

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – October 3, 2012  
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:00 pm President Sarah Jernigan called the meeting to order. Board members present were President Sarah Jernigan, Vice President Mike Smith, Secretary Beth Rodriguez, Treasurer Louise Whitt, and Director Matthew Reid.

#### APPROVAL OF MINUTES

President Jernigan made a motion to accept the minutes of the August 9, 2012 annual Board meeting with amendments. Secretary Rodriguez seconded the motion. Vote 4 yes, 1 abstain. Vice President Smith made a motion to accept the minutes of the September 9, 2012 monthly Board meeting. Director Reid seconded the motion. Vote: 5 yes.

#### EMAIL VOTES CONDUCTED BETWEEN MEETINGS

In addition to all concrete and asphalt work done on Durer Court, at the engineer's recommendation the Board considered repairing concrete curb and gutter in front of 8419/18 Red Ash Court. Email vote to spend \$4,500 for the concrete repair and tree removal in front of 8419/18 Red Ash Court. Vote: 5 yes.

#### RESIDENT'S OPPORTUNITY FOR A HEARING ON RULES VIOLATIONS

Lot 74 and 445 were not in attendance for rule violations. Lot 608 stated he made an error due to his eye surgery that day. Lot 437 understands he needs to take care of the architectural violations on his property and asked for an additional 30 days.

#### COMMUNITY FORUM

Vice President Smith offered to write an article about snakes and which ones were indigenous to Virginia and how the identities of some are mistaken. The CM mentioned this could be interpreted as argumentative and should probably not be discussed further. This led to a discussion and disagreement on the appropriateness of the CM distributing a flyer to the residents of Lemoyne after reports of baby copperheads were brought to the attention of the community office.

A resident on Durer Court noted that they no longer have a walking path from the sidewalk to the new mailbox landing. President Jernigan explained this is consistent with all other mailbox landings in the community and that NCA will wait to see if the grass grows in this area before deciding on whether to add a walkway.

#### COMMITTEE/BUSINESS REPORTS

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

The Board met on September 21<sup>st</sup> at 7:30 pm to do a line by line review of the budget. The draft budget will be discussed as part of the regular agenda.

##### Planning and Development, Lou Tobat

Lou informed the Board that the ramp to I-95 South by the McDonalds on Alban Road will be closed to build a reversible flyover bridge. He stated that widening Alban is #46 on the Virginia's road widening plans and Rolling Road at Old Keene is #53 but our section of Rolling Road is not on the plan. The park and ride at Barta and Rolling is in progress. This is not a garage, but a single level parking lot. President Jernigan stated three office buildings are expected to be built in Kingstowne behind the movie theatre.

## Neighborhood Watch, Mike Smith

There seems to be no interest in the community to re-establish Neighborhood Watch patrols.

## Community Manager (CM) Report, Lori Randall

### *General*

- *NCA Vehicle Tickets: 1*
- *Disclosure inspection(s): 8258 Getty, 7892 Godolphin*
- *Exterior Project Requests: 3*
- *Contacted Fairfax Water Authority for condition of Brandeis Way after water leak and to raise water turn off valves to ground level on Durer. Water Authority took care of both issues.*
- *Income taxes signed and returned.*
- *Continue to coordinate completion of additional items on Durer Court project and add new repair of curb and gutter around 8419/18 Red Ash Court.*
- *Move forward with engineer on RFP for path renovation mainly to re-route path that is too close to stream bank and get bids on new fair weather crossings. Met and walked path. Some issues were noted by the engineer. CM cleared two culverts of debris and shoveled sediment and pebbles off of path that were brought to her attention.*
- *Trying to get Saratoga Elementary for annual Holiday party but girl scouts have every Friday through end of December reserved.*
- *Renewed audit contract with Ahlberg and Company. Jim Ahlberg has retired. Will keep price the same this year but NCA could expect a 10% increase each year.*
- *Mailbox on Euclid knocked over. Reported to USPS and repaired.*

### *Resident Complaints/Issues/Comments*

- *Dog poop in front yard on Brandeis. Seemed to stop for a while, but happening again.*
- *Recommended that arrows be painted on the ground on Durer court to emphasize it is a one way street.*
- *Resident was unable to reach Summit by phone so he was late with his assessment payment. Feels he should not have to pay \$10 late fee.*
- *Residents continue to report kids playing in street on Brandeis and Gwynedd that don't move for cars and that 'kids at play' signs are put in streets.*
- *Resident stated there are water moccasins in Virginia and a lot of snakes, including copperheads, have been seen on LeMoyne recently. CM put a flyer out on LeMoyne because of reports of 4 copperheads to community office.*

The CM will put the topic of one way streets on next month's agenda.

The 14<sup>th</sup> of December has been reserved for the annual Holiday party.

Several residents have asked the CM if they can get the contractor who has done some concrete work throughout the community to replace their lead-in sidewalks. This would be a time consuming task to coordinate so the CM asked the Board if they would like her to pursue this effort. The topic will be added to next month's agenda.

The CM asked the Board to formulate a position for dealing with children that play in NCA streets. Residents complain that they don't move. The Board stated they will react if more than one resident signs a petition documenting their complaint.

