

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – November 5, 2014  
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:00 pm President Michael Smith called the meeting to order. Board members present were President Mike Smith, Treasurer Louise Whitt, and Secretary Chris Hammel (after Approval of the Minutes). Director Kevin Benore was not in attendance.

#### APPROVAL OF MINUTES

Vice President Rodriguez made a motion to accept the September special board meeting to discuss the 2014 draft budget with changes including adding the words 'will' and 'total' to the sixth bulleted paragraph and changing 1.84% to 1.8% in the last paragraph. Treasurer Whitt seconded the motion. Vote: 2 yes, 1 abstain. President Smith made a motion to accept the October 1st monthly board meeting minutes, including Executive Session minutes, as written. Vice President Rodriguez seconded the motion. Vote: 2 yes, 1 abstain.

#### HEARINGS

Lots 101, 52 and 259 were in attendance to discuss their violations. Lot 189 was not in attendance.

#### COMMITTEE/BUSINESS