

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – July 11, 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, Secretary Mike Smith, Treasurer Louise Whitt, Director Matthew Reid, and Director John Stiteler.

PRESIDENT'S COMMENTS

President Jernigan felt we got a very good response to the survey. The results were in line with the opinions of other communities along Rolling Road. Thank you to the UPS store in Alexandria for putting so much effort into rectifying the problems with the post office.

APPROVAL OF MINUTES

Treasurer Whitt asked for wording changes regarding the Provision for Doubtful Accounts under Old Business in the June 6th minutes. Treasurer Whitt made a motion to accept the minutes of the June 6, 2012 meeting with changes to the Provision for Doubtful Accounts section under Old Business. Secretary Smith seconded the motion. Vote 5 yes.

HEARINGS

No one from lots 270, 348, 191, 465, 573 or 516 were in attendance for hearings. Lot 575 was in attendance. She stated she was not made aware of the policy by her landlord. It was recommended that trash times be published in the calendar section of the newsletter.

COMMUNITY FORUM

A resident presented the Community Manager with a Recommended Budget Item form and also asked about lifeguard responsibilities of the baby pool. There was no one in the main pool and only one person in the baby pool. No lifeguards were visible. The CM will look into this. Adults are required to be with children in the wading pool area but a lifeguard should have at least been on the deck.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report, Louse Whitt

Treasurer Whitt stated that CPI-U is up 1.6%. The budget committee has had one meeting on the 2013 draft budget. She needs to get the numbers to the CM. Treasurer Whitt wants to know everyone's opinion on funding the eminent domain line now that the plans for the widening of Rolling Road do not include taking part of the pool. The Board needs to send an email to Treasurer Whitt on what they consider the maximum the budget should be increased. Treasurer Whitt had a Reserve Report to distribute. Because no one had an opportunity to review it prior to the meeting, it will be discussed at the next meeting.

Planning and Development, Lou Tobat

Lou Tobat informed everyone the County is changing the Route numbers on the Fairfax County Parkway to reclassify it as a primary street, instead of a secondary street. This will provide opportunities for government funding for repairs and maintenance. There is a meeting on July 18th at 6:30 pm at the Rolling Valley Elementary School to discuss connections/ramps on and off I-95 at the Springfield/Franconia Parkway.

Director Stiteler stated the communities' opinions on the widening of Rolling Road will be formally submitted to Supervisor Hyland. The survey was successful in getting community input.

Neighborhood Watch, Mike Smith

A large fire in a back yard on Euclid was observed, however, incidents like that are not reported to the authorities unless it appears to be a danger to life or property. Things have been quiet during patrols so far. The lack of involvement from the community has been frustrating. Neighborhood Watch needs more visibility.

Community Manager (CM) Report, Lori Randall

General

- *NCA Vehicle Tickets: 3*
- *Disclosure inspection(s): 8493 Kitchener, 8556 Gwynedd*
- *Exterior Project Requests: 4*
- *Generated community survey on widening of Rolling Road, collated and forwarded responses. Problems with post office delivering surveys. Matt put a lot of time in to dealing with the problem which resulted in reimbursement of postage expense.*
- *Patch repair necessary on pool and pool will be closed for two days. Quoted \$450 but ended up repairing more than originally planned, total \$750*
- *Financial audit started.*
- *Prepared draft budget for budget committee*
- *Yellow curb painted on section of Red Ash Court – NEW.*
- *Flyers on Gwynedd where kids are reported playing in street with a plastic man with flag being placed in street.*
- *Overdrew checking account again and have set the account up with overdraft protection.*
- *After vandalism (kicking red drop box off wall) realized that several lights are not coming on at night. Called electrician on these lights and three office lights that are not working properly. \$527 all repairs.*
- *Incidents at pool reported to Board. One resulted in weekend pass revocation and warning. Second resulted in two week pool privilege suspension.*
- *Lack of shade at pool – purchased a shade canopy that residents who want for registered parties can rent. \$15. Dependent on my availability at least until it pays for itself.*
- *Storm damage was minimal. Phones were biggest problem. Contractor wanted to close pool but I took responsibility for it being open. Phone problems were fixed but office phone started not working. All working now.*
- *Renter asked if they can be on Board. Unfortunately no, must be owner.*
- *Trash can at Marconi replaced with new. \$465.*
- *Some computer issues with sending attachments. Seems to be working fine again.*
- *More tree problems reported after storm. (Brandeis, small and dead on fence; Euclid, large broke through fence; Durer, large rotted leaning in another tree)*
- *Yellow curb painting refresher started on Moline. (Bad sections only)*

