

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – August 4, 2010
Minutes of the Meeting – Approved

At 7:03 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, and Director Louise Whitt. Director Al Roy was not in attendance.

PRESIDENT'S COMMENTS

President Peirce stated that there seems to be a lot of confusion with trash and recycling pick up. He wanted to make sure everyone understood that our rules state that all trash must be put into trash cans or secured in plastic bags. Cardboard boxes are not a substitute for trash cans because they are a recyclable material and will be get rejected by the trash company.

APPROVAL OF MINUTES

Secretary Jernigan made a motion to accept the minutes of July 7, 2010. Vice President Nolan seconded the motion. Discussion included the amount of last month's write off and that a vote should be held to move all Charles Schwab money market funds into an account that requires two signatures for checks. Motion amended to accept minutes and add \$2,406.58 as the amount of write offs. Treasurer Catherine seconded the motion. Vote: 6 yes.

HEARINGS

Lot 132, 409, 607, 74, 391, 471, 474 and 102 were not in attendance.

Lot 532 was in attendance. He stated he did not realize the fence between his and his neighbors was the problem. He and his neighbor have agreed to repair it. They need another 30 days. His neighbor, Lot 533, was there for a hearing as well. He has replaced some window frames, some of the fence but isn't finished. It will be about 60 days before he can deal with his shed.

Lot 457 was in attendance. He questioned whether the address was just a piece of paper lying on the ground or if someone goes into trash bags to find evidence. It was explained that someone drives the community early on a Monday or Thursday and only uses mail taken from a trash bag. He also stated that he has other rental properties where he is given a call when there is a violation. Letters aren't sent out.

Lot 56 was in attendance. Their trash was in a secured bag. They have plane tickets to show they were out of town.

Lot 550 was in attendance. He did put the trash out at the wrong time and is very sorry. He is new and it won't happen again.

Lot 468 was in attendance. He realized his mistake and brought it back in then put it out on the wrong day. He apologized for the error.

COMMUNITY FORUM

A resident asked if white vinyl windows were an acceptable replacement for the original metal silver frames. They are.

A resident stated that trash cans get dropped and paper falls out and blows around. Others in the community are seen leaving dirty diapers, cigarette butts, and fast food trash in the street. One resident has witnessed this on her street and picked it up and put it back on the person's stoop with good results.

Secretary Jernigan wanted the community aware of two emails recently received. One thanks the Board and Community Manager for all the events that were held this summer. The second thanks the Board for their diligence in trying to keep the community trash free. This individual is not happy with the residents that are junking the area and bringing down our property values.

COMMITTEE/BUSINESS REPORTS

Budget/Finance Committee

Director Whitt made changes to the last budget and distributed them by email to members of the committee. CPI is hovering around zero so the annual assessment should stay the same but there is a need to increase townhouse reserves so they may decrease the common grounds contribution and single family homes would see a decrease in assessments. Town homes are always more because they pay into the street reserves. Maintenance committee has met and the dollars needed over the next five years show the situation is not as dire.

Maintenance Committee

The committee met to review a five year plan. They have moved some reserve items around and want to continue with path repairs and pool work. NCA will begin street work hopefully in the Spring of 2011 and then continue with a new street every 18 to 24 months.

Nominating Committee

Committee members are out speaking to people about being on the Board. Most residents don't know what the Board does. There are five nominees for four positions. The committee thinks the Board should consider going back to seven Board members but not at this time. There was discussion about whether this needed to be done sooner or later. After the upcoming elections three positions will be up for vote every year. Secretary Jernigan made a motion to keep nine Board seats open and re-evaluate next year. Vice President Nolan seconded the motion. Vote: 5 yes, 1 no.

Planning and Development

Mr. Lou Tobat discussed the construction around Edinburgh and how it will continue through the end of the year. The BRAC is on schedule for moving people to the

geospatial building and the Seminary Road building in 2011. Representatives Connelly and Moran are in discussions with the Pentagon to get funding for more road work in this area.

Community Manager Report, Lori Randall

- *General*
 1. *NCA Vehicle Tickets: 2 (pod on Brandeis and flat tire on Gwynedd)*
 2. *Disclosure inspection(s): 8353 Moline, 7796 Euclid, 7763 Durer, 8329 Moline*
 3. *New Violation letters: TRASH (7), RULES (), ARCHITECTURAL ().*
 4. *Exterior Project Requests: 3*
 5. *Path project started and put on hold and restarted.*
 6. *Updated reallocated budget is attached. Budget lines over 50% have been highlighted.*
 7. *Several recreation events*
 8. *Virginia Commerce Bank to open account and get CD*
 9. *Annual meeting letters went out*

- *Complaints/Issues*
 1. *Barking dog entire time it is outside.*
 2. *Condition of common grounds*
 3. *Pool rules not being enforced.*
 4. *Broken branch in dead tree*
 5. *Exposed roots on common grounds*
 6. *Multiple families living in one home*

GENERAL BUSINESS – OLD

Reserve Accounts/CD - The Community Manager explained the problems with getting the CD at Virginia Commerce Bank. Secretary Jernigan made a motion to give Lori Randall, Community Manager, the authority to get the \$100,000 CD and open bank accounts that allow dual signature authority. Vice President Nolan seconded the vote. Vote: 6 yes. The search for a bank or broker that can handle the dual signature authority request will continue. Vice President Nolan suggested visiting a credit union.

Investment Strategy – \$190,000 is in a five year TIP, \$100,000 has been approved for a one year CD and the balance of the money market funds are going to be put into a savings account. A ladder approach is recommended but available funds are needed for upcoming expenses.

Roles and Responsibilities of Board – Secretary Jernigan presented her draft of the Board Roles and Responsibilities as well as the comments made to them. There was comment about whether she should use her discretion on incorporating the suggestions and present a final to the Board or not. Director Fasick made a motion to review every comment using the same process as was done with the Community Manager Roles and Responsibilities. Treasurer Catherine seconded the vote. Vote: 5 yes, 1 abstain. Director Fasick made a motion to not accept any more comments. Secretary Jernigan seconded the motion. Vote: 5 yes, 1 abstain. The review will be tabled to another day.

Rules Violations Procedures – A chart showing the process that occurs for all violations was prepared for the Board. These processes will be placed in the newsletter for all residents to understand what is involved to address violations.

Drainage Concern – The opinions of the engineers and grounds contractor were presented to the Board. The Board agreed they should all meet the resident at the property to look at the situation. It is a problematic lot and the Board should try to help figure out a solution.

GENERAL BUSINESS – NEW

NCA gardens – common grounds improvements. The proposals for a major reconfiguration of the garden at the entrance to the pool and some minor changes to two other gardens were presented to the Board. The Community Manager expressed concern with spending the funds when the budget is in a \$20,000+ net loss position. The gardens can be installed up until November so the topic will be tabled.

Pool Parking Lot Policy Update – Secretary Jernigan made a motion to add the words “who are current in their assessments” to the existing policy. Director Nolan seconded the motion. Vote: 6 yes.

Audit Report – Audit is complete and a draft has been presented to the Board for their review. Secretary Jernigan made a motion to accept the report with changes suggested by Brenda at Summit. There was a question on the bad debt amount and if someone was going to respond to the auditor’s request to verify the repair and replacement fund figures. Director Fasick seconded the motion. Vote: 6 yes.

Budget request for soccer nets – There was a budget request but the CM asked the Board if they wanted to purchase the nets now. The nets should cost approximately \$150. The CM was asked to get some quotes for these nets and the subject was tabled.

Motion made by President Peirce and a second by Secretary Jernigan to adjourn to Executive Session to discuss hearings at 9:10 pm. Vote: 6 yes.

Return to open session at 9:45 pm.

Regarding Lot 532, Secretary Jernigan made a motion to assess a charge of \$10 a day starting in 30 days if the architectural violation is not fixed. Vice President Nolan seconded the motion. Vote: 6 yes.

Regarding Lot 533, Secretary Jernigan made a motion to assess a charge of \$10 a day starting in 60 days if the architectural violation is not fixed. Vice President Nolan seconded the motion. Vote: 6 yes.

Regarding Lot 132, Secretary Jernigan made a motion to assess a charge of \$10 a day starting in 30 days if the architectural violation is not fixed. The resident does have the

option of completely removing the fence. Vice President Nolan seconded the motion. Vote: 6 yes.

Regarding Lot 409, Secretary Jernigan made a motion to assess a charge of \$10 a day starting in 30 days if the architectural violation is not fixed. Director Fasick seconded the motion. Vote: 6 yes.

Regarding Lot 607, Secretary Jernigan made a motion to assess a charge of \$10 a day starting in 15 days if the architectural violation is not fixed. Director Fasick seconded the motion. Vote: 6 yes.

Regarding Lot 56, 170, 550, and 468, Secretary Jernigan made a motion to waive any charge for a trash violation. Director Fasick seconded the motion. Vote: 4 yes, 2 no.

Regarding Lot 74, 391, 471, and 474 Secretary Jernigan made a motion to assess a \$50 charge for a trash violation. Director Fasick seconded the motion. Vote: 6 yes.

Regarding Lot 102, Secretary Jernigan made a motion to assess a \$50 charge for a rule violation. Treasurer Catherine seconded the motion. Vote: 6 yes.

The Board discussed their inability to have votes between meetings. Director Whitt made a motion to change the wording of the email voting policy, item #6 to read "Only if a majority of the Board members vote in favor of a motion, will a vote pass". This is to align with the recent change to the Bylaws. President Peirce seconded the motion. Vote: 5 yes, 1 no.

Director Fasick made a motion to adjourn at 10:15 p.m. Vice President Nolan seconded the motion. Vote: 6 yes.