

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

November 7, 2007

NCA Meeting Room — Pool House

Meeting started at 7:04 pm. President Armand Boyd presided. Board members in attendance included Vice President Al Roy, Treasurer Dave Rundgren, Secretary Kimberly Nagel, Director John Nolan, Director Chip Catherine, and Director Neil Oxendine.

COMMUNITY FORUM

President Boyd started the meeting asking if anyone in attendance had any questions on the 2008 draft budget presented in the November issue of the NCA newsletter. There were no comments from the floor. President Boyd then asked if there were any residents in attendance that had any other issues they wanted to present to the Board. No one spoke up.

Secretary Nagel addressed the Board. Last week she informed President Boyd that she would be stepping down as Secretary. She stated that the Community Manager had questioned her on different aspects of the architectural process and that she wants to focus her time on that process and she can't perform both duties effectively. A Board member asked if she needed help. She stated that assistance was not the issue. Another Board member asked what her concerns were with timelines since some of that is addressed in the Violations Policy and she stated that we are still doing follow ups from 2006 letters that went out. The CM explained to the Board that large scale walk throughs were performed two years ago with many letters going out and that follow ups are continuing. The CM explained she doesn't need more resources. There is just a limitation as to how many probable cause votes and hearings can be handled in a month.

President Boyd addressed the Board stating that the Secretary position will need to be filled.

Director Catherine addressed the room that there was an elderly lady in the Brandeis Way area that was troubling the residents. She was a tenant in one of the homes. She was not homeless. The police were called and she is getting the care that she needed.

HEARINGS AND APPEALS

President Boyd went through the list of lots that had an opportunity for a hearing. For trash violations,

Lot 457 lives out of state and sent a letter. Lot 139 was not present. For covenant violations, Lot 541 was not present but had reimbursed NCA the cost of hauling the debris away. Lot 579 was not in attendance. For architectural violations, Lot 134 and 138 were not in attendance. The owner of Lot 121 explained that she had fixed her bay window and was sorry she had not taken care of it sooner. The owner of Lot 136 explained that his windows have been taken care of. The owner of Lot 580 explained that he had made arrangements after the first letter to have the lawn taken care of. He apologized that there was a second incident. He had been a property manager for 35 years and understands the effort required to take care of these issues.

Director Nagel spoke to the residents to thank them for admitting that there was a problem and then fixing those problems.

APPROVAL OF MINUTES

Director Catherine made a motion to accept minutes of the October 3, 2007, Board of Directors meeting. Director Nolan seconded the motion. Vote: 7 yes.

PRESIDENT'S COMMENTS

President Boyd thanked Director Catherine for his efforts with helping the lady on Brandeis and being persistent with the police. He thanked John Nagel and the rest of the Board for their time and effort on the 2008 budget. He stressed that he agrees with a previous comment made by Vice President Roy that if the assessments are raised to address reserve items, that we actually use the monies for those repairs. Vice President Roy stated that the 2007 reserve analysis is a good guide for those maintenance and repair items.

An owner asked who takes care of maintenance. He said that food and trash come out of the trash bags and is left on the ground. President Boyd told him that the residents need to pitch in help keep their areas clean. NCA doesn't pay anyone to perform this task.

OLD BUSINESS

EMAIL VOTES THAT OCCURRED SINCE LAST MEETING

1) Probable Cause Vote for Lot 59's architectural violation. 6 voted, all 'Yes'.

FINANCE

2008 Budget – The Board discussed whether to move this topic to the end of the meeting. The CM mentioned there are some contract renewals with small increases to be discussed later in the meeting that the

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Board might want to consider first. Vice President Roy stated he felt the increase was too little, that the Board is just delaying the inevitable. President Boyd explained that it was important to consider those residents on a fixed income and it was necessary to move forward. Director Catherine asked if it was too late to make changes to the budget. Some felt that the Budget was now published and to turn around and increase it would be unfair. Director Nagel made a motion to accept the 2008 budget. Director Catherine seconded the motion. Vote: 6 (yes) – 1 (no).

