

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – December 7, 2011
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:02 pm President Sarah Jernigan called the meeting to order. Other board members present were Vice President Kirk Brustman, Treasurer Louise Whitt, Director John Stiteler and Secretary Mike Smith. Director Matthew Reid was not present.

PRESIDENT'S COMMENTS

President Jernigan stated several residents contacted her regarding the Ft. Belvoir survey that did not work. The CM had looked into this and was told there was a deadline for that survey but they would be posting it again. President Jernigan also stated she would not be at the NCA holiday party but hoped other board members would be able to make it.

APPROVAL OF MINUTES

Secretary Smith made a motion to accept the minutes of the November 2, 2011 meeting. Vice President Brustman seconded the motion. Vote: 4 yes, 1 abstain.

HEARINGS

Lot 394 and 409 were not in attendance for hearings. Lot 437 was in attendance.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report

Treasurer Whitt noted that it would be helpful to have any updated Maintenance Committee report before her quarterly report which is due next month. The Maintenance Committee will meet Wednesday, December 14th at 7 p.m. at the pool house. Treasurer Whitt also asked if Summit prepared monthly aged balances reports. She didn't receive those last month.

Planning and Development, Lou Tobat

Lou recommended that the Board have a Liaison for Planning and Development and thought Vice President Brustman would be best and praised his article in the newsletter. Vice President Brustman said he would be willing to be the Liaison. The link in the newsletter for a survey was for Ft. Belvoir proper because of all the planning and development there. The survey that NCA residents need to send back will be put in the January newsletter.

Community Manager (CM) Report, Lori Randall

- *General*
 1. *NCA Vehicle Tickets:*
 2. *Disclosure inspection(s): 7855 Godolphin*
 3. *Exterior Project Requests:*
 4. *Lost power in office. Called electrician. Problem was not internal and was fixed by Dominion Power.*
 5. *Investigated difference between write offs for 2011 and bad debt expense.*
 6. *VA CIC Annual Renewal complete.*
 7. *Follow up with collections attorney on Board questions. Notes prepared.*

- *Complaints/Issues/Comments*
 1. *ATV continues to drive all over common grounds around Euclid and Getty as well as ballfield. Is tearing up common grounds. No one has seen where he is coming from. Some residents have stopped and talked to him and he said he has right to drive where he wants.*

2. *Resident would like Board to remove a common grounds tree whose roots are considered a tripping hazard.*
3. *Resident would like to do some landscaping on common grounds, slate border and lirope bed.*
4. *Leaves should be removed sooner from parking spaces.*
5. *Resident would like permission to park taxi in parking space because of vandalism when parked on Delong. Second call about taxi being shrink wrapped. Did call the police.*
6. *Resident reported suspicious activity involving someone talking to children near a bus stop. Resident felt if CM was willing to flyer an NCA street regarding kids playing in the street, then she should be willing to put flyers on everyone's door regarding this concern. This is not an issue for the HOA community office to handle. It is a police matter.*

The CM explained that the difference between the write offs approved by the Board on page two of the agenda and the amount of bad debt written off in 2011 is due to the Board postponing approving some bad debt that was applied to the December 2010 financials until the new collection attorney had an opportunity to review the cases and make a recommendation.

The CM also informed the Board that all leaf removal is completed, the holiday party is still planned for the 16th at Saratoga Elementary and she has revised pool rules to distribute to everyone. The Board needs to review and provide comment on the pool rules by December 21st so that all comments can be placed in one document for the Board to review at the January meeting. The pool rules need to be adopted at the February meeting so they can be included in the March newsletter with the pool applications.

GENERAL BUSINESS -- Old

Architectural Violation Question to the Board – The resident, whose exterior project request was denied, was in attendance regarding 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. The Board agreed the handrail needed to be converted to a properly ground mounted four foot, board on board fence; exterior edges of patio cleaned up; and all fencing must be inside property line. The project deadline is March 15, 2012.

Analysis of Attorney Status Report –The Board wanted to know why the numbers on the monthly status reports do not add up. The CM contacted the attorney with their questions. He stated that the status report's purpose is to provide a narrative history. It is not designed to be an accounting tool. A majority of the Board was comfortable with the explanation provided.

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. The CM had some recommendations on using the excess funds for common grounds improvements which included perimeter control around some hidden storm drains on Moline Place, turf renovations outlined in a three year portrait from Blade Runners, replacing rusted doors at the pool house and more tree removals from annual tree inspection reports. There was a discussion on using operating funds for reserve items. President Jernigan made a motion to spend \$14,000 on three projects, drain clearing, turf renovation and pool doors. Secretary Smith seconded the motion. Vote 4 yes, 1 no. The CM will wait until the last week of the month before committing all funds just in case a situation arises that the money will be needed.

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 Board had concerns that the tree was not large enough to be properly cut starting at the top and that downing the tree would damage other trees in the woods. The resident provided a new proposal explaining how the tree would be cut. President Jernigan made a motion to allow the resident to remove the tree at her expense due to the threat/proximity of the tree to her home. Vice President Jernigan seconded the motion. Vote: 5 yes.

GENERAL BUSINESS -- New

Request to Remove a Tree at Owner's Expense – A resident would like permission from the Board to remove the large pine to the right of the entrance of Brandeis Way. She felt the roots were a safety hazard. This tree is in an open area and not within striking distance of any homes. The Board discussed the resident's options to propose some other alternatives to fixing the root issue such as adding dirt or mulch. President Jernigan made a motion to deny the request. Director Stiteler seconded the motion. Vote: 5 yes.

Towing Contract – President Jernigan made a motion to continue with Dominion Towing. Secretary Smith seconded the motion. Vote: 5 yes.

Rule Violation Conclusion – A resident was put on notice that charges would begin and continue at \$10 per day until a violation was corrected. The resident forwarded an email dated November 9th stating everything had been cleaned up. The CM has confirmed that the back porch is cleared of all trash. Vice President Brustman made a motion to charge the resident through the date of the email, \$210. Treasurer Whitt seconded the motion. Vote: 5 yes.

Request to make common grounds improvements at owner's expense – A resident would like to add a flagstone garden border along the edge of the woods next to her home and add a pachysandra or lirope bed to the hill that is eroding away. The Board wanted more details. They were concerned about the height of the border and if the pachysandra would eliminate access to and from the back of the homes along that section. They are requesting landscaping drawings before they make a final decision.

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

Regarding Lots 394 and 409 President Jernigan made a motion to assess a \$50 charge for trash violations. Secretary Smith seconded the motion. Vote: 5 yes.

Regarding Lot 437 President Jernigan made a motion to assess a \$50 charge for a rule violation. Vice President Brustman seconded the motion. Vote: 5 yes.

President Jernigan made a motion to approve Christmas bonuses for the community managers. Treasurer Whitt seconded the motion. Vote: 5 yes.

The meeting adjourned at 10:29 pm by a motion from Treasurer Whitt with a second from Secretary Smith