

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – December 5, 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

Director Reid made a motion to accept the minutes of the November 7, 2012 monthly Board meeting with amendments. The word 'feels' was changed to 'stated'. Vice President Smith seconded the motion. There was a comment about the minutes being in draft to the residents before the Board approves them. The CM noted that the Virginia POA states draft minutes need to be available to the community before the Board votes on them. Vote: 5 yes.

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

Lot 278, 279, 371 and 299 were not in attendance for rule violation hearings. Lot 148 stated that a relative living with them misunderstood that the trash goes out on Thursday night, not during the day. Lot 308 stated they expected the trash to be picked up Wednesday when it was not picked up on Tuesday due to the storm (Sandy).

#### COMMUNITY FORUM

A resident wanted to know when the tot lot would be fixed. A tree damaged the steps. The play structure is in good condition. Only the steps were ruined.

A resident noted that the Board should convene to Executive Session, not adjourn. He also wanted to know how he could comment on the minutes that are published in the newsletter. Minutes are in the newsletter prior to being posted in the minutes section of the website. The newsletter is posted on the web before distributors get them to everyone's door. If anyone who attended the meeting wants to comment on the minutes, they can send an email to the Community Manager (CM).

A resident noted that the arrows painted on Durer Court to indicate a one way street are 'awesome'. The CM stated that another resident who works for the highways recommended putting a second Do Not Enter sign on Durer and would see if he had an extra. The CM is also going to get the pole fixed that has a One Way arrow on it.

The resident who attends the West Springfield Community Action meetings informed the Board about the car that drove through Terra Grande and Newington Forest shooting car windows with a bb or pellet gun. The community office received this information from the Rolling Road Committee Chairperson and forwarded it on to anyone on NCA's email distribution list.

#### 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. There was discussion on the column showing who approves expenditures.

##### Planning and Development, Lou Tobat

Lou stated that the road surface of Pohick Road from Alban to Rt 1 has been resurfaced and is

significantly improved.

## Community Manager (CM) Report, Lori Randall

### *General*

- *NCA Vehicle Tickets:*
- *Disclosure inspection(s): 8443 Kitchener Drive, 7700 Durer Court*
- *Exterior Project Requests: 2*
- *Durer Court Survey Results: 8*
- *Yellow gate repaired but doesn't align well, difficult to open. **Replacement - \$1500.***
- *Crack fill on Moline down center of street.*
- *2013 annual increase on trash contract is 3%.*
- *Contacted three playground companies. One meeting.*
- *Replaced office copier/printer with a copier purchased a year ago. Discussed removing earthlink account and solely using web address (scheduled for December 20<sup>th</sup>). Technician stated that based on age of office computer soon many institutions will not be compatible. Will definitely need new computer and operating software by 2014.*
- *Annual letter to homeowners went out notifying them of annual assessment increase.*
- *Called West Springfield police station. Will enforce on private streets registration, inspection, and traffic violations, not speeding. Limitations on children playing in street.*

### *Resident Complaints/Issues/Comments*

- *Leaf blowing resulted in leaves on sidewalk and in front yard. (Job wasn't complete)*
- *Tree across path. (Small dead pine in wooded area behind home. Was leaning against another tree and I pushed it down to ground.)*
- *Tree in woods came over and was cut the rest of the way down. Resident asked if hole from where roots came out of ground would be filled. I stated I would go look at it but that we don't maintain the wooded areas that way.*
- *Bushes cleared out from in front of Lemoyne on Delong looks great. Would still like to see more trees removed and bushes pruned low on Brandeis.*
- *NEW ON MONDAY – Resident was towed for expired tags and inspection (10/12). Notice put in window of ordered registration. Can't get safety until registration comes in. Believes tow company prowls and tows too quickly especially for fire lane violations and shouldn't on major holidays.*

One board member has a family member with expertise in computers and will be consulted prior to any new computer being ordered.

### GENERAL BUSINESS -- Old

None

### GENERAL BUSINESS – New

Dog laws/policy – The Board read an article in the Washington Post. A majority felt that it is not NCA's mission to create policy on dogs when the County already has laws.

New gate at pool entrance – Someone broke the yellow gate at the entrance to the pool. The poles were welded back together but it is now very difficult to open the gate. A resident recommended an electronic gate but this could be very costly. The fence contractor will build a new gate at a cost of \$1500. Secretary Rodriguez made a motion to accept the recommendation and spend \$1500. Vice President Smith seconded the motion. Vote: 5 yes. The gates should have reflectors added to it.

The Board convened to Executive Session to discuss rule violation hearings, employee issues, a lawsuit and delinquent accounts with the collection attorney.

Lots 148 and 308 had hearings on trash violations. President Jernigan made a motion to not assess a charge. Vice President Smith seconded the motion. Vote: 4 yes, 1 no

Lots 278, 279 and 371 had hearings for trash violations. Director Reid made a motion to assess a \$50 charge for these violations. President Jernigan seconded the motion. Vote: 5 yes

Lot 299 had a hearing on an architectural violation. All repairs were completed. Director Reid made a motion to not assess a charge. Secretary Rodriguez seconded the motion. Vote: 5 yes.

The resident who filed a warrant in small claims court against NCA for the cost to remove a tree has dropped the case. The Board agreed they will not have legal counsel pursue the case in district court.

Regarding Lot 260, Director Reid made a motion that probable cause exists for a hearing on an architectural violation. Vice President Smith seconded the motion. Vote: 5 yes.

Regarding Lot 264, Director Reid made a motion that probable cause exists for a hearing on an architectural violation. Vice President Smith seconded the motion. Vote: 5 yes.

The Board reviewed a summary of the delinquent accounts the collection attorney is working on. They discussed whether to have a special meeting or add to the next meeting. At next month's meeting they will discuss how to proceed.

Director Reid made a motion to approve Christmas bonuses for the community managers. Bonuses will be paid from the CM and Assistant CM budget lines. Secretary Rodriguez seconded the motion. Vote: 5 yes.

The Board adjourned the meeting at 9:09 pm.