

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – November 7, 2012
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:04 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.

PRESIDENT'S COMMENTS

NCA had minimal affects from Hurricane Sandy. Several large trees came down and there is very slight damage to the ball field fence and the tot lot between Kitchener and Durer.

APPROVAL OF MINUTES

Director Reid made a motion to accept the minutes of the September 21, 2012 special Board meeting called for the purpose of reviewing the draft 2013 budget. Treasurer Whitt seconded the motion. Vote 5 yes. Director Reid made a motion to accept the minutes of the October 2, 2012 monthly Board meeting with amendments. Secretary Rodriguez seconded the motion. Treasurer Whitt was not happy with the content but provided no changes. Vote: 4 yes, 1 no.

RESIDENT'S OPPORTUNITY FOR A HEARING ON RULES VIOLATIONS

Lot 10, 273, 471, and 138 were not in attendance for rule violations. Lot 245 stated that although Virginia law supports homeowner associations and their rules regarding signs, the board should reconsider enforcing NCA's rules on this matter. He felt other residents had also put signs up and wanted to make sure he was being treated fairly.

COMMUNITY FORUM

A resident commented that although the pavers at the mailbox landings look nice, the mailbox landing on LeMoyne is downhill and the water pools at the pavers. The CM will look at it the next time there is rain.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report, Louse Whitt

Treasurer Whitt provided the Board with a Reserve Fund Status Report showing balances, expected contributions in 2012, approved expenses and actual payments. Approved projects have met or come in under approved amounts. Treasurer Whitt does not recommend moving money from any accounts based on low bank interest rates.

Neighborhood Watch, Mike Smith

There seems to be no interest in the community to re-establish Neighborhood Watch patrols. We will continue to run articles in the newsletter with the hope of patrols in the Spring.

Community Manager (CM) Report, Lori Randall

General

- *NCA Vehicle Tickets: 1*
- *Disclosure inspection(s): 8479 Kitchener, 8444 Kitchener, 8303 Moline, 7766 Euclid*
- *Exterior Project Requests: 3*
- *Yellow gate hit and broken in half*
- *Finished last of 'additional work items' concrete work plus new job on Red Ash. Finished all additional asphalt leveling around new curbs and fixed puddle problem on Moline.*

- *Shutters ordered for pool house and installed (\$425)*
- *Engineer recommended getting crack fill down center of Moline place before winter. Cost would be \$1,000 max and CM approved.*
- *Created survey for Durer Court to provide input on street work.*
- *Hurricane Sandy: trees down, slight damage to ball field fence and tot lot.*
- *Walked RV lot with Sarah – do we want to revise RV lot policy?(issue is lot is used for long term storage, not vehicles that are regularly used)*
- *Re-drain pool at a cost of \$145.*

Resident Complaints/Issues/Comments

- *Tow company inspected under car cover to see if car had expired tags/registration, which it did. Resident doesn't feel this should be allowed.*
- *Resident does not agree with NCA's enforcement of regulation that prohibits signs larger than 1 square foot and does not intend to take down sign. NCA will not take down sign but will follow established process for rule violations.*
- *Car ran into 'yellow curb' sign on Moline knocking it over. Happened in middle of night and car left scene. Sign is fixed.*
- *Written response to board's decision to fine for a trash violation. Wants definition of 'extenuating circumstances'.*
- *Person was towed from another resident's parking space when the property is vacant. Questioned who has the authority to tow from a reserved parking space when the owner is not available and does the towing company verify request comes from an owner or tenant.*
- *Resident on LeMoyne upset with kids playing around parked cars.*
- *Elderly resident wants special consideration if they put their leaves out early.*

The RV lot policy doesn't specifically state that storage is only for those residents that actively use their vehicles. President Jernigan recommends that the policy be updated.

Titan has provided a quote to re-drain the pool. Recommendation is 20 inches below the skimmers and currently sits at 4 inches because of all the recent rain. Secretary Rodriguez made a motion to spend \$145 to re-drain the pool to the level the pool contractor recommends. Vice President Smith seconded the motion. Vote: 5 yes.

During the discussion of towing practices, it was decided that parking spaces/town home streets are the property of the community association and it is acceptable for the towing company to look under covers for expired tags.

After discussions it was concluded that residents should not park in numbered parking spaces without the permission of the individual who has been assigned that parking space even if the property appears vacant.

There was a lengthy discussion on leaf removal in the single family section. Residents in this section have as many as 50 bags filled with leaves. Some board members felt that rules should be enforced but there should be some consideration if leaves are put out one to two days in advance as opposed to five or six. The problems from management's perspective are one, she doesn't know if someone is elderly or not; two, once someone who is being given consideration puts their leaves out then others who don't need special accommodations start putting theirs out; and some residents will comment when they are cited for a violation that there isn't consistency with rule enforcement. The discussion on this topic ended without resolution.

