

# NCA BOARD OF DIRECTORS' PROPOSED MEETING MINUTES

September 5, 2007  
NCA Meeting Room — Pool House

The following board members were present for the September 5, 2007 NCA Board meeting:

President – Armand Boyd (arrived at 8:15pm)  
Vice President – Al Roy  
Secretary – Kimberly Nagel  
Treasurer – Dave Rundgren  
Director – Chip Catherine  
Director – John Nolan  
Director – Neil Oxendine

Vice President Roy called the meeting to order at 7:00pm.

## Community Forum

A resident informed the board that the West Springfield District Police Station will be providing their annual “State of the District” presentation on Tuesday, September 18<sup>th</sup> at 7:30pm. The Community Manager indicated that a notice would be put up on the NCA website informing the community.

A resident updated the Board on the BRAC decision affecting Fort Belvoir and the Engineering Proving Grounds on Rolling Road. The Army still expects to move approximately 8,500 people to the Proving Grounds. An option recently in the media to move a large number of personnel to the GSA property near the Springfield Metro has not been approved as of yet. The Army is committed to completing the Fairfax County Parkway and has agreed to play a major role in its development. Rolling Road is expected to be widened to 4 lanes from Alban Road to Edinburgh, but is on a different schedule than the completion of the Fairfax County Parkway.

## Hearing on Rules Violations:

The following lot numbers had hearings for trash violations, but were not present: #324, #347, and #522. Lot #501 was present to dispute a special trash pickup charge.

Lot #451 was not present for their hearing on a covenant violation.

The following Lots were not present for

their hearing on architectural violations: #471, #42, #451, #516, #and 424. Lot #52 was present so the Board conducted the hearing for their architectural violation.

The Board approved new Architectural Standards at the August Board meeting. A copy of the new Standards will be included in the October Newsletter.

## Approval of Minutes

Director Nolan made a motion to approve the minutes from the August 1<sup>st</sup> Board meeting. Director Oxendine seconded the motion. Vote: Yes – 6; No – 0; motion passes. Secretary Nagel motioned to approve the minutes from the August 9<sup>th</sup> Board Meeting. Director Nolan seconded the motion. Vote: Yes – 6; No-0; motion passes. Treasurer Rundgren made a motion to approve the minutes from the August 9<sup>th</sup> annual meeting. Director Oxendine seconded the motion. Vote: Yes – 6; No – 0; motion passes. Director Catherine made a motion to approve the minutes for the August 9<sup>th</sup> meeting of the new board. Director Nolan seconded the motion. Vote: Yes – 6; No – 0; motion passes.

## General

The Community Manager asked which board members would like their phone numbers published in the newsletter. Discussion focused on how community residents would be able to reach a Board member in time of an emergency. The Community Manager indicated she receives approximately 10 calls per day from the community. The idea of a pager to be passed between board members was discussed, as was a cell phone. The Community Manager was asked if the office phone could be accessed on weekends. She indicated that she had the feature but hadn't looked up the instructions on it yet. The Community Manager was tasked to research phone options and report back to the Board on estimated expense at the next Board meeting.

The Community Manager provided the Board a list of Committees/responsibilities that need to be divided amongst the Board. The Community Manager will disseminate this list among the Board for consideration and discussion at the next board meeting. The need for re-establishing the finance committee was discussed. Two residents who were present at the meeting expressed a desire to assist in the areas of Architecture and Planning. The Board thanks these members for their dedication to the

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Community. A former board member indicated inconsistencies in the NCA Governing documents regarding the Committees. This issue will be discussed at the October Board meeting. The Community Manager identified Streets as the area with the most pressing need to have an identified Board member for oversight. Vice President Roy and Treasurer Rundgren committed to filling this need.

### **Financial**

The Community Manager reminded the Board that a completed draft budget must be presented to the Community in the November newsletter; submissions for the newsletter are due October 15<sup>th</sup>. The Board agreed to have a special budget meeting prior to the October Board Meeting. The Budget will be formally voted on at the November Board Meeting.

