

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – July 7, 2010
Minutes of the Meeting – Approved

At 7:00 pm President Peirce called the meeting to order. Other board members in attendance included Vice President John Nolan, Secretary Sarah Jernigan, Treasurer Chip Catherine, Director Bob Fasick, Director Al Roy and Director Louise Whitt.

APPROVAL OF MINUTES

Vice President Nolan made a motion to accept the minutes of June 2, 2010. Treasurer Catherine seconded the motion. Vote: 7 yes.

HEARINGS

Lot 76 was in attendance. This individual believes a piece of junk mail with their name on it must have gotten picked up by someone else. They have lived here over 10 years and have not put trash out early. Believes a fine would be too harsh.

Lot 417 was in attendance. This individual stated it was their mail but the trash company did not pick it up. It was explained that trash must be put in trash bags or trash bins and that a bag of papers would be considered recycling which should not be put out on Fridays. The trash company is not picking recyclable items up in the community on Fridays. There is a flyer in the next newsletter addressing this problem.

Lot 457 has requested a postponement of their hearing until August. Lot 505 sent a hearing response via email. Lot 47 was not in attendance. Lot 96 called the community office to explain that the violation letter went to the wrong home.

COMMUNITY FORUM

A resident in the audience stated that when they put cardboard boxes out on recycling day, Tuesday, everything was taken.

COMMITTEE/BUSINESS REPORTS

Budget/Finance Committee

The Committee did not meet in the last month. Director Whitt will share some information during the portion of the agenda that addresses reserve accounts and investments. A draft budget is needed for the annual meeting in August. There was discussion about how street work plans will have the most effect on the budget and that the NCA street replacement schedule recommended by the engineers can be delayed. There was also discussion on the concern that the bylaws did not change with respect to the CPI cap.

Maintenance Committee

The committee didn't meet this month but will need to work on a five year plan for reserve spending.

Nominating Committee

There are currently three qualified candidates for four open Board positions.

Clean Up Day

Director Fasick was happy with what was accomplished at Clean Up Day but would like to have seen more community participation. He noted that of 16 that showed up, 9 were from the single family section. Steve W. worked especially hard on the trench off Northumberland Road and the Brustman kids were phenomenal in their contribution. There was discussion about having it in the Fall when it was cooler and less people were on vacation.

Planning and Development

Mr. Lou Tobat discussed the congestion on I-95 South around the July 4th holiday weekend. Another individual mentioned the surveyors that have been seen on Rolling, Delong and Northumberland. There was discussion about when the County last took some of NCA property for road expansion and the minimal reimbursement to the community for the property.

Community Manager Report

- *General*
 - *NCA Vehicle Tickets: 0*
 - *Disclosure inspection(s): 8501 Jenner, 7741 Durer*
 - *New Violation letters: TRASH (6), RULES (2), ARCHITECTURAL (1).*
 - *Exterior Project Requests: 3*
 - *Large leak found in deep end skimmer*
 - *Path project started and put on hold and restarted.*
 - *Schedule meeting with Rees, Broome.*
 - *June Special Members Meeting. All changes to Bylaws passed. Need to post revisions on web and get into Disclosure packets.*
 - *Recreation events held included Sundae Sunday, Adult Social, Popsicle Day and a Watermelon Wednesday.*
 - *Response from Blade Runners on drainage behind 7781 Durer*
 - *Very busy with pool policy and procedure questions and pool pass applications continue to be received. Total to date: 296*
 - *Tree branches down*
 - *New Assistant in office, Tina Queen*
 - *Updated reallocated budget is attached*
 - *Change swim hours on Sundays for adult only swim*
- *Complaints/Issues*
 - *Does not like having to pick up pool passes in office.*
 - *Neighbor putting laundry on front yard to dry*
 - *Yard Sale on Northumberland and Rolling Road*
 - *Problems with residents putting recyclables out on Friday and trash collectors rejecting it. Put flyer on doors and in next newsletter.*
 - *Not his truck on common grounds. Should not have gotten letter. (2x)*
 - *Fix water pipes into her home (see email)*

- *Neighbor keeps their cars rotating into a blank spot and doesn't allow anyone else to use it*

The CM will forward to the Board members comments about drainage at 7781 Durer from engineers and grounds company.

