

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – December 4, 2013
Draft Minutes of the Meeting – NCA Pool House Meeting Room

At 7:00 pm President Smith called the meeting to order. Board members present were President Mike Smith, Vice President Beth Rodriguez, Treasurer and Secretary Louise Whitt and Director Chris Hammel. Director Charles Thomas was not in attendance.

PRESIDENT'S REPORT

President Smith stated he hoped his articles and his desire for a sense of community is catching on. He participated in a neighbor's Turkey Trot 5K run/walk that started on Godolphin. The event was well attended and he hopes other areas of the community have similar activities.

APPROVAL OF MINUTES

President Smith made a motion to accept the November 6th monthly Board meeting minutes with amendments to one sentence. Director Hammel seconded the motion. Vote: 4 yes.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report, Louise Whitt

Treasurer Whitt had no report. All Treasurer related topics will be discussed as part of the agenda.

Community Manager (CM) Report, Lori Randall

General

- *NCA Vehicle Tickets: 1*
- *Asphalt paths: No report*
- *Audit Update: Draft received and letter of representation sent back.*
- *Called FCWA on plan for finishing Brandeis. Wanted to investigate on getting a credit for milling/paving. Base asphalt after construction then milling later.*
- *Quote on elevating pears on Delong and Northumberland medians*
- *Tree removal on Brandeis*
- *Purchased laptop*
- *Annual assessment letters went out*
- *Dominion began work on bringing new electrical cable to pool. Broke FIOS line. Working with Verizon to get FIOS back.*

Resident Complaints/Issues/Comments

- *FCWA may have done good job on replacing pipes but road is in bad condition.*
- *Investigate violation charges on an account. Erroneously carried over after sale from previous owner.*
- *Motorcycle parking space still being used by cars.*
- *Vehicles in unmarked spaces and out of state tags still a problem on Kitchener.*
- *Concern with towing of van.*
- *Concern with fixing architectural violation – window replacement.*
- *A neighbor moves this person's recycle bin to front stoop or in parking space after trash is picked up. Wanted office to put something in newsletter to not touch other people's property.*
- *Annual notice of assessment's letter has a typo for Summit's phone number. Number in newsletter and on web are correct.*
- *Has NCA looked at creating a fenced in dog park? Fairfax County offers these facilities so NCA has not pursued due to concerns about clean up and liability.*

The stream crossing repairs have not started yet but could still be done in the winter months. The RFP to repair and replace Red Ash Court and parts of Matisse is still expected from the engineer and the

engineer continues to pursue getting a permit for a bridge over the stream crossing closest to the ball field. The next monthly Board meeting is New Year's Day and the CM is on vacation. She asked the Board if they would like to move it or keep it on the 1st. There are not scheduled hearings to interfere with moving it. The Board agreed to hold the monthly meeting on Wednesday, January 8th. In addition, she reminded the Board of the annual holiday party on Friday, December 13th.

GENERAL BUSINESS – Old

Pruning of Bradford Pears – The CM provided the Board a quote to elevate eleven pear trees on the medians on DeLong and Northumberland. Director Hammel made a motion to accept the proposal of \$675. Vice President Rodriguez seconded the motion. Vote: 4 yes.

GENERAL BUSINESS – New

Political Signage – Last month a resident asked the Board to reconsider enforcement of the rule on signs in the community. Virginia State law allows homeowner associations to regulate the display of signs. NCA's covenants prohibit any sign for public display, other than 'for sale' signs, larger than one square foot. The policy is enforced for all signs, not just political signs. It would be very difficult to get the mandated signatures to revise the covenants but any homeowner may start the process if they choose. The CM will run an article in the September newsletter reminding residents of the policy.

High School Donation – Lee High School is starting its annual campaign to raise funds for the high school senior's All Night Grad Party. Vice President Rodriguez made a motion to send \$125 towards Lee's ANGC from the Youth Activities line in the 2014 budget. Director Hammel seconded the motion. Vote: 4 yes.

Reserve Account Status – Treasurer Whitt reviewed the quarterly Reserve Account Status report with the Board.

Annual Employee Bonuses – Vice President made a motion to extend annual bonuses to the Community Manager and Assistant Community Manager for a total of \$1,500. President Smith seconded the motion. Vote: 4 yes.

Brainstorming –

- With regard to the tennis courts, Vice President Rodriguez asked that since the tennis court's base is asphalt, if we should inquire on whether our street contractor resurfaces tennis courts. The CM will speak to Tibbs Paving and to our engineer.
- As follow up to a conversation last month on use of lot numbers in the minutes, Vice President Rodriguez stated that NCA's covenants address following Robert's Rules of Conduct which state motions made must be written as said. Per Virginia State Law all motions must be made in open session.
- President Smith asked if there was a plan for backing up of documents in the office. The CM copies all computer documents on a disk. She will look in to the cost of having a service do the same.
- Director Hammel asked if there was a reason NCA used a collection's attorney as opposed to a collection agency to collect bad debt. Agencies can be more aggressive and harass people. Also, they focus on the easier collection issues, not the more difficult cases.

At 8 pm the Board convened to Executive Session to discuss a violation.

The Board reconvened to open session at 8:10 pm.

The Board provided some suggestions on fixing a violation that will be passed on to the resident.

There was a discussion on if general counsel should review NCA governing documents regarding assessing violation charges.

The Board adjourned at 8:30 pm.