

NCA BOARD OF DIRECTORS' PROPOSED MEETING MINUTES

October 3, 2007

NCA Meeting Room — Pool House

The following board members are present for the October 3, 2007 meeting of the NCA Board of Directors meeting:

President – Armand Boyd
Secretary – Kimberly Nagel
Treasurer – Dave Rundgren
Director – Chip Catherine
Director – John Nolan
Director – Neil Oxendine

President Boyd called the meeting to order at 7:07pm

Community Forum

One member of the community requested clarification regarding the auditing of the NCA records. The 2005 Audit has been completed and accepted by the Board. With this acceptance by the Board, the Auditor can now begin the 2006 Audit.

Hearings for Violations:

The following Lot numbers were not present for their hearing on rules violations: Lot 82, Lot 370, Lot 457.

The following Lot numbers were not present for their hearing on architectural violations: Lot 39, Lot 419, Lot 470, Lot 476, Lot 477.

Approval of minutes:

Director Catherine made a motion to approve the minutes from the 9-5-07 meeting as they were printed in the newsletter. Director Oxendine seconded the motion. Vote: Yes – 6; No – 0; motion passes.

OLD BUSINESS

Votes by Email

The following votes were conducted by email in accordance with the email voting procedure.

1. Had the violation on Lot 52 been corrected?
Vote: Yes – 5, No – 1; Motion passes.
Assessment started August 1st and ends August 16th. Vote: Yes – 5; No – 0. Motion passes.
2. Purchase a new computer of up to \$400 to support the pool security camera system. Vote: Yes – 6; motion passes.

3. Approve the email voting procedure. Vote: Yes – 7; Motion passes.
4. Does probable cause exist at Lot 579. Vote: Yes – 5, No – 2; Motion passes.
5. Join motion to prevent Koger from moving assets to subsidiaries not involved in bankruptcy filing. Vote – Yes – 4; Motion passes.
6. Vote to accept the 2005 Audit by Ahlberg and Company. Vote: Yes – 6; Motion passes.

General

The Community Manager informed the Board that the answering machine is now accessible by remote access to check for messages. Each Board member will be responsible one weekend every 7 weeks to ensure any emergencies of the community are able to be addressed by the Board in a timely fashion when the office is closed (weekends and holidays). All non-emergency messages will be handled during regular business hours.

The Board discussed the committees/responsibilities that need to be divided up amongst the Board. Director Nolan agreed to be Liaison for Planning and Development. Director Oxendine would take Streets, including curbs, snow removal and parking/towing issues as well as Recreation. Director Catherine and President Boyd would take Streetlights. President Boyd would be responsible for Neighborhood Watch. Treasurer Rundgren and Director Roy would be contacts for Finance. A note was made that not all these responsibilities need to be filled by Board members. The discussion on committees was tabled until a list of committees could be reviewed.

To inspire volunteerism and committee support, Director Catherine had an idea to add an Oktoberfest Party to the community events. The Boards agreed this would be a good idea, but funding and limited time for planning will prevent this from taking place this fall. The Board would like see if this can be accomplished next year.

Financial

The Board agreed to hold a separate meeting to discuss the 2008 budget on October 8th. The largest area of concern with the 2008 budget is the amount of the increase to the streets/curbs reserve fund. The high cost of repairing Moline will take up a significant amount of the available streets/curb reserve account. Director Rundgren will contact our County, State, and Federal representatives to ensure all avenues of funding for the repairs to Moline are exhausted.

In order for NCA to make a claim in the bankruptcy case against Koger, the Association must pay legal fees of \$500. The NCA attorney is not confident we will get any money from the claim but believes it is an important step to secure NCA's rights in an insurance claim. The Board agreed that it is important to attempt to recoup the lost funds. Director Catherine made a motion to spend the \$500 to make the claim for the money indicated as missing in the 2005 Audit. Director Nolan seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Maintenance

Bids for the work to repair Moline and Getty have been received. This will be discussed at the Oct 8th budget meeting. GJB (the NCA engineering company) selected the firms that were solicited to bid on the job. Director Oxendine will ask representatives of GJB to attend the Oct 8th meeting.

Last month the Board requested the Community Manager find out how much GJB would charge to do an updated reserve study on the NCA owned streets. GJB indicated it would cost approximately \$2,000 and would be written as a supplement to the 2007 Reserve Analysis. GJB indicated that the analysis would be incomplete because it does not include a study to examine the condition of the streets below the asphalt. The board decided not to pursue this any further.

Common Grounds: Pool

RFPs have been sent to several pool companies. As of October 3rd the Community Manager has received questions from one contractor and a 'no interest' response from another. They are due back on October 15th. These will be discussed at the November Board Meeting.

The revision of the pool rules by Directors Nolan and Catherine remains in progress.

NEW BUSINESS

Financial

The NCA attorney has suggested the Association make a claim on our Fidelity insurance policy to recoup the missing \$7,000 as identified in the 2005 Audit. The deductible for the claim is \$250. The Community Manager indicated that the NCA accountant has other Associations who are using their private insurance to recoup funds lost to Koger. Director Catherine made a motion to pursue NCA's

private insurance to recoup the missing \$7,000 as identified in the 2005 Audit. Director Nolan seconded the motion. Vote: Yes – 6; No – 0. Motion passes. Director Catherine made a motion to authorize the Community Manager to pay the \$250 deductible. Director Oxendine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

The Community Manager received a survey from the United States Department of Justice regarding the Koger case. The survey is voluntary. The NCA attorney indicated he believed the Community Manger could fill out the survey without legal assistance but would be willing to review it. The Community Manager indicated there were several areas where she would need our accountant's input. Director Catherine made a motion to complete the survey with the Accountant's input and bypass legal review. Director Oxendine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Catherine made a motion to adjourn to executive session to discuss trash violation assessments, architectural assessments, and probable cause cases. Director Nolan seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

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Director Catherine made a motion to adjourn to executive session and return to open session. Treasurer Rundgren seconded the motion. Vote: Yes – 6, No – 0. Motion passes. Treasurer Rundgren made a motion that probable cause does exist for violations on Lots 121, 134, 136, 138, and 580 and a hearing letter should be sent. Director Nolan seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Nolan made a motion to assess the following lot numbers \$50 for trash violations: #82, #370, and #457. Director Catherine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Nolan made a motion to drop the violations on Lot 39 and Lot 419 due to administrative error. Director Catherine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Oxendine made a motion to begin assessing Lot 470 at \$10 per day beginning October 12th for an architectural violation. Director Catherine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Catherine made a motion to begin assessing Lot 477 at \$10 per day beginning October 12th for an architectural violation. Director Oxendine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Oxendine made a motion that the violation at Lot 476 had been corrected and that no assessment will be charged. Director Catherine seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Catherine made a motion to pursue non-judicial foreclosure on Lot 90. Director Nolan seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

Director Nolan made a motion to adjourn the meeting at 9:33pm. Secretary Nagel seconded the motion. Vote: Yes – 6, No – 0. Motion passes.

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Ho, Ho, Ho
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Volunteers needed for the NCA Holiday Party tentatively scheduled for December 14th. If you can organize or assist in preparation, entertainment, setup, picture taking, tear down, contact the community office at 703-455-3606.
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