

# **NCA BOARD OF DIRECTORS' PROPOSED MEETING MINUTES**

**June 12, 2007**

## **NCA Meeting Room — Pool House**

Meeting started at 7:00 pm. President Woodrow Dick presided. Board members in attendance included Vice President Liz Carroll, Treasurer John Nagel, Secretary Al Roy, Director John Nolan, and Director Chip Catherine.

### **HEARINGS AND APPEALS**

A resident was in attendance for a hearing regarding trash put out early. He stated that a maintenance company worked over the weekend and left the bags out on the street. He was out of town and when he came back he pulled them in but someone had taken a picture before he took them in. President Dick said that the Board would discuss his situation in Executive Session and come back to open session at the end of the meeting to vote on it.

### **COMMUNITY FORUM**

A resident asked for a current copy of the covenants. He was told they are on the NCA website. He also said he received a certified letter that he was delinquent on his assessments. He said he had been set up automatically with the last accountant and that he has tried to get the forms to get automatic deductions, without luck, from the new accountant. Brenda Conway, the NCA financial manager, was in the room and stated she would mail the forms to him.

Another resident asked if she could have a POD put outside her home for 5 days since her husband's move, which was coordinated by the military, has been messed up and doesn't coincide with her settlement date. She said it will be there from the 19<sup>th</sup> to the 24<sup>th</sup>. She was informed that she will only have four days after it has been ticketed to move it.

A resident from Moline Place is angry at the condition of the homes in her block. She wants someone to look at the backs of these homes that appear in disrepair. She stated one home had construction material out behind their gate and kids were throwing them around before they were removed. There are problems at 8344 Moline. Kids are not supervised and were seen throwing glass bottles into the road. President Dick stated that there have been enough complaints about this

address, the NCA should write the owners a letter. The resident asked if the Board knew about the TV program, Your Community, Your Call that covers topics of rules enforcement for HOAs. She offered to help if needed to do architectural walk-throughs. It was explained that her help would be appreciated but she wouldn't be allowed to review her own street.

A resident said he had a birthday party at the pool and his daughter had many splinters from the picnic tables.

### **APPROVAL OF MINUTES**

Director Nolan made a motion to accept minutes of the May 8, 2007, Board of Directors meeting. Director Catherine seconded the motion. Vote: 5 (yes) – 1 (abstain).

### **PRESIDENT'S COMMENTS**

President Dick said that when he first came on the Board, he noticed that ours was a community in trouble and that we needed to clean things up. A lot of that cleanup has been done but there are some still some areas that need attention. Turnover contributes to problems. If the community is to be as healthy as it should be, we need more people to step forward and be willing to help.

As a result of a death in the family, President Dick will be moving by the end of the year. President Dick stated that he has both hated and loved this job because although it is can be very difficult, you can make a difference. We need new ideas and new Board members with the vision and the willingness to make their vision a reality.

### **GENERAL**

Policy on Assessment of Charges – President Dick stated he has completed and forwarded the revised policy to all the board members but since he isn't the one that has to implement it he was giving the Community Manager an opportunity to explain to the Board how she felt about the new policy. The CM provided the board members with an outline of what changes she would make to the policy. Her position was that there are too many steps making it more difficult to finalize the rule violations. She believed that too much detail, such as requiring photos at every stage was too time consuming and shouldn't be a requirement. President Dick said that he felt the detail was necessary to provide a guide for future Boards and to ensure that the Boards were able to vote to impose special assessments with a clear conscience. The Board agreed that they will need to meet in a separate session to discuss this policy. They agreed to meet on June 22<sup>nd</sup> at 7:00 pm.

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Monthly Board meetings – the Board was asked if they were going to continue with the revised schedule of second Tuesday of the month for monthly board meetings. Director Nolan made a motion to move monthly board meetings back to the first Wednesday of the month. Director Catherine seconded the motion. Vote: 6 (yes) – 0 (no). Since July 4<sup>th</sup> is the first Wednesday next month, the next meeting will be July 5<sup>th</sup>. The annual meeting is scheduled for the second Thursday in August.

Neighborhood Watch – There is a meeting with the West Springfield police department in the NCA meeting room at 7:00 pm on Thursday, June 14<sup>th</sup>. The police will show attendees how to handle problems in the neighborhood.