Resident Complaints/Issues/Comments

- *Community trees around their house need to be trimmed (Marconi)*
- *Tree branches fall on Gazebo. Arborist saw no dead wood in tree to prune.*
- *Concern with health of tree behind their house (Durer). Not on tree list - Looks healthy.*
- *cars with flat tires in street (3 tickets)*
- *Washington Post shopping guide thrown on resident's yards and curbs and gutters – more littering on common grounds than helpful.*
- *Tree branch on Matisse and tree branch on Euclid.*
- *Luce resident parked car on Northumberland which was broken into and the battery stolen.*

- *Language on Adult Social flyer could be prejudicial toward military who don't need VA license. Will change wording.*
- *Boat in RV lot not parked well and left trash. Resident asked to be more attentive to RV lot policies (second notification).*
- *Dog poop complaint on Moline.*
- *Complaint of trash not being picked up on Cushing reported to American Disposal. Resident would not bring back in (per policy) stating it was on a State street and stated no one could touch her trash while out on a state street. Policy will be sent via letter to resident.*

The CM was asked if there are transaction fees associated with the overdraft protection. She didn't expect any but will follow up on that question.

A resident shoved a tree branch into the office gate the morning of the meeting. The incident is on video. This resident was upset that a common ground tree branch had hit her family member's car and that NCA is not responsible for paying for it. The Board told the CM to report this matter to the police since acts of retaliation from residents should not be tolerated.

GENERAL BUSINESS -- Old

Policy on Provisions for Doubtful Accounts – A revised draft of the policy was presented to the Board for vote noting one typo that would be corrected. Secretary Smith made a motion to accept the policy with change. Director Reid seconded the motion. Vote: 5 yes.

GENERAL BUSINESS -- New

Durer Court Repair Project, Engineer's Visit -- President Jernigan asked who performed the asphalt and concrete work on Moline Place in 2008. It was Tibbs Paving. She also asked the engineers if they had a good experience or any concerns with using Tibbs. Greg stated that every project is different and can result in performance issues for different reasons. He recommends asking for three references in the last two months. The engineers would not put a request for proposal out to a contractor they were not comfortable working with. Tibbs has been very competitive in their pricing. He believes the earliest they can start is September and we might want to get on their schedule before signing the contract, if possible. He recommended asking for a two year warranty. Of the three repair options presented in the RFP, Option 2 is recommended for Durer Court. The travel ways and parking bays were defined for the Board. Parking bays are not subjected to the same use and weight issues as the travel thoroughfares. The work performed on Moline is similar to what was outlined in Option 3 but Moline had unique drainage issues and was a very flat street built up with fill dirt when developed. Greg recommended a provision for no more than a 1% grade. Also we should explore the costs to have contractor haul away concrete or haul concrete somewhere else to use for stabilizing the s-turn in the creek bed. Greg welcomed the Board to come to his home where he can show a situation where concrete was used in a creek bed. He also suggested using the concrete as a base with stone on top. Greg was asked what a lead walk was. This is a resident's sidewalk. Sometimes when the common grounds sidewalk is replaced, it affects the elevation of the lead walk and one or more sections will get replaced. There was discussion of handicap ramps. If there is an existing ramp, it will be replaced. If we put new ramps in on one street, we may be expected to put them in on other streets. A handicap ramp will be added at the pool house. One of the mailbox landings on Durer is different from the others even after renovation. The engineer recommended taking a picture of one that is complete and including it in the contract as what you would want it to look like. Minor revisions don't affect contract. The engineer also stated that the streets have nothing to do with water in basements.