## GENERAL BUSINESS -- Old

Pool- The pool contractor provided several quotes for the board's consideration. The contractor is concerned that the last white coat was not done well and that the pool could benefit from a cover. Mark

Perri of Titan was at the meeting to discuss these topics. He explained that the existing white coat is very thin in certain areas of the pool which has resulted in cracks and bubbling. After cleaning and filling, the pool has been drained to patch these problems each of the last two years. He said in some areas you can see the bond coat which goes on top of the old plaster as a bonding agent for the new white coat. Life span of a white coat without a cover is seven to eight years. Leaves stain the coat and the acid wash in the Spring wears down the coat. An uncovered pool could be more of an insurance liability. A cover is custom made to each pool and would take two to three weeks to order. Covers block sunlight which prevents algae. There is space in the pump room to store the cover in the Summer. It is attached to the deck every two feet with anchors drilled into the concrete. A cover is mesh canvas, sits on top of the water and can hold a lot of weight. Water drains through it. No cleaning of the cover is needed. Covers are installed two to three weeks after pool is closed and pool is not drained. Covers should last ten to twelve years. White coat can be done in Fall or early Spring. Of the two items he is recommending, he thinks NCA should get the cover first, replace the white coat second. There will be no additional charges from Titan to install the cover every year. 80% of the pools he has a contract with have a cover. The Board thanked Mark for all the information and let him know the residents have been happy with Titan's service. Each board member expressed their opinion on pool covers. The Maintenance Committee will include these projects when developing its plans for reserve spending in 2013 and beyond.

2011 Draft Audit – At the last monthly meeting, Treasurer Whitt wanted a detailed explanation of the \$3k adjustment reducing the provision for doubtful accounts since it does not agree with the amount of write offs the Board approved last year. An explanation was provided. Secretary Rodriguez made a motion to accept the audit as presented. Director Reid seconded the motion. Vote: 5 yes.

2013 Draft Budget – (CM job description, internet usage) The Board reviewed the draft budget. No changes had been made from the prior meeting since there were outstanding questions. The CM was asked about curb painting and mailbox landing lines as well as architectural inspections, recreation-youth activities, newsletter printing, office equipment, office supplies and printing in the office. Treasurer Whitt presented a written analysis of the CM and Assistant CM's salaries. The Assistant CM line was revised from a previous analysis and it was agreed that line needed to be increased. The CM was asked to explain why more was spent from the CM budget line than the analysis calculated. The Board was given a copy of the CM's job description and it was explained that she works more than the posted office hours but the Board should be referring to history of usage of the expense line to figure out what the line needed to be at, not what duties are performed. President Jernigan explained that the CM is paid to manage contracts and projects and use her judgment to manage the community without the Board being involved in the day to day operations. The discussion continued regarding what the CM did beyond office hours at which point the CM informed the Board that the conversation was personal and offensive with everyone talking about her in front of her and because the budget committee had decreased the CM's expense line the largest dollar decrease of any line in the entire budget. She stated she works what needs to be done to make sure the community is running smoothly and often works from home, checking emails, without recording any hours because she cares about her job and doing the best she can. She informed members of the Board that she would go to the Durer Court project at all hours of the morning and night to make sure things were running smoothly and handicap signs were left alone. A board member felt the CM should not work more than her posted hours but President Jernigan stated the Board would have to pick up the slack. The CM felt the line of questioning suggested that certain Board members do not trust her and too much time was being focused on analyzing her hours when there were several other budget lines over budgeted that could have been analyzed. She was asked many budget questions prior to this meeting but was not asked one question about her tasks and hours prior to the analysis being prepared. Vice President Smith felt that

the CM expense line should not be increased and that merit increases and bonuses were expected and unjustified when others aren't getting them. A majority agreed to a \$1,000 budget line increase for the CM expense. The Board moved on to discussions of the snow line which was significantly reduced, payroll taxes and income taxes. With all revisions, the budget changes resulted in a .7% increase for the town homes and a .6% increase for the single family homes. The maximum allowed based on CPI-U August figures is 1.7%.

#### GENERAL BUSINESS – New

Common Grounds Improvements – Install shutters on office, removal of shrubs at Lemoyne, flag pole. There is \$5,300 left in common grounds improvement line for this year. The CM recommended that the Board approve the expenditure of \$450 to install shutters on the office windows since shutters are required in most sections of the community. She also recommended that 20 plus arborvitae bushes on Delong Drive between Lemoyne and Lemoyne be removed, add mulch and some smaller plants. This area is often complained about because the bushes extend over the sidewalk. She would have the work done in pieces with an expected cost of \$2,000 to remove the bushes and another \$1,000 to add new plants. Her last recommendation was for the addition of a flag pole with solar lighting at the office entrance and a plaque at the base of the flag pole dedicating it to several of the long time volunteers in our community. She was inspired by the dedication of the meeting room to John Nolan and felt NCA should recognize those still around to appreciate the gesture. President Jernigan made a motion to approve \$450 to add window shutters to the office and spend \$3,000 on garden renovation around Lemoyne. Vice President Smith seconded the motion. Vote: 5 yes. Not all board members liked the idea of a flag pole and the subject was tabled until next month. The CM suggested the board members could see one at the Newington Forest office at the corner of Pohick Road and South Run Road.

The Board adjourned to Executive Session at 9:30 pm to discuss rule violation hearings and the recommendation from NCA's attorney on a collection's settlement. The Board returned at 9:55 pm.

Regarding the rule violations on Lot 74 and 445, President Jernigan made a motion to assess a \$50 charge for early trash. Director Reid seconded the motion. Vote: 5 yes.

Regarding the rule violation on Lot 608, President Jernigan made a motion to assess a \$50 charge for early trash. Director Reid seconded the motion. Vote: 5 yes.

Regarding the architectural violations on Lot 437, President Jernigan made a motion to assess a charge of \$10 a day starting November 10<sup>th</sup> and continuing until the violations are corrected. Secretary Rodriguez seconded the motion. Vote: 5 yes.

The Board discussed the collection attorney's recommendation on a delinquent account that had been brought to the Board's attention last month. Vice President Smith made a motion to accept the attorney's recommendation. Secretary Rodriguez seconded the motion. Vote: 3 yes, 2 no. Motion passed.

The Board adjourned the meeting at 10:05 pm.