The 2005 audit was completed by the NCA auditor. The audit is now UNQUALIFIED (no outstanding issues). There were no changes from the August, 2006 draft version except to add note 3 Other Receivables. The next step is for the Board to accept the audit. The Community Manager will forward the audit to the Board for review.

The auditor has determined NCA is short \$7,000 due to the ongoing issues with Koger Management, our former accountant. The Board discussed filing a claim against Koger for the \$7,000. The issue will be voted on at the next regular Board meeting after the Community Manager obtains recommendations and fee estimates from the accountant and the attorney.

The 2006 audit is ongoing.

### **Maintenance**

In preparation for budget discussions, each Board member is asked to thoroughly review the 2007 Reserve Study to determine if there is agreement with the maintenance plan. Vice President Roy raised the idea of obtaining a new reserve study, as our engineering firm and the carryover members from the last board have little confidence in the Study. The Community Manager will obtain a quote from GJB (engineering firm) covering a new study for streets only. She indicated a full reserve study by GJB costs approximately \$4,000.

Bids have been sent out to contractors to complete work on Moline and Euclid. Bids are due back Mid-September. The Board indicated anxiousness to complete this work.

### **President's Comments**

President Boyd joined at 8:15. He indicated the need for the Board to provide comments on the email voting procedure. All Board Members agreed the procedure is needed. Comments are due back to the President by Wednesday, September 12<sup>th</sup>. Vice President Roy indicated a need to have a procedure for when a tie occurs.

### **Common Grounds: Pool**

President Boyd indicated a need for the Pool Rules to be examined and updated to address violations more clearly. Directors Catherine and Nolan agreed to take the lead to address this issue. A note was also made indicating the procedure for reporting incidents at the pool needed to be clarified as well.

As this option year of the pool contract comes to an end (12/31/2007), the Board agreed to put out requests for bids for 2008. The Community Manager believes there are 2 more option years on the existing contract, if the Board chooses to implement that option. She also indicated if we kept the existing contractor, the contract provides for a \$3,000 increase in fees over 2007.

### **Streets**

Director Nolan raised an issue regarding the increase in ladders being stored on vehicles. The Board reviewed the Commercial Parking Rules (available at the community office or at [www.newingtoncommunity.org](http://www.newingtoncommunity.org)), Criteria #3 of the policy reads "Designed, sold, and normally used as commercial vehicles (for purposes other than personal or family passenger transportation)". Vehicles registered as private, but used as commercial are in violation of this NCA policy and will be towed if parked on NCA streets. Director Nolan made a motion to aggressively place warnings/tickets on vehicles in violation of this policy. Treasurer Rundgren seconded the motion. Vote: Yes – 6; No – 1; motion passes.

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There will be a Fairfax County Public Hearing regarding the Community Parking District for the following state-owned streets: Delong and Lodge. A Community Parking District as defined by Fairfax County Code:

prohibits or restricts the parking of watercraft; boat trailers; motor homes; camping trailers and any other trailer or semi-trailer; any vehicle with three or more axles; any vehicle that has a gross vehicle weight rating of 12,000 or more pounds except school buses used on a current and regular basis to transport students; any vehicle designed to transport 16 or more passengers, including the driver, except school buses used on a current and regular basis to transport students; and any vehicle of any size that is being used in the transportation of hazardous materials as defined in Virginia Code § 46.2-341.4 on the streets in the district. No such Community Parking District shall apply to (i) any commercial vehicle when discharging passengers or when temporarily parked pursuant to the performance of work or service at a particular location or (ii) utility generators located on trailers and being used to power network facilities during a loss of commercial power or (iii) restricted vehicles temporarily parked on a public street within any such District for a maximum of 48 hours for the purpose of loading, unloading, or preparing for a trip.

The pool lot is available to residents of the community to park recreational vehicles. If you are interested in obtaining access, contact the Community Manager.

### **Architectural**

Secretary Nagel requested the Community Manager to update all architectural violation doorhangers to reflect the new “Architectural Standards”. The Community Manager indicated that these doorhangers are expensive and that when she reorders, she will make the change. These doorhangers are a gentle reminder and are not considered a warning letter as defined in the Violations Policy.