Tree Removals – The annual tree inspection was completed by Blade Runners in June. The CM is recommending that all trees assigned a priority one designation be removed since two have been affected by recent storms. Director Reid made a motion to remove all priority one trees at a maximum cost of \$6,000 to include the tree next to the Kitchener tot lot that was only recommended for a pruning but should be considered for a removal. Director Stiteler seconded the motion. Vote 4 yes, 1 no.

CIC Board Complaint Process – Summit Management provided the Board with a generic resolution and attachment to comply with the State's recent requirement that homeowner's associations have written procedures for written complaints regarding violations of common interest community law or regulations. Some minor changes were recommended by the CM. The CM will put the resolution into a draft for the Board to review and vote on.

There was a discussion on what can be included in the minutes, such as lot numbers.

Annual Meeting Elections – There are two positions up for election at the annual meeting. Director's Reid position expires and there is one vacancy that expires. Director Reid has stated he would be interested in continuing to serve on the Board of Directors. Director Stiteler informed the Board that he will be resigning from the Board effective at NCA's annual meeting. He completed the one year of service he agreed to when elected at the annual meeting.

The Board adjourned to Executive Session at 9:35 pm to discuss hearings and returned at 10:17 pm.

Community Manager's Annual Review – President Jernigan distributed to all Board members a copy of everyone's comments on the Community Manager performance for the past year. There were no negative comments. Two board members felt that a 2% increase was sufficient. The CM mentioned the fact that she receives no benefits and only works part time hours. A board member noted that the difference between a 2% increase and 5% increase is \$700 for the year. The Association works on a zero budget basis. The Board increased the community manager's budget line in 2012 by 13% and if her hours aren't changing then the purpose of the increase should be made clear. The CM has received an annual bonus every year. The CM renegotiated two contracts last year that resulted in over \$30,000 in reductions for 2012 and the savings will continue since both were three year contracts. Director Reid made a motion to give the Community Manager a 5% increase to her hourly rate. Director Stiteler seconded the motion. Vote: 3 yes, 2 no. Motion passed.

Regarding Lot 575, President Jernigan made a motion to waive any assessment. Director Reid seconded the motion. Vote: 5 yes.

Regarding Lot 270 and 348. President Jernigan made a motion to assess single offense charge of \$50 for trash violations. Director Reid seconded the motion. Vote: 5 yes.

Regarding Lot 191, 465, 573, and 516 President Jernigan made a motion to assess single offense charge of \$50 for rule violations. Director Reid seconded the motion. Vote: 5 yes.

Regarding Lot 71, Secretary Smith made a motion that there is probable cause for a hearing on rule violations. Director Reid seconded the motion. Vote: 5 yes.

Regarding Lot 262, Director Reid made a motion that there is probable cause for a hearing on rule violations. Treasurer Whitt seconded the motion. Vote: 5 yes.

The Board continued to discuss the Durer Court project. President Jernigan will call the references if the Community Manager can get them to her this week. Treasurer Whitt will review the Moline contract. Additional warranty time will be addressed. Unexpected additional work and costs have occurred on past projects. If the engineers feel additional work needs to be done, the President will be involved and will inform the Board but the Board expects to defer to the expertise of the engineer in these situations. The cost of oil drastically rose in the middle of the Moline street project and this may need to be considered in the next contract. There was discussion on engineer's fees. The CM will provide the Board with engineer's oversight costs on all previous projects. The CM will get from the engineers the amount of concrete debris they expect from the Durer project and the amount of concrete needed for the s-turn project so NCA can incorporate this into the Durer contract. If the references look good, Sarah will contact the Board by email next week to get their agreement to ask Tibbs to lock in a start date for performing Option 2 (travel ways only) plus concrete and additional work outlined in the RFP with a bid of \$142,000.

Secretary Smith made a motion to adjourn the meeting at 11:07 pm. Director Stiteler seconded it.
Vote: 5 yes.