Office Security – Vice President Carroll stated that she was not aware that when she voted to put a security system in the office that it was only a night system. She feels we need to have security during the day so that anyone in the office or at a board meeting can hit a panic button. The CM was asked to contact our security company to find out if we can upgrade our system.

Community Parking District – The petition to get the South side of the community designated a Community Parking District has been completed. The Board participated in an email vote to pay the \$330 filing fee. The vote was 4 (yes) - 2 (abstain). The forms and fee have been sent back to Supervisor Hyland's office for processing. The CM reminded everyone to email the clerk to support the hearing for the North side petition before July 9th. The information was in last month's newsletter.

### **COMMON GROUNDS**

Retaining Wall – During her architectural walk throughs in the community, Vice President Carroll noticed that the retaining wall off of Matisse was not in good condition and needed to be painted. She said this was a terrible reflection on this part of the community. The CM was directed to get evaluations and quotes on the wall.

Tree Policy – Secretary Roy stated that there are two situations where residents have asked to remove trees at their own expense. President Dick had drafted a revision to the current tree policy for the Board's consideration. Secretary Roy agreed that neighbors should be notified but to remove reference to a specific yardage and he disagreed that the Community Office should coordinate the obtaining of the proposals and payment for the work to be done. There was a motion by Secretary Roy to

modify the tree policy to allow residents to appeal to the Board for removing a tree at their own expense. If Blade Runners agrees, NCA will direct all approved appeals to Blade Runners and Blade Runners will handle payment and coordination of the work. If not, the Community Manager will coordinate the work after the Board approves the appeal. The final version of the policy will be dependent upon the Blade Runners response. Director Nolan seconded the motion. Vote: 6 (yes) – 0 (no).

A resident was in attendance who wanted to take a tree down. The board explained that they were working on a policy that would provide guidelines for doing that. The resident asked if she could take the tree down and trim the pines. She was told only if she used Blade Runners. She said she did not wish to do it then.

Common Grounds Improvements – Secretary Roy explained to the Board that our grounds contractor toured the community and presented 5 recommendations for improvements totaling almost \$10,000. He will summarize these improvements in an email and send to the Board for their review.

GJB Engineering – Greg Budnik attended the meeting to go over the memo he had generated for the Board regarding the cost to fix Moline Place. His memo states there are two options. One, remove

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asphalt from the entire street and replace with four inches of asphalt at a cost of approximately \$190,000. It will still not meet current design standards. Option 2 would be to add six inches of stone to the travelway sections of the street at an additional cost of \$100,000. The absolute cost won't be known until the project is put out for competitive bid. He can put an RFP together with both options. There will be patching and crackfilling in this bid for other NCA streets as well. When asked if NCA will be in this situation again in 25 years, he stated it will require patching over time.

**FINANCE**

Brenda Conway of Kim, Conway and Associates, NCA's financial manager, was in attendance. She informed the Board that her company will be merging with Summit Management Services as of July 1, 2007. The only thing that will change will be the name of the company. Summit is a full management company and if we ever need a CM, they can provide that service.

Analysis Work – Brenda Conway performed an analysis of Koger's owner history reports to deposit records. The purpose is to give the auditor the information he needs to finish the 2005 audit. Based on this analysis, she has come to the conclusion that Koger Management owes NCA \$10,770 for 2005. She has provided this information to the auditor. After the audit is completed, if the auditor concurs, NCA will need to file a claim for this money. Brenda has the claim forms. Koger has insurance but the total claims may exceed the insurance. It is also expected that Koger will be sold and any excess money will be used to pay debts.

**MAINTENANCE**

The agenda item, bid for painting stencils on curbs, has been tabled because the bid the CM received is not accurate. The CM will contact another company about this outstanding maintenance issue.

**GENERAL**


RV in Fenced Enclosure – We have received correspondence from an individual who wants to put their RV in the fenced enclosure. Both the CM and President explained that this individual put the RV in without permission and that it is very large and extends out over the space. Policy states it must fit completely into a spot. It has since been

removed. The resident is appealing to the Board to make an exception to policy and that if he could trade spots with other vehicles so that it will fit. Director Catherine made a motion to set a time so that all members could look at the RV and see a test park. Secretary Roy seconded the motion. Vote 6: (yes) – 0 (no). It was agreed that the Board would meet 10 minutes before their 7:00 meeting next Friday, June 22<sup>nd</sup>, and ask this individual to bring his RV so they can see if it is too big. The Board specified that NCA would not juggle other vehicles and that he is to use an existing open space. The CM will contact him about this matter.