MAINTENANCE

Street Repairs - President Boyd explained that since the last meeting, it was proposed that Moline could be replaced with concrete instead of asphalt. It was believed that this would be less costly because concrete would not need the same depths that repaving the road with asphalt would need. He stated that there are concerns that repairs or patches to concrete would be more expensive and that the street would stand out as the only street with concrete. He said that NCA has missed the window for getting work done this fall and that discussions on this topic can continue at the next meeting.

Pool Contract – NCA has three bids to maintain the pool next year. The Board members reviewed a comparison report of the three contractors. All are within \$2,000 of each other. Director Catherine has met the owner of Dominion Aquatics and likes that they have a retail store close by. No one saw any red flags when reviewing the comparisons. The CM will find out about status of payments when the pool gets closed for unforeseen reasons, obtain some references and inquire into option year pricing. After getting this information to the Board, they will hold an email vote before Thanksgiving. It was stressed that references need to be asked specifically about the quality of the lifeguards.

TABLED ITEMS FROM PREVIOUS MEETINGS Pool Rules are still being reviewed. They need to be presented to the Board for vote in February so that they can be attached to the March newsletter.

Committees were discussed from the perspective that residents are encouraged to volunteer, but don't step forward. Vice President Roy felt the Board wasn't clear on what the committees do. The committees need to be defined. Each Board member could create a written statement on the objective, expectations and who to contact. There could be a committee sign up table at the Holiday Party.

Director Catherine will prepare the write up for Recreation, Director Nagel for Architectural, VP Roy for Maintenance, Treasurer Rundgren for Audit/ Finance, and President Boyd for Nominating and Publicity (newsletter and website). One resident thought this could be expanded to inform the residents on what the Board functions are. Director Catherine felt that two volunteers were turned away at the annual meeting by not increasing the number of Board positions and this should be looked at.

NEW BUSINESS

COMMON GROUNDS - TREES

President Boyd wanted to revisit the policy that NCA does not remove roots from residents' properties that come from common ground trees. His concern is that someone could be assessed for bare ground when that bare ground is caused by roots. Director Nagel mentioned that there are other options for maintaining a yard and that if grass can't be grown, then the ground can be turned into a garden and mulch put down. The Board agreed to continue with the existing philosophy. NCA could not handle the financial burden of removing roots everywhere in the community. The quote to do one yard was \$450. They will continue to look at complaints on a case by case basis.

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GENERAL

Holiday Party - NCA's Holiday Party is scheduled for Friday, December 14th from 6:30 pm to 8:30 pm. There will be food and entertainment.

Trash - The NCA trash contractor will not be picking up trash or recycling on Christmas Day or New Year's Day. Trash will be picked up only on Friday of those weeks. The contractor has offered to send a truck on Saturday, December 29th for recycling at a cost of \$457. Director Nolan stated everyone could just put it in their trash. There was general consensus that these extra costs were unacceptable and that having a Saturday pickup would be confusing. Director Nagel made a motion to decline a special recycling pick up. Director Rundgren seconded the motion. Vote: 7 yes.

The NCA trash contractor sent a letter stating that since the townhomes are exempt from yard debris pickup, they can arrange Christmas tree special drop areas or bring in a roll-off at \$524 and \$400, respectively. Vice President Roy made a motion to pay for a pick up at designated drop areas. Director Catherine seconded the motion. Vote: 3 (yes) – 4 (no). Motion did not pass. Some Board members felt that the trees were trash, not yard debris. The CM will call the private hauler to get an idea of what they would charge for a pick up. Director Nagel made a motion to call Fairfax County to find out if they define Christmas trees as either trash or yard debris. Director Nolan seconded the motion. Vote: 7 yes.

The current snow removal contractor has provided NCA with a contract for the 2008 season. Their prices have not changed. Director Nagel made a motion to accept the contract. Director Nolan seconded the motion. Members discussed the philosophy of 'on call' service versus 'automatic' service. Some members would like to switch the type of service. Vote: 5 (yes) - 2 (no).

