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

**March 13, 2007**

**NCA Meeting Room — Pool House**

**Call to Order**— The meeting started at 7:00 p.m. Board members in attendance included Treasurer John Nagel, Secretary Al Roy, Director John Nolan, and Director Chip Catherine. Director Liz Carroll was not in attendance. .

**Community Forum** — A resident met with the NCA Architectural Liaison to discuss the architectural violations cited on her property and to discuss issues with community trees that have roots on her property. When she found out that the Liaison would not be in attendance to bring her issues before the Board, she wanted to inform the Board of her concerns. She will be having her yard excavated to fix some water problems and was told that when she cut the roots that have made their way on to her property, the tree would be unstable and could affect her home. After some discussion, it was agreed that the Community Manager (CM) would call our grounds contractor who has a licensed arborist on staff to give his opinion on stability issues with the tree.

Another question the resident posed to the Board was if there was a procedure or policy regarding timeframes for responding to correspondence. The CM will look to see if there is anything that addresses her concerns. President Dick will respond to her on the findings

**Hearings and Appeals** — One resident wanted to present her case on why she shouldn't be charged a late fee n her quarterly assessments. She stated she has lived in the community for 20 years and never once been late with an assessment. She contended that the Post Office lost her check. She showed proof that she had to place a stop payment on the lost check. President Dick informed her that she could present her case but the Board would not vote until the end of the meeting. President Dick informed her that the NCA has a Late Charge Policy. President Dick also stated that the Board has the authority to determine based on a case by case basis if the late charge can or should be waived, albeit in rare circumstances. He also wanted everyone to understand that when evaluating appeals, the Board shouldn't base their decision on an individual's niceties or honesty. The decision should be about the violation and subsequent facts of the case. President Dick thanked her for coming.

A resident wanted to appeal her trash violation. She said that she only recently moved in and her mother thought she was helping by putting the trash out. Neither of them was aware of the rules for trash. President Dick asked her if her landlord had given any rules to her. She said he had not and that now that she knew the rules, it wouldn't happen again. President Dick thanked her for coming.

**Approval of Minutes** — Secretary Roy asked for a clarification of the purpose of writing off bad debt at the last meeting. It was explained that this should be a one-time event and that Koger let properties go to settlement without collecting outstanding assessments. Now that the properties are sold, it would be virtually impossible to recover that money. The Board believes NCA's new accounting firm won't let that happen by putting in place a policy/procedure to collect outstanding debt owed to the NCA (see below). A motion to accept minutes of the February 7, 2007, Board of Directors meeting with the vote to adjourn being changed from 6-0 to 5-0 was made by Director Catherine and seconded by Director Nolan. Vote: 4 (yes) – 0 (no) – 1 (abstention).

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**President’s Comments** — President Dick said that he will be writing an article for the newsletter about rule violation appeals and that it is never about who you are but what you have done.

**Common Grounds** — Community Clean Up Day usually coincides with Earth Day (April 22<sup>nd</sup>). Director Carroll has told the CM that if the Board wants her to coordinate the event, that she would like to have it the week after (April 29<sup>th</sup>). Some board members discussed the possibility of having the yard sale first to drum up volunteers for Clean Up Day.

**Maintenance** — Streets — President Dick gave the Board an overview of what actions were taken place to find a new engineering company to evaluate our streets. Two board members and the CM met with Greg Budnick of GJB Engineering and discussed the community needs. Their references were contacted and NCA was given positive feedback. At this point, Greg Budnick showed up at the Board meeting to summarize a report on the services he could provide. He stated that they have engineers on staff. They can evaluate our streets and provide better information for calculating our reserves. He explained that for \$400 he could do a quick walk through of all the community streets and give a status and report of what NCA should consider a priority. He also gave figures for doing a more detailed engineering study of the NCA streets. If NCA wanted a more detailed report later, he would apply the \$400 to that fee. He explained that his company could provide additional services such as drainage evaluation, parking lot expansions and reserve studies. President Dick thanked him for attending the meeting. After some discussion, Director Catherine made a motion to ask GJB to perform an initial survey of our streets and provide a priority report at a cost of \$400. Director Nolan seconded the motion. Vote: 5 (yes) – 0 (no).

Snow – President Dick summarized NCA’s current snow contract. With the snow/ice mix storm we had, the Board and community office took a lot of heat for not having the streets cleaned sooner. NCA is on an “on call” service, not a regular service. The difference is when 2” of snow is on the ground, the snow contractor will dedicate a truck to streets that are on a regular service contract. There is no per hour cost difference for the service. NCA has saved money in the past by being on call and waiting to see how much snow comes down and sometimes making

the decision not to have snow removal. With the last two snow removals, NCA has already spent their budgeted amount for 2007. Director Nagel stated that in Fairfax County there is an average of five snowfalls over 1”. With that information NCA could expect to have more than two snow removals per year. Secretary Roy made a motion to change the NCA snow contract to an automatic contract citing that by waiting up to 6-8 hours for snow removal is inordinate, unfair to the community and could pose a safety risk. In addition, he contended that the cost of plowing the community for “larger” snow falls only may cost the community as much or more since presumably larger snow falls will take the contractor longer (more hours billed) to remove the snow from the streets. No one seconded the motion.

