

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – November 2, 2011  
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:09 pm President Sarah Jernigan called the meeting to order. Other board members present were Vice President Kirk Brustman, Treasurer Louise Whitt, and Secretary Mike Smith. Director Matthew Reid arrived at 7:23 pm. Director John Stiteler was not present.

#### PRESIDENT'S COMMENTS

President Jernigan extended a welcome to the Board's newest member, Matthew Reid. NCA is glad to have him and fresh ideas. Matthew has lived here over two years. He runs a UPS store. He started coming to the meetings a few months ago. He found them interesting and wanted to participate more fully.

#### APPROVAL OF MINUTES

President Jernigan made a motion to accept the minutes of the October 5, 2011 meeting. Secretary Smith seconded the motion. Vote: 4 yes.

#### HEARINGS

Lot 521, 525 and 581 were not in attendance for hearings.

#### COMMUNITY FORUM

A resident commented on the spacing problem in the newsletter. This possibly occurred after it was proofed and the document was converted from a .pub format to a .pdf format.

A resident commented on the difficulty of getting a refrigerator removed. Residents should call the office. The CM has helpful information.

#### COMMITTEE/BUSINESS REPORTS

##### Treasurer's Report

Treasurer Whitt noted that the CPI-U, which guides the maximum NCA assessments may be raised and some contract increases, was up to 3.74% for September. During the report a question arose concerning a bank fee and how those concerns should be addressed. President Jernigan emphasized that those concerns should be brought to the board's attention and that the CM should be the primary point of contact for banking matters. Some accounts are Summit accounts and not NCA accounts.

. Treasurer Whitt noted the \$1400 correction for money taken from the reserve account instead of the operating account had not been corrected by the end of September. The CM was able to provide information through her online access to the bank account showing the correction had been made. Sending the CM an email should be the first step for getting answers to these type questions.

##### Planning and Development, Lou Tobat

Lou provided an overview of the meeting held at Saratoga Elementary regarding the widening of Rolling Road and the Barta Road park and ride. Supervisor Hyland was there as well as Delegate Watts. A contract has already been signed for the construction of the garage. There is a survey and a follow up meeting in January. President Jernigan has survey questions and will send to the Board. The Board will put a survey in the next newsletter. **MORE COMMUNITY INVOLVEMENT IS NEEDED.** Signs will be put out for the January meeting. The design phase of the widening of Rolling Road is complete and was funded by DOD. The project will take mostly NCA land, not across the street, and NCA homes close to Rolling Road will be significantly affected. It was stated at the meeting that

Rolling is considered a commercial street, not a residential street. An easement runs through the NCA pool.

### Community Manager (CM) Report, Lori Randall

- *General*
  1. *NCA Vehicle Tickets: 0*
  2. *Disclosure inspection(s): 8319 Moline*
  3. *Exterior Project Requests: 2 (plus response from County regarding light fixtures)*
  
- *Complaints/Issues/Comments*
  1. *Ballfield backstop needs to be repaired.*
  2. *Thank you from resident for the garden at the entrance to pool. He enjoys seeing improvements in the community.*
  3. *Plants in front of home were knocked over and has issues with noise late at night. Suggested she research County laws on noise and I would put an article in the newsletter.*
  4. *Kids playing in the middle of Brandeis Way continues to be a problem. Children do not move when a car comes through. Response: If multiple residents are willing to put it in writing, NCA will send out violation letter that actions are a nuisance to the community.*
  5. *Thank you from resident for the renovated path behind Godolphin. They did a great job. Old pipe still needs to be removed.*
  6. *Completed and submitted Fairfax County neighborhood enhancement grant application.*
  7. *Someone drove on common grounds behind Moline homes and ran into an electrical box. Police and fire were called and reported a Jeep Wrangler. Took 10 hours to get power back. Grounds behind Euclid and Getty were significantly torn up as well. Other residents have stated they've seen an ATV vehicle in this area on common grounds.*
  8. *Resident recommends NCA revise Covenants to allow political signs in front yards.*
  9. *Dominion subcontractor drove and parked on common grounds (in the rain) to deal with oil leak from electrical box repair that was very close to a storm drain.*
  10. *Process for paying to have a common grounds tree removed.*
  11. *Daughter trips over roots on common grounds and could sue us if she gets hurt.*

### GENERAL BUSINESS -- Old

2012 Draft Budget – Director Reid made a motion to accept the 2012 budget as presented in the newsletter. Secretary Smith seconded the motion. Vote 5 yes.

