

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – April 4, 2012  
DRAFT Minutes of the Meeting – NCA Pool House Meeting Room

At 7:07 pm President Sarah Jernigan called the meeting to order. Board members present were President Sarah Jernigan, Secretary Mike Smith, Treasurer Louise Whitt and Director John Stiteler. Director Matthew Reid arrived at 7:35 pm.

#### APPROVAL OF MINUTES

President Jernigan made a motion to accept the minutes of the February 1, 2012 meeting. Secretary Smith seconded the motion. Vote: 3 yes, 1 abstain. Motion passed. The Board was not prepared to vote on the minutes of the March 7<sup>th</sup> meeting.

#### COMMUNITY FORUM

A resident sent the Board an email regarding the pine tree on the side of his house which is partially on NCA common grounds. He stated the tree is affecting his fence, roof and foundation. He felt that since the builder probably installed the trees and NCA had done some branch pruning in the past, they should be obligated to help pay for its removal. Based on the existing Tree Policy, the resident may remove the tree since it is on his property. If the tree were on NCA property, the precedent is not to remove healthy trees. The Board will discuss this further after executive session, make a decision and get back to him next week.

A resident is concerned about how muddy the common grounds are behind several homes on Moline. The Community Manager (CM) will look at it. He informed the Board that when he purchased the house his insurance company was concerned about the size of the tree next door. The resident also felt that with the amount of open area in the community, there would be space for a dog park. There are liability, monitoring and clean up issues but the resident was encouraged to research the idea and present his information to the Board.

A resident felt she was unfairly towed. The contractor will tow for expired tags, expired inspection stickers and obscured tags. Also the front and back tags must match and a tag frame must not obscure the expiration date.

A resident attended the West Springfield Citizen Advisory Committee and gave a summary of area crimes.

#### COMMITTEE/BUSINESS REPORTS

##### Treasurer's Report, Louse Whitt

The promotional rate for the Virginia Commerce Bank savings account expired and is now at .4% interest. CPI-U is up and will be monitored for budget purposes. The CM was asked to run an article in the next newsletter regarding volunteering for the Budget Committee.

##### Planning and Development, Lou Tobat

There is a meeting scheduled for Thursday, April 19<sup>th</sup> with Supervisor Hyland to discuss the widening of Rolling Road. It is very important that residents of NCA attend and voice their concerns. After the meeting last October, the plans have been revised to lessen the impact on NCA's pool. Director Stiteler attended the Rolling Road Committee meeting and the meeting to provide an update on Phase 3 of the parkway. The design phase will not be complete until 2013 and there is optimism that it will be a low priority for funding on the County's Comprehensive Plan. All BRAC is money used. John will continue to represent NCA at Rolling Road Committee meetings.

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

- *General*
  1. *NCA Vehicle Tickets: 1*
  2. *Disclosure inspection(s): 8459 Kitchener*
  3. *Exterior Project Requests: 2*
  4. *Men's pool house shower stall project complete. \$3220 of \$3500 budget.*
  5. *Mailbox landings finished throughout the community. (Sarah had wanted to say something about this at last meeting)*
  6. *Swing set on Northumberland – middle post is very loose but two side posts are very sturdy. NCA should probably look into replacement since this is a reoccurring problem.*
  7. *Egg Hunt on March 31<sup>st</sup>.*
  8. *Planned upkeep of area outside pool doors around electrical boxes – adding stone.*
  9. *Crime in area forwarded to residents on NCA's email distribution list.*
  
- *Resident Complaints/Issues/Comments*
  1. *Dead tree at corner of Euclid and Euclid needs to be removed. Done.*
  2. *Tree branches fallen in parking space and on back deck of home on Euclid*
  3. *Common grounds improvements suggestion: cover common ground tree roots on Brandeis with mulch*
  4. *Would like NCA to send a letter to Hyland's office thanking them for the speedy repair of the Pohick Creek Trail.*
  5. *Quarterly assessment invoices are late.*
  6. *A resident is walking the community and providing the office feedback on architectural violations they see.*
  7. *Resident driving erratically hit a watch light and knocked it down on Lemoyne. Repair called in to Dominion.*
  8. *Long time use of visitor/blank spaces.*
  9. *Bulk trash not being picked up.*

Additionally, the CM has received calls on commercial vehicles that are parked on Delong Drive by people who don't live in this community and a request to store kayaks in the fenced enclosure. She stated the engineer has been out to perform field work on Durer Court. There will be more focus on concrete repair than asphalt repair on that street. She will be getting a plumber to look at the pool house water heater that started leaking last year. Pictures of improvements made to common grounds around Gwynedd were shown to the Board. She has information for the Board to review regarding signage in the NCA meeting room.

Two violations in the single family section were provided to the CM for follow-up.

A board member suggested that with all the recent crime in the area that we place another article in the newsletter to see if there is interest in starting up the Neighborhood Watch program.

#### GENERAL BUSINESS -- Old

Security cameras on Resident's Homes – The CM drafted two policies for the Architectural Standards. There was debate on whether the policy should state they are not permitted or allow them if they are inconspicuous. The discussion will be postponed until every Board member has had a chance to give their opinion.

Provision for Doubtful Accounts – The Board reviewed the information they had been provided. Treasurer Whitt made a motion to increase the Provision for Doubtful Accounts to \$17,000 and review delinquencies again in six months. Director Reid seconded the motion. Vote: 5 yes. Treasurer Whitt will also develop a new policy regarding the Board taking a more active role in an annual review for identifying doubtful accounts.

Violations of NCA governing documents and policies in a Disclosure Packet – The Board discussed this topic and the application of POA 55-509.6(k). At this time there doesn't seem to be a problem that the Board feels needs to be explored further.

Engineer's Response (s-turn) – Last month the Board read the notes of a conversation the CM had with Greg Budnik of GJB Engineering regarding the erosion of the stream bed that is now too close to the walking path. The Board would like more information on the codes for stream crossings on the path. They believe a written report with a recommendation on how to proceed is best and would like to know how many hours that would take. The CM did not get a chance to discuss this request with the engineer. The topic will be postponed until next month.

#### GENERAL BUSINESS -- New

Books and Records Policy – NCA's attorney informed the Board of a change to the POA act that requires a written schedule of charges for providing access to NCA's books and records. A draft was provided. Director Reid made a motion to accept the policy with a cost of ten cents per page. Secretary Smith seconded the motion. Vote: 5 yes.

The Board adjourned to Executive Session at 9:14 pm.

The Board discussed a residents request regarding the removal of a pine tree that is partially on common ground. Director Stiteler made a motion to pay half of the cost of removing the tree. Director Reid seconded the motion. Vote: 2 yes, 3 no. Motion did not pass. Treasurer Whitt made a motion to advise the owner that he may remove a tree that is on his property. Secretary Smith seconded the motion. Vote: 5 yes.

Regarding the issue of a resident who wants to store his kayak in the pool parking lot's fenced enclosure, Director Reid made a motion to advise the resident that in accordance with Pool Parking Lot Policy, he cannot store the kayak at the RV lot unless they are on a licensed trailer and there is space available. Director Stiteler seconded the motion. Vote: 5 yes.

The Board reviewed information on signage for the community room. President Jernigan made a motion to spend up to \$375 for two signs for the meeting room. Director Stiteler seconded the motion. Vote: 5 yes.

Secretary Smith made a motion to adjourn the meeting at 10:00 pm. President Jernigan seconded it. Vote: 5 yes.