

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – May 1, 2013
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:03 pm President 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 Matt Reid.

PRESIDENT COMMENTS

President Jernigan asked the Community Manager if the dates and times to pick up pool passes have been well documented. The residents will not be able to pick up pool passes on Memorial Day weekend. Information was in the newsletter and signs will be put out.

APPROVAL OF MINUTES

Director Reid made a motion to accept the April 3, 2013 minutes as written. Vice President Smith seconded the motion. Vote: 5 yes. Director Reid made a motion to accept the April 17, 2013 special board meeting minutes as written. Vice President Smith seconded the motion. Vote: 5 yes.

COMMUNITY FORUM

A resident wanted to comment on his progress in addressing architectural violations. The resident also wanted to know if the board planned to install a walk way from the sidewalk to the mailbox on Durer Court. He offered to perform the labor on such a project. The Board will look at this next month.

Another resident wanted to know the status of updating the tot lot between Luce and Moline. The CM is working with playground installers on new designs and prices. The Board needs to address the safety concerns of the swing sets first but hopes to replace all the structures over the next few years depending on available funds.

COMMITTEE/BUSINESS REPORTS

Treasurers Report, Louise Whitt

Treasurer Whitt shared a reserve fund status report with the Board. She noted that CPI-U is only up .06% and that no one has volunteered to be on the budget committee so she will put the budget together. Vice President Smith will assist her with the budget.

Planning and Development, Lou Tobat

There was a meeting on April 23rd with Senator Barker, Delegate Watts and Marci Hanson of Supervisor Hyland's office. It is expected that after final design, the Widening of Rolling Road project will be put on a shelf. They do hope to correct some sight line issues. Discussion at the meeting included safety concerns on Rolling Road by the new bridge that crosses the Parkway. There was an invitation from the South County Federation to join their organization. This item will be put on NCA agenda next month.

Community Manager (CM) Report, Lori Randall

General

- *NCA Vehicle Tickets: 1*
- *Disclosure inspection(s): 7785 Durer, 7704 Durer, 7756 Euclid*
- *Exterior Project Requests: 4*
- *Contacted second playground company. Received quote for swings and one tot lot structure.*

- *New law allowing late fees on delinquent assessments will go into affect July 1. Attorney is working on revisions to our existing delinquency resolution.*
- *Renovation of garden at entrance to DeLong started.*
- *Easter Egg Hunt had large turn out.*
- *Clean Up Day had a coordinator and was held April 27th.*
- *Pool inventory inspection held - \$1800 in supplies. Pool is running.*

Resident Complaints/Issues/Comments

- *Tree branch too close to house and squirrels get on roof and in attic.*
- *Received architectural violation letter. Violations were noted in disclosure packet but seller did not fix.*

GENERAL BUSINESS – Old

Detailed Delinquency Process – The Board reviewed changes made to the detailed delinquency process. Secretary Rodriguez made a motion to accept the document with minor amendments. Director Reid seconded the motion. Vote: 5 yes.

Delinquent Account Status Response – A majority of the board felt that the collection attorneys are doing what is expected of them. Additionally, the existing status report was sufficient and there was no reason to spend money for a more comprehensive status report. Secretary Rodriguez suggested putting general collection information in the newsletter so owner's have an understanding of the effect of delinquencies on owners and the community. President Jernigan recommend she draft an article for the Board to review. The CM will help her with it.

Path and Stream Crossing RFP – The board authorized an RFP to have more path replacement work done and to have two stream crossing repairs made. There is a section of path that is less than a foot from a deep drop into a stream bed. Both stream crossings are a concern because of the drop off on either side of the path as it crosses the stream and the erosion around the existing crossing. The Board reviewed the bid summary. The cost is significant and it was mentioned that planned expenditures of both installing a pool cover and paving the pool parking lot could wait. They agreed that they need to replace more asphalt paths including a reroute away from the stream bed, modify one stream crossing and replace a second stream crossing with a bridge. Secretary Rodriguez made a motion to accept the bid of Fairfax Paving at \$85,000. Vice President Smith seconded the motion. Vote: 4 yes, 1 no

GENERAL BUSINESS – New

Sidewalk Signs, changeable letters – A resident suggested the board replace hand written poster board signs to the community with more professional looking signs. The CM provided the board with some information on a sign that would hold more words (2 inch letters) than most sidewalk signs. The cost for three signs plus letters was approximately \$500. The board felt the purchase of sidewalk signs was not cost effective.

Replacement Swing Sets – There are safety concerns with two of the three community swing sets. The CM has had a difficult time getting responses from playground companies but obtained quotes to replace the swings plus one tot lot structure behind Durer. The structures are expensive and the Board needs to be prepared that the reserve fund allocation is not sufficient to replace all the structures at all the tot lots. President Jernigan made a motion to accept the proposal to replace just the swing sets in the community at \$9,200. Secretary Rodriguez seconded the motion. Vote: 5 yes.

Water barrel – a resident received a door hanger and notified the office that there is a water barrel in their front yard, not a trash can. This is considered personal property and falls under the rules for such. The water barrel can be placed in the back yard. The CM will make a note to add water barrels into the next revision of the architectural standards that states they must have mosquito netting, be properly hooked up to a downspout and located in the back yard.

At 9:07 pm the Board convened to Executive Session and returned to open session for votes.

Write Off – The NCA attorney for collection matters recommended a write off on a foreclosed property. Director Reid made a motion to accept the recommendation and write off of \$764.73 in delinquent assessments. Secretary Rodriguez seconded the motion. Vote: 5 yes.

The CM did not have pictures of Lot 441's shed so the probable cause vote scheduled will be postponed until next month.

Architectural Violation – Secretary Rodriguez made a motion to assess a resident \$900 (\$10 a day up to 90 days) for architectural violations that were supposed to be fixed by November 12, 2012, and are currently incomplete. Director Reid seconded the motion. Vote: 5 yes.

Employee Annual Reviews – The CM asked the Board for a 4.5% increase for the assistant community manager. Some board members felt this was too high. Director Reid made a motion for a 3% increase. Vice President Smith seconded the motion. Vote: 5 yes. Director Reid made a motion for a 3% increase for the community manager. Secretary Rodriguez seconded the motion. Vote: 3 yes, 2 no.

The Board discussed if the July 3rd meeting should be postponed. It will not be. The Board members were provided an article on a violations case that made it to the Virginia Supreme Court. Treasurer Whitt will research and share information on the affect of the case on NCA.

The Board adjourned at 10:05 pm.