GENERAL BUSINESS -- Old

2013 Draft Budget – The draft budget included in the November newsletter was discussed by the Board. NCA's increase to the budget is regulated by CPI-U which is at 2.2%. The draft budget was held to a .7% increase. One resident commented via email that the exclusion of unnecessary items such as flagpoles, charitable donations, parties and reduced replacements trees could have prevented any increase. As a side note, the Bradford Pear trees in the community that break are not replaced with Bradfords, but Red Spires, a heartier tree but similar in appearance to the Bradford Pear. Director Reid made a motion to accept the 2013 budget as published. President Jernigan seconded the motion. Vote: 5 yes.

NCA streets, One Way Arrows – One resident on Durer expressed concern that no one notices the one way signs on Durer and signs are expensive to install. The CM commented that this has been reported as a problem on Luce and Moline as well. President Jernigan made a motion to paint arrows on one way streets as needed. Motion was seconded by Vice President Smith. Vote: 5 yes.

Lead in sidewalks, Should Office Coordinate Effort? – Board agreed this should not be handled by NCA office.

Common Grounds Improvement, Shrub Clearing at LeMoyne – Last month the CM 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. Last month the Board approved the expenditure, however, she was unable to get quotes to have the bushes removed for less than \$2650. Director Reid made a motion to approve \$2700 for the removal and mulch portion of this common grounds project. Secretary Rodriguez seconded the motion. Vote: 5 yes.

Common Grounds Improvements, Flag Pole – At last month's meeting the CM recommended the addition of a flag pole with solar lighting at the office driveway entrance and a plaque at the base of the flag pole dedicating it to several of the long time volunteers in our community. She felt NCA should recognize those still around to appreciate the gesture. Not everyone likes the idea of a flagpole and there was discussion about dedicating a garden. The topic has been tabled to next Spring.

GENERAL BUSINESS – New

Provision for Doubtful Accounts – The Board considered the calculation that applies to accounts receivables based on their delinquency status to plan for unexpected losses in the upcoming year. The calculation is for \$22,000. The CM noted that half of total receivables has been considered a little high by our auditor in the past. Director Reid made a motion to increase the Provision for Doubtful Accounts by \$7,647.52 to \$22,000 total. This increase will be funded by the Bad Debts expense line. Secretary Rodriguez seconded the motion. Vote: 4 yes, 1 no. After further discussion the Board asked the CM to provide a status on the 10 largest delinquencies for next month's meeting.

Lee High School Donation (ANG) – Every year the Board donates \$100 to Lee High School's All Night Grad Party in support of the high school seniors in our community. President Jernigan made a motion to donate \$100 from NCA's youth activities line. Director Reid seconded the motion. Vote: 5 yes.

Tree Removals – Three very dead oaks are between the homes on Durer and the tot lot. A quote to remove them is \$3600. The CM also recommended that NCA finish removals and prunings outlined by the arborist in his annual report plus one more pruning for a total of \$2542 plus some other work. Director Reid made a motion to spend \$6600 on tree work. Treasurer Whitt seconded the motion. There are still outstanding invoices from the last few months of tree work so there is a chance NCA will exceed its tree labor budget line but there are other budget lines that are under budget such as common grounds improvements and tree replacements to draw from. **Vote: 5 yes.**

Prior to adjourning a resident shared that according to West Springfield Police Community Action reports things have been fairly quiet although there was an assault reported on Edinburg a few months ago similar to assaults in Franconia area.

The Board adjourned to Executive Session at 9:30 pm to discuss rule violation hearings and employee issues. The Board returned at 9:50 pm.

A resident has filed a warrant in small claims court against NCA for the removal of a tree on his property. He felt the community should pay for it. The CM was willing to attend. NCA's attorney stated the case could be moved to District Court if an attorney was going to represent NCA. Secretary Rodriguez made a motion to move the case to district court. Treasurer Whitt seconded the motion. Vote: 5 yes. The Board wants the attorney to seek legal fees incurred in this law suit.

Regarding Lot 299, President Jernigan made a motion that probable cause exists for a hearing on architectural violations. Secretary Rodriguez seconded the motion. Vote: 5 yes.

Lots 10, 273, and 471 had hearings on trash violations. President Jernigan made a motion to assess them \$50 for these violations. Director Reid seconded the motion. Vote: 5 yes.

Lot 138 had a hearing on a rule violation. President Jernigan made a motion to assess \$50 for driving on common grounds. Secretary Rodriguez seconded the motion. Vote: 5 yes.

Regarding Lot 245, Secretary Rodriguez made a motion to assess the resident \$50 for a rule violation of leaving a sign up for public display larger than one square foot. Director Reid seconded the motion. Vote: 5 yes.

Treasurer Whitt stated that in other areas of the County, the police will come out and handle kids playing in the streets if there is a letter on file. The CM is to contact the West Springfield station for more information.

Treasurer Whitt recommended earlier in the month that the Board read an article in the Washington Post about dogs and new laws in Maryland. The subject will be tabled.

The Board adjourned the meeting at 10:00 pm.