Architectural Violation Question to the Board – The resident, whose exterior project request was denied, would like clarification from the Board on exactly what would need to be changed regarding his patio and fence (handrail) in order for it to be approved. In a phone call he has stated he has spent a lot of money on the project and wouldn't want to remove it all, if possible. The CM will start a detailed list of concerns with the project and forward them to the Board so they may comment or add to the list. One concern that should be noted is whether having the entire back yard converted to a patio causes any water run off towards the neighbor's property. Also handrails are not a fence. What is currently around the patio does not conform to the Architectural Standard's requirements for a fence.

Analysis of Attorney Status Report – Treasurer Whitt presented the Board with a spreadsheet of numbers taken from the collection attorney's monthly status report. The concern is that the balance from the previous report, plus new legal fees and new assessments does not equal the balance on the report. The CM explained that they will never balance because interest is in the total balance but not

the other columns. The Board wants to know why. The spreadsheet also included the amount, per collection case, the attorney has billed to NCA. The number is always different than the amount of legal fees listed on the status report. The CM will contact the attorney with these questions. President Jernigan and Treasurer Whitt had a discussion on the details of the NCA attorney invoices. The discussion concluded with no one having concerns with the attorney's work on NCA's collection cases.

#### GENERAL BUSINESS -- New

2011 Budget Balance – The CM has reviewed the 2011 budget. Based on anticipated expenses through the end of the year, she foresees being \$12,000 over budget. If there are no snow expenses in December, it will be \$16,000. One of the main contributors to the budget overage is bad debt expense. She will have an updated forecast next month. Even though NCA has already exceeded their tree removal budget line, she recommended NCA spend \$2500 on dead tree and branch removals. Secretary Smith made a motion to spend a maximum \$2500 on the trees that were recommended. Director Brustman seconded the motion. Vote: 5 yes. Treasurer Whitt would like an understanding of why the financials show \$2647 in bad debt expenses for the year, but the Board has approved \$7436 in write offs in 2011.

Request to Remove a Tree at Owner's Expense – A resident provided the Board with a written request to remove two trees from NCA common grounds at her own expense. These trees are approximately four feet behind her property line and she feels they are a safety concern despite being healthy trees. The trees are in the woods and there would be no negative effect to the community. She provided written approval from her neighbors, per the NCA Tree and Shrub Maintenance Policy. The trees would be cut and left on the forest floor just as NCA would do. Stumps would be cut flush to the ground. The quote is from a licensed and insured tree company. Director Brustman made a motion to allow the resident to remove the trees at her expense. President Jernigan seconded the motion. Discussion continued about NCA's liability if they did not approve the request. Other concerns were that the tree was not large enough to be properly cut starting at the top and if downing the tree would damage other trees in the woods. The Board wanted assurances on these two concerns from the tree contractor. Board members were expected to go see the trees which the CM will tape off. Vote: 5 no. Motion failed.

Snow Removal Contract – Secretary Smith made a motion to renew our snow removal contract with Springfield Lawn. Director Brustman seconded the motion. Vote 5 yes.

The Board adjourned to Executive Session for a quick discussion on hearings.

Regarding Lots 521, 525, and 581, President Jernigan made a motion to assess a \$50 charge for trash violations. Director Brustman seconded the motion. Vote: 5 yes.

The meeting adjourned at 9:55 pm by a motion from Secretary Smith with a second from Director Reid.