FINANCE

In order to add new Board members to the Charles Schwab reserve accounts, the Secretary will have to sign documents that the Board passed the following resolution:

RESOLUTION: That any of the offices of this organization, in addition to the authorized agents designated below, be, and they hereby are fully authorized and

empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes subscription warrants, stock purchase warrants, evidences of indebtedness or other securities now or hereafter standing in the name of or owned by this organization and to make, execute and deliver, under the corporate seal or this organization, any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.

Director Catherine made a motion to accept the resolution. Director Nolan seconded the motion. Director Nagel asked who the authorized agents were. They are the President, Vice President, Treasurer and Community Manager. Vote: 7 yes.

The CM provided the Board with information about the renewal of the accounting contract with Summit Management. The contract renews "provided an updated schedule of cost of services is provided and accepted by the NCA Board". The Board expressed concern with the increase due to the switch to coupon books and the increase to residents for resale packages. Vice President Roy would like Summit Management to come to the next meeting to justify the need for coupon books. The Board agreed. He stated he would send the email.

ARCHITECTURAL

The Board was provided an email prior to the meeting requesting their interpretations of a "good repair". Due to the late hour the discussion was tabled until a more extensive review of architectural issues are performed.

Probable cause votes will be moved until after the Board returns from Executive Session.

Mr. Steve Gagliano arrived during mid meeting. He asked the Board if they would consider putting up No Soliciting and No Trespassing Signs at the entrance to the community. He feels the door to door sales people are very pushy and should be discouraged from entering our community. He thought the police would be more supportive if these signs were up. Also, he would encourage the Board to get rid of roaming tows. He doesn't feel they are a benefit to the community. He thanked the Board for their hard work and said he knows he should get more involved because he really does like this community.

At 9:15 pm, Director Nagel made a motion to adjourn to Executive Session to discuss hearings and a legal issue regarding towing. Treasurer Rundgren seconded the motion. Vote: 6 (yes) 0 (no). (Note: Director Nolan had stepped away from the meeting for a moment).

EXECUTIVE SESSION

At 9:48 Director Nolan made a motion to leave Executive Session and return to Open Session to vote on the appeals. Treasurer Rundgren seconded the motion. Vote: 7 yes.

OPEN SESSION

Director Catherine offered to fill the role of Secretary on the NCA Board of Directors. President Boyd thanked him for filling the position.

Regarding Lot 501, Secretary Nagel made a motion that probable cause exists and these residents should have a hearing on their architectural violation. Director Oxendine seconded the motion. Vote: 7 yes.

Regarding Lot 324, Secretary Catherine made a motion that probable cause exists and these residents should have a hearing on their covenant violation. Director Nagel seconded the motion. Vote: 7 yes.

Regarding Lot 305, Secretary Catherine made a motion that probable cause exists and these residents should have a hearing on their architectural violation. Director Nolan seconded the motion. Vote: 7 yes.

Regarding Lot 269, Vice President Roy made a motion that no probable cause exists for a violation hearing. Director Rundgren seconded the motion. Vote: 6 (yes) – 1 (no).

Regarding Lot 541, 579, 121 and 136, the Board agreed the violations had been corrected and no assessment would be made.

Regarding Lot 134, Vice President Roy made a motion to assess the owner \$10 a day until the architectural violation is corrected starting November 16, 2007. Secretary Catherine seconded the motion. Vote: 7 yes.

Regarding Lot 138, Secretary Catherine made a motion to assess the owner \$10 a day until the architectural violation is corrected starting November 16, 2007. Director Nagel seconded the motion. Vote: 7 yes.

Regarding Lot 580, Director Nagel made a motion to assess the owner \$50 for the grass violation. Director Nolan seconded the motion. Vote: 7 yes.

Regarding Lot 139, Vice President Roy made a motion to assess the owner \$50 for the trash violation. Treasurer Rundgren seconded the motion. Vote: 7 yes.

Regarding Lot 457, Vice President Roy made a motion to assess the owner \$50 for the trash violation. Treasurer Rundgren seconded the motion. Vote: 7 yes.

Director Nolan made a motion to adjourn the meeting at 10:04 pm. Vice President Roy seconded the motion. Vote: 7 yes.

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