GENERAL BUSINESS – OLD

Roles and responsibilities of Board – Secretary Jernigan will send an electronic version to all Board members. This topic has been tabled.

Roles and responsibilities of CM– Secretary Jernigan made a motion to accept the CM Roles and Responsibilities. Motion seconded by Director Fasick. Director Roy suggested that the words ‘Finance Committee’ be replaced with ‘Board of Directors’. Treasurer Catherine asked if the document needed to be approved by legal counsel. Motion amended to include wording changes. Vote: 7 yes.

T-bill/Investment Strategy/Reserve – Director Whitt handed the Board an analysis of reserve funds. Based on the reserve study there is not a lot of money available for investing but that could change based on the maintenance committee’s suggestions for improvements. At this time there is enough available funds that Director Whitt made a motion to invest \$100,000 in a one year CD through Virginia Commerce. This will be easier since we already have an account with VCB. This will have a much better return than leaving it in the existing Charles Schwab money sweep account. Treasurer Catherine seconded it. Vote: 7 yes.

GENERAL BUSINESS – NEW

Rules Violations Procedures and Letters – There was significant discussion on what would make the violations process more tactful including the use of warnings and doorhangers. The CM will provide a detailed written explanation of the processes for all types of violations so the Board can review and recommend changes. Examples of an architectural violation notice letter, architectural violation hearing letter, violation board action notice and trash violation letter were provided to the Board. Some changes to the trash letter were recommended. The CM will provide a sample letter for tall grass to the Board as well.

Write Off – Tabled until after Executive Session.

Motion and a second to adjourn to Executive Session to discuss hearings, a write off, and a personal request from a resident

Return to open session.

Regarding Lot 325, Director Fasick made a motion to assess a \$50 charge for an architectural violation. President Peirce seconded the motion. Vote: 7 yes.

Regarding Lot 76, Director Roy made a motion to waive any charge for a trash violation. President Peirce seconded the motion. Vote: 7 yes.

Regarding Lot 457, Director Roy made a motion to postpone the hearing until the August meeting for a trash violation. Director Fasick seconded it. Vote: 7 yes.

Regarding Lot 344, Secretary Jernigan made a motion to assess a \$50 charge for a trash violation. Director Fasick seconded the motion. Vote: 7 yes.

Regarding Lot 344, Secretary Jernigan made a motion to assess a \$50 charge for a trash violation. Director Fasick seconded the motion. Vote: 7 yes.

Regarding Lot 505, President Peirce made a motion to assess a \$50 charge for a trash violation. Director Fasick seconded the motion. Vote: 7 yes.

Regarding Lot 471, President Peirce made a motion to assess a \$50 charge for a trash violation. Vice President Nolan seconded the motion. Vote: 7 yes.

Regarding Lot 96, President Peirce made a motion to waive a charge for a rule violation. Treasurer Catherine seconded the motion. Vote: 7 yes.

Write Off – President Peirce made a motion to write off all pre-bankruptcy delinquencies for one account of \$2406.58 but keep the post bankruptcy file open. Director Roy seconded the motion. Vote 7 yes.

The Board agreed that they cannot assist a resident with repairs to water lines on personal property in the community.

The Board agreed to move all funds in the Charles Schwab money market sweep account to a Virginia Commerce Bank account where two signatures will be required to move any funds.

Regarding Lot 409, Director Roy made a motion to waive the accumulated violation assessment charge. President Peirce seconded the motion. Vote: 7 yes.

Regarding Lot 409, Director Roy made a motion that probable cause exists for a hearing on an architectural violation. Vice President Nolan seconded it. Vote: 7 yes.

Regarding Lot 132, Vice President Nolan made a motion that probable cause exists for a hearing on an architectural violation. Director Roy seconded it. Vote: 7 yes.

Regarding Lot 607, Vice President Nolan made a motion that probable cause exists for a hearing on an architectural violation. President Peirce seconded it. Vote: 7 yes.

Regarding Lot 533, Director Roy made a motion that probable cause exists for a hearing on an architectural violation. President Peirce seconded it. Vote: 7 yes.

Regarding Lot 532, Secretary Jernigan made a motion that probable cause exists for a hearing on an architectural violation. Vice President Nolan seconded it. Vote: 7 yes.

Director Fasick made a motion to adjourn at 10 p.m. Director Roy seconded the motion. Vote: 7 yes.