**Architectural** — Director Carroll asked the CM to let the Board know that there was agreement with the resident’s recommendations to the Architectural Standards and that a revision would be ready for their vote for the next Board meeting. She is also working on revising the Exterior Project Form.

Secretary Roy made a motion to go into Executive Session to discuss the two appeals heard at the beginning of the meeting. Director Nolan seconded the motion. Vote: 5 (yes) – 0 (no).

**General** — Policy Resolution Regarding Delinquent Assessment Payments -- The Board had been previously presented with policy resolutions prepared by NCA’s collection attorney. The purpose is to better protect the community for situations where residents need to be taken to court for delinquencies. His goal is to give credibility to the rules and regulations of the Association by anchoring them to the recorded governing documents. Director Roy made a motion to accept the policy resolutions as recommended by NCA’s collection attorney. Director Nolan seconded the motion. Vote: 5 (yes) – 0 (no).

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Rules, Regs, Policies, Budgets,  
Minutes, and Forms can all be  
found on the website  
[www.newingtoncommunity.org](http://www.newingtoncommunity.org)

Office Insulation and Roof Repair – The CM explained that she called an insulation company to look at our office because the office won't stay cool in the hotter days of summer or stay warm in the coldest days of winter. The insulation company stated that there was no insulation in the walls or attic and provided a quote to fix it. When he was informed that we were looking at replacing the roof shingles, he recommended we wait until after the roof was done since he will be attaching W-channel air diverters to the roofing plywood. Secretary Roy made a motion to accept the \$1550 proposal to put insulation in the attic and walls of the office. Director Nolan seconded the vote. Vote: 5 (yes) – 0 (no). Director Catherine made a motion to accept the proposals of either Hunt Country or Cardinal to replace the roof shingles and roof accessories (gutter/downspout/add soffits on pool house) as long as the repairs do not exceed \$8500. Director Nolan seconded the vote. Vote: 5 (yes) – 0 (no).

There was a discussion about whether NCA should be suing the contractor for not having lived up to the contract. Cost was mentioned and the fact that the bid accepted for building the office was about \$40K less than the next bidder. Some board members felt that attorney's fees were not a risk since NCA would be able to get those back. The Board asked the CM to contact NCA's general counsel for advice on this matter after trying to get some resolution from the builder.

Trash Increase – The CM has completed the forms required by Fairfax County to show proof of an alternate yard waste program in our community. The purpose is to avoid additional costs by the trash company. If NCA doesn't get an exemption, the trash contractor could increase NCA's fees about \$2 per unit, per month. The County has given Newington Station an exemption in the town home areas and we are waiting to see if it will include the single families as well.

Lee High School Grad Night – The Grad Night committee has asked for support from the community for this special night. NCA has contributed in the past. Director Catherine made a motion to donate \$100 to Lee High School's Grad Night celebration. Director Nolan seconded it. Treasurer Nagel asked what budget line it would come from. The answer was Youth Activities. Vote: 4 (yes) – 1 (no).

Community Yard Sale - The CM let the Board know that many residents ask about having a community yard sale. They are told that NCA's swim team used to have the yard sale as a fundraiser. The CM said she would coordinate the yard sale through the community office if the Board wanted it arranged. It was suggested the yard sale would be in May. It was suggested that residents could rent parking spaces in the pool parking lot for \$5 each although the actual fee will be decided later. The money would be used for advertising. Anything left over would go back into the budget.

**Open Session** — Secretary Roy made a motion to grant a late fee waiver to the resident who requested an exception. Director Nolan seconded the vote. Vote: 4 (yes) – 1 (no).

Secretary Roy made a motion to deny the trash appeal. Secretary Nolan seconded the motion. Vote: 5 (yes) – 0 (no).

**Adjourn** — Secretary Roy made a motion to adjourn the meeting at 9:22 pm. Director Catherine seconded the motion. Vote: 5 (yes) – 0 (no).



## 4<sup>th</sup> Annual Princess For a Night (PFAN) Project

Do you still have your prom dress or any formal gowns in your closet collecting dust and taking up space? Be charitable and clean your closets at the same time by donating them. This project defrays the high cost of high school proms so that all students can enjoy this memorable high school event.

**Dry cleaned dresses** and accessories will be collected April 9-27, 2007 at **South County High School\***, Main Office, 8501 Silverbrook Road, Lorton, VA 22079. Monday through Friday between 7:00 a.m. and 4:30 p.m.

**Shopping Day:** Thursday, May 3rd and Friday, May 4th from 3:00 p.m. to 8:00 p.m. and on Saturday, May 5th from 10:00 a.m. to 4:00 p.m. at Quander Road School (6400 Quander Road, Alexandria, VA 22307). Parents please accompany your daughter at this event. Students will be served on a first come, first served basis. Dresses are free, but donations will be accepted and given to charity.

For more information or **\*additional drop-off locations**, please contact:  
[Kathleen.Basinski@fcps.edu](mailto:Kathleen.Basinski@fcps.edu)