

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – October 5, 2011
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:00 pm President Sarah Jernigan called the meeting to order. Other board members present were Vice President Kirk Brustman, Treasurer Louise Whitt, Secretary Mike Smith and Director John Stiteler.

PRESIDENT'S COMMENTS

President Jernigan reminded the Board that they have all signed a Code of Conduct. A vendor has brought it to NCA's attention that a Board member has acted in an unprofessional manner. This conduct could hurt NCA and reflects poorly on the community. Everyone must act professionally, courteous, upstanding, polite, etc. As a reminder the Code of Conduct states there should be no cell phone or email interruptions. She agreed she is guilty of this and will work to improve. There should be no personal conversations or distractions during the meeting. Everyone should be given ample opportunity to speak. Board members are bound by confidentiality and should respect our neighbor's information. The actions of the Board can have a longer term affect than their presence on the Board.

APPROVAL OF MINUTES

Treasurer Whitt made a motion to accept the minutes of the September 7, 2011 meeting revising the section on Planning and Development to include more details on the concerns that Lou expressed to Vivian Watts and the correction of the typo '373' with '375'. Vice President Brustman seconded the motion. Vote: 5 yes.

Treasurer Whitt made a motion to accept the minutes of the September 21, 2011 Board Meeting that was held for the purpose of reviewing the 2012 budget with grammar and punctuation corrections. Vice President Brustman seconded the motion. Vote: 5 yes.

HEARINGS

Lot 124, 588, 392, and 478 were not in attendance for hearings.

COMMUNITY FORUM

A resident, Matthew Reid, who has attended the last couple of Board meetings offered to fill one of the Board vacancies. The Board asked him questions and let him know they would vote at the end of the meeting.

A Board member asked what can be done by the community when a home has been abandoned and is deteriorating. The Board member can investigate as a resident, but not as a representative of the Board. Once a property is in foreclosure or with the attorney, the Board is limited.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report

President Jernigan started with comments on the format of the Treasurer's Report. She wanted certain interest rate and balance information presented in a manner that was more clear for the Board. It was important that the Board see timelines of investment maturity against planned needs of funds. The Maintenance Committee would have to assist with providing an updated maintenance plan. This could be done in the next six months before the savings account rate changes. The Board agreed that it was best to leave a balance in a high interest rate savings account instead of investing in a CD at this point and no motions were made. A quarterly Reserve Fund Status report was also distributed and discussed.

Planning and Development, Lou Tobat

Lou provided an overview of the changes that have occurred down at the Fairfax County Parkway where it meets the Springfield Franconia Parkway.

Community Manager Report, Lori Randall

- *General*

1. *NCA Vehicle Tickets: 1 (blank space on Durer)*
2. *Disclosure inspection(s): 7753 Euclid Way, 8572 Gwynedd*
3. *Exterior Project Requests: 2, plus resident asked advice on one before submitting form*
4. *Path work completed.*
5. *Torrential downpours of 9/8 caused serious issues to bridges on walking trails. Part of path has only one foot to side of path before there is a five foot drop off. Had fence installed in this area (see pic). Trees across path will be removed. Dug some debris out to open pipe to keep water from overflowing path.*
6. *When moving expired CD funds to savings account, was offered a fixed rate on VCB savings of 1.19% for six months if \$10K in new money was put in. Got Treasurer and President approval and deposited money.*
7. *Over abundance of trash from homes after flooding. Reports of 8 feet of water in basements on Moline. Arranged for a special pick up of trash. Flyered areas and put signs out. County was suppose to give discount for flood victims but hoops were difficult to jump through. Later found there was no County fee, just \$600 contractor fee for five hours of work.*
8. *Health department contacted regarding trash in back yard. They visited the property and records indicate the individual has moved to North Carolina.*
9. *Offered better printing rate by resident and have switched printers for newsletter.*
10. *Deer management activity signs posted on Northumberland. Have called FCPA to express concern that these signs are posted around NCA property (not an area where hunters should go) and not very close to FCPA property where hunting is allowed. Was told signs should be moved to power lines area. Will put notice in newsletter to make residents aware of this activity.*
11. *Bought new copier and new phone for office. Phone is defective and will have to be returned.*
12. *Went to bank to get 1% CD at Board's request but rate has expired.*
13. *Went to 2nd bank to get signature cards.*
14. *Just an FYI: Since there seemed to be some question of the purpose and necessity of pulling the pool motor out and overhauling it, while the pool guy was here at the same time as me I asked him about it. After the end of the season, they can never get all the water out of the motor. The point of pulling and overhauling is to get any remaining water out so it doesn't sit there over the winter and freeze or cause rust. When overhauled the motor is taken apart, parts are cleaned and greased and put back together. Worn out parts are replaced. He said our motor appears to be very, very old.*

- *Complaints/Issues*

1. *Drain the resident put in on common ground behind Durer court did work. Still had back up of storm drain/sewer drain.*
2. *Resident wants curb on Durer in front of their home fixed. Feels there is erosion under sidewalk from crack in curb which contributed to water in basement during flood.*
3. *Tree might fall on home because of the way it is leaning (Godolphin). Arborist said it is healthy but if it should fall it will take out a fence, but not the deck.*
4. *Tree leaning over home on Euclid. (pic)*
5. *Believes the association is violating the law by removing political signs from islands and between sidewalk and curb. Even if signs are in right of way, they get in the way of mowing the common grounds. Displeased and was going to write the Board. I've emailed VDOT who states that these signs are illegal.*

