this report is inaccurate in some way. Secretary Roy mentioned getting another professional opinion. President Dick stated that this study cost \$3,300 and it would cost more for another opinion.

Paul Fox mentioned he thought it was a great idea to change financial management companies.

Late Fee Policy — NCA's original Late Fee Policy was found after the last Board meeting. Because a new policy was voted on, the Board made a motion to void that vote and continue to use the existing policy. The existing policy is in the NCA disclosure packets and has been added to the NCA website. Vote: 6 (yes) – 0 (no).

Audit Discrepancies — NCA's attorney sent a second letter to Koger Management requesting explanations to NCA's auditor's concerns. Koger has responded with checks that cover the 2003 and 2004 audit adjustments. NCA's auditor recommends we provide a time limit for responding to the auditor's concerns on the 2005 audit. The CM will call the auditor to see if he feels this needs to come from the attorney, the Board or the auditor.

Reserve Balance — Of the \$45,000 collected in 2006 for reserves, we still have \$21,700 in the checking account. Lou Tobat noted that Koger didn't like to do it, but excess reserve money

should be moved on a quarterly basis, not yearly. The CM noted that our current accountant agrees with that process. Director Nolan made a motion to move the reserve money into the Charles Schwab account. Director Catherine seconded the motion. Vote 6: (yes) - 0 (no).

Excess funds from 2006 Budget — NCA has approximately \$26,000 in excess funds from the 2006 operational budget. There were some high budgeted items in 2006 that were not necessary such as \$8000 in trash tipping fees. Director Catherine made a motion to invest the excess funds in capital reserves. Director Nolan seconded the motion. Discussion ensued about how some of those funds could be used to offset some of the additional grounds work this community needs. Vote: 2 (yes) – 4 (no). Director Roy made a motion to allocate half of the excess funds into capital reserves and half into the 2007 operational funds. Director Nagel seconded the vote. Vote: 6 (yes) – 0 (no).

Common Grounds — The Board members were asked to look at the dead tree behind 7783 Durer. Director Roy made a motion to have it removed. Director Catherine seconded the motion. Vote: 5 (yes) – 1 (no). The CM will get a second quote before having it removed.

Director Roy presented the Board with a Tree/Shrub replacement policy. The purpose is to give guidelines for tree replacement to the CM so that the Board doesn't have to be involved with every tree replacement decision. Director Roy

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made a motion to accept the policy with an amendment that the dollar limit is replaced with a calculation of 2.5 times the townhouse quarterly assessment. Director Nolan seconded the motion. Vote: 6 (yes) – 0 (no).

Hearing — A resident attended the meeting late and asked for a hearing on his trash violation. He stated that he was headed out of town for four days and did put the trash out early but it was the first time. The Board thanked the resident for attending and told him the Board would vote on it later.

Pool — The CM reminded everyone that the 2006 pool rules need to be reviewed and comments presented prior to the next board meeting. The rules should be voted on at the next meeting and included in the March newsletter.

Director Catherine made a motion to accept our current pool contractor's 2007 option year pricing. The price will not change from 2006. Director Nolan seconded the motion. Vote: 6 (yes) – 0 (no). There were comments that the lights needed to be fixed at the pool. More globes are missing and additional lights are out. The CM will call the pool contractor on this matter.

Maintenance — Director Catherine made a motion to accept our snowplow contract with Springfield Lawn Service. NCA has been using this company for many years with very dependable service. Director Roy commented that Blade Runners also could provide this service. The CM noted that their prices were similar. Another comment was made that we shouldn't have just one company doing too many of our services. Director Nolan seconded the motion. Vote: 6 (yes) – 0 (no).

Architectural — The board reviewed the changes recommended for the Architectural Standards. Their questions were addressed. There was one section that Director Carroll was asking for the Board's advice on. The CM will send an email to the Board to get their responses then the changes should be able to go into the February newsletter for all residents to review.

Director Nagel was asked to make small changes to the Doorhangar policy at the last Board meeting. Those changes were incorporated and Director Roy made a motion to accept the Doorhangar policy. Director Nolan seconded the motion. Vote: 4 (yes) 2 (abstain).

Several homes have not completed repairs that were outlined in architectural letters. Four of those homes were presented to the Board for a vote on probable cause to hold a hearing. One home will get a revised letter because the initial letter requested a cleaning when, in fact, the siding needed to be replaced or painted. A vote was taken on the others and it was agreed that probable cause exists and necessitates a hearing. Those residents will be notified regarding the date of their hearing.

The CM will contact our attorney for guidance on one of those homes. This resident received the maximum charge once before, but the necessary work still hasn't been completed.

Miscellaneous — The CM was asked if she had gotten another quote on replacing the pool house roof. She mentioned that was not in the recommended schedule of reserve work that the new reserve study outlined. It was agreed the roof needs to be replaced as soon as possible. Director Nolan has gotten two quotes and the CM will get more. She also mentioned that she received a recommendation to call Arlington Insulators to get advice on the issue with the pool office because it doesn't cool down in the excessively hot days in the summer.

Director Roy asked why we don't have specific trash drop spots instead of spreading it out. President Dick stated that the residents closest to any designated spots would be upset.

The Board members discussed the resident's request for an appeal on his trash violation. Vote to deny the appeal 5 (yes), 1 (no).

Adjourn — Director Carroll made a motion to Adjourn. Director Nolan seconded it. Vote 6: (yes) – 0 (no). Meeting adjourned at 9:40 pm.