Vice President Roy indicated he had conducted a walk around of the community and found 25 homes/townhomes were in violation of the new 6 inch maximum grass height as identified in the revised Architectural Standards. The Board urges the residents of NCA to make their community look great by maintaining their property. Vice President Roy inquired into the

frequency of inspections for rule violations. The Community Manager indicated the part-time employee who had been conducting walk-arounds had not been through the community in a while due to illnesses in the family. This employee has indicated a desire to continue the work and had restarted walk-arounds last week.

At 9:19pm, Director Catherine made a motion to adjourn to executive session. The motion was seconded by Treasurer Rundgren. Vote: Yes – 7; No – 0; motion passes.

Secretary Nagel made a motion at 10:30pm to begin open session for the purposed of voting on violations and probable cause votes. Director Nolan seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Vice President Roy made a motion to assess the following lot numbers \$50 for trash violations: #324, #347, #522, and #577. Director Oxendine seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Vice President Roy made a motion that a violation does exist and NCA should fine Lot #451 for \$200 – the cost of replacing the garden. Director Nolan seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Director Nolan made a motion to begin assessing Lot #451 \$10 per day beginning September 15<sup>th</sup> for a covenant violation. Director Catherine seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Secretary Nagel made a motion that the violation at Lot #52 had not been resolved and the assessment should continue. Director Oxendine seconded the motion. Vote: Yes – 5; No – 2; motion passes.

Discussion after the vote on Lot #52 resulted in a new motion. Treasurer Rundgren made a motion to rescind the previous vote on Lot #52 in order to obtain a more recent photo of the violation and revisit the issue for a vote then. The motion was seconded by Vice President Roy. Vote: Yes – 7; No – 0; motion passes.

Vice President Roy made a motion to assess Lot #471 \$10 per day stopping August 25<sup>th</sup>, as the violation has been resolved. The motion was seconded by Director Catherine. Vote: Yes – 7; No – 0; motion passes.

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Director Oxendine made a motion to begin assessing Lot #516 \$10 per day beginning September 15<sup>th</sup> for an architectural violation, if the violation is not resolved. Director Catherine seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Vice President Roy made a motion not to place any assessment against Lot #424. Treasurer Rundgren seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Director Oxendine made a motion to uphold the assessment of \$200 on Lot #501 for the expense of a special trash pick up. Director Nolan seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Director Catherine made a motion that probable cause exists for violations on Lots #39, #477, #419, #476, and #470; and a hearing letter should be sent out. Vice President Roy seconded the motion. Vote: Yes – 7; No – 0; motion passes.

Vice President Roy made a motion to adjourn the meeting at 10:44pm. Director Oxendine seconded the motion. Vote: Yes – 7; No – 0; motion passes.

## REMINDERS

- ◆ **DO NOT PUT TRASH OUT BEFORE 6PM THE NIGHT PRIOR TO PICK-UP**
- ◆ **VEHICLES WITH EXPIRED REGISTRATION, SAFETY STICKERS OR PARKED ON YELLOW CURBS WILL BE TOWED**
- ◆ **FLEA MARKETS / YARD SALES ARE NOT ALLOWED ON NEWINGTON STATION COMMON GROUNDS.**

TURN YOUR FRONT PORCH LIGHTS ON EACH EVENING FOR SAFETY!



**Pam Boe, CRS**  
**703-503-1888**

## Pam Boe's Newington Station Update

### Available for Sale:

Eleven 3-level townhomes with list prices ranging from \$319,900 to \$399,900  
Two 2-level townhomes listed at \$284,900 and \$320,000  
Two single family homes with list prices of \$529,500 and \$539,500

### Under Contract:

One 3-level townhome listed at \$344,900

### For Rent:

Two 3-level townhomes with rents of \$1,450/month and \$1,750/month



Call Pam Boe 703-503-1888  
[pam.boe@longandfoster.com](mailto:pam.boe@longandfoster.com)

When it's time to buy or sell your home, you need an experienced Realtor to represent you. Your agent must be familiar with your neighborhood, amenities and surrounding area. Pam has been helping your neighbors' achieve their real estate dreams for over 20 years. Let her help you, too. Call now to discuss her marketing plan for your home.