Mr. Armand Boyd spoke to the Board that he would be interested in volunteering as an NCA Board member. He has lived here for several years. He was in the military and moved away but has come back. He is now a Federal employee and plans to stay here. He read President Dicks' article in the newsletter about not complaining and stepping forward and so he has. He has seen some issues that concern him, especially the appearance of the neighborhood. His own next door neighbors are selling and he wants to make sure we attract people who care about taking care of their homes. He doesn't feel the community is child-friendly especially with playgrounds in the woods that need improvement. He would like to see more architectural walk throughs. It is important to him that the community be well maintained. President Dick thanked him for coming.

Secretary Roy made a motion to adjourn to Executive session to discuss administrative pay, trash/covenant appeals, Armand Boyd's nomination, and 11 architectural violations that need probable cause votes. Director Catherine seconded the motion. Vote 5 (yes) 0 (no) 1 (abstain).

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**Pool** 

The weather is great and the pool is open. NCA's Board and Community Office want a clean, well managed pool that is family friendly. If you see any problems at the pool, please complete a complaint form or email the community office. We care and encourage your input.

**EXECUTIVE SESSION**

All items above were discussed. Pictures were looked at.

Director Nolan made a motion to leave Executive Session and return to Open Session to vote on the appeals. Director Catherine seconded the motion. Vote: 6 (yes) – 0 (no).

**OPEN SESSION**

Secretary Roy made a motion to accept Armand Boyd’s nomination to fill the vacant Board position. Director Catherine seconded the motion. Vote: 6 (yes) – 0 (no).

Regarding Lot 152, Vice President Carroll made a motion to deny the trash appeal. Secretary Roy seconded the motion. Vote: 5 (yes) – 1 (no).

Regarding Lot 290, Secretary Roy made a motion to place a \$50 assessment for repeatedly placing trash on common grounds. Director Catherine seconded the motion. Vote: 6 (yes) – 0 (no).

Regarding Lot 366, Secretary Roy made a motion to place a \$50 assessment for early trash. Director Catherine seconded the motion. Vote: 6 (yes) – 0 (no).

Regarding Lot 505, Director Catherine made a motion to place a \$50 assessment for early trash. Secretary Roy seconded the motion. Vote: 6 (yes) – 0 (no).

Regarding Lot 531, Secretary Roy made a motion to place a \$50 assessment for early trash. Director Catherine seconded the motion. Vote: 6 (yes) – 0 (no).

Treasurer Nagel made a motion to have all 11 architectural violations lumped into one probable cause vote. Director Nolan seconded the motion. Vote: 6 (yes) – 0 (no).

Director Catherine made a motion that probable cause exists for all 11 architectural violations to go to hearing. Secretary Roy seconded the motion. Vote: 6 (yes) – 0 (no).

Secretary Roy made a motion to increase the CM and Assistant CM’s salaries. Director Nolan seconded the motion. Vote: 6 (yes) – 0 (no).

Secretary Roy made a motion to adjourn the meeting at 10:25 pm. Director Nagel seconded the motion. Vote: 6 (yes) – 0 (no).

**Why Is Our Creek Called Pohick?**

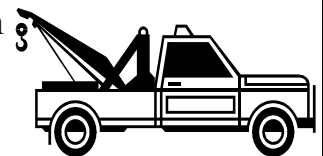
**By John Morton**

Pohick Creek is the stream that runs behind our community. It’s eastern end of the Fairfax cross county trail, a wooded path that completely crosses the county.

On Route One there is a Virginia historical marker on Pohick Creek. These markers display a whole paragraph. (OF WHICH YOU CAN READ TWO WORDS AS YOU DRIVE BY!) One day I stopped the car and read the marker. I learned: Pohick Creek is named after the Pohick Indians who were the first tribe to sign a treaty to return runaway slaves. Also, Washington and Mason got in a big fight over where to build Pohick church. Washington had more political pull, and got it closer to Mt. Vernon. Which is why Pohick Church is NOT on Pohick creek? (EXCITING, WOW!). Incidentally, bald eagles frequently can be seen flying up the creek.

**Next month. SQUIRREL TRAILS in Newington Station!**

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Private Streets



- \* Never park on a yellow curb or double park.
- \* Commercial vehicles are prohibited.
- \* Vehicles must be in running condition and display current safety inspections and registrations.