6. *Resident in hardship and will be selling home through short sale. Wanted a reprieve on assessments owed. Only Board could approve that and it has never been approved. Real estate attorney then called and was shocked that we wouldn't consider a reduction in assessments owed.*
7. *Two cars left for long periods of time in blank spaces. Notices on windshields.*
8. *Resident didn't appreciate architectural letter regarding dead trees in her back yard. NCA is not fair in the way they go after architectural violations. Her neighbor has violations and is never written up. I had just reacted to a complaint about neighbor's encroaching trees and didn't see anything else but offered to ask the architectural committee person over to do a review. When resident saw us in driveway was very short and demanding to know what we were doing.*
9. *Message from a resident on Brandeis that kids are still running in front of moving cars.*
10. *Resident wants to take down tree on common grounds at their costs. Need to attend Board meeting or provide me with all information.*
11. *Resident wants to change front door from brown to white. Took Architectural committee person out there to confirm white would not be acceptable but tan or beige would be fine.*
12. *Looked at tree behind home of another resident who wants to top or remove two trees on common area.*

President Jernigan wanted to compliment Lori for using her day off while driving out of town to make phone calls to ensure NCA could take advantage of the County's disposal fee waiver for the special collection of debris after many homes were flooded.

GENERAL BUSINESS -- Old

2012 Draft Budget – The Board reviewed the current budget with a 3.7% increase in assessments. This exceeded the CPI-U rate because the general repairs line was increased by \$500 but there was not an offsetting decrease. After reviewing the NCA income tax returns, Treasurer Whitt agreed the income tax line could be reduced to zero for next year. President Jernigan felt strongly that these are still very tough economic times and the Board needs to work harder at reducing the budget and minimizing an increase to assessments. The CM stated that contract negotiations this year resulted in \$33K in savings from last year and agreed there was lots of room to reduce the budget. After running some numbers, the CM stated that by reducing the budget another \$4K, the assessment increase could be held to 2.5%. The Board discussed reducing the snow budget line by \$3K and the Reserves Eminent Domain line by \$1K. Secretary Smith made a motion to cap the 2012 budget at a 2.5% increase. Treasurer Whitt seconded the motion. Vote: 5 yes.

GENERAL BUSINESS -- New

Proposal for Audit Services – The Board discussed the renewal of the NCA auditor for next year. The cost is \$3,500 which is \$500 more than last year. The CM noted that last year they were asked to hold their price to \$3,000 and they did. The Board wanted to get bids before the end of this year. The CM felt more time was needed and this should be planned for next year. Secretary Smith made a motion to renew audit services with Ahlberg and Company. Treasurer Whitt seconded the motion. Vote: 5 yes. The CM reminded the Board that Summit is also a yearly contract. When bids were solicited in 2009, the closest bid was \$30K to Summit's \$13K.

Engineering Services – The CM provided the Board with a list of engineering service needs. The Board had no concerns.

Pool pump – The pool contractor pulled the pool pump and is very concerned with the condition of the pump. They looked at pictures. The impeller is badly corroded and the housing has excessive rust and the bearings are grinding. He strongly recommended the pump be replaced, as well as the suction manifold. He will not charge for pulling the pump if we choose to replace it. Treasurer Whitt made a

motion to spend \$8,350 for the needed repairs. Secretary Smith seconded the motion. Vote: 5 yes.

Concrete Pad Behind Home on Luce – Secretary Smith wanted to know the status of the concrete pad that was behind the home on Luce. The CM stated the last action was for her to get costs to have it removed but it hasn't been a high priority. There was concern about the encroachment on to common grounds but also concern that it serves a purpose and removing it might be a problem. John Nolan, as Architectural Committee Chairman, stated he would look at the concrete. Colored pictures will be provided when next discussed. The Board stated this could be added to the list of items the engineers looked at.

The Board adjourned to Executive Session at 9:30 pm to discuss hearings and violations at 9:40 pm.

A resident on Gwynedd stopped in at the last Board meeting to ask what the next step was for his property that had a violation. He was sent a letter that his request had been denied he will be getting a violation letter.

Regarding Lots 124 and 588, President Jernigan made a motion to assess a \$50 charge for a trash violation. Treasurer Whitt seconded the motion. Vote: 5 yes.

Regarding Lots 392, President Jernigan made a motion to assess the resident \$10 a day up to 90 days starting in two weeks for trash that is on the back deck. Secretary Smith seconded the motion. Vote: 5 yes. The CM will follow up with the Health Department on what actions they have implemented.

Regarding Lot 478, Secretary Smith made a motion to waive an assessment for an architectural violation. Director Brustman seconded the motion. Vote: 5 yes.

Treasurer Whitt made a motion to accept Matthew Reid as a new board member. His term will be until August, 2012. Director Stiteler seconded the motion. Vote: 5 yes.

The CM asked the Board if they wanted to consider writing off an account on NCA's records. It is causing confusion as to whether Summit should send it to the attorney or not. The amount owed is \$253.19. The property was foreclosed on but the resident still rents in the community so a previous Board kept the account active. The cost to have the attorney open the case is \$225. President Jernigan made a motion to write off the \$253.19 balance. Director Stiteler seconded the motion. Vote: 5 yes.

Treasurer Whitt and President Jernigan discussed the review of the attorney status reports against the attorney bills. The CM suggested calling the attorney if one question would help solve the problem. This subject will be discussed later.

The meeting adjourned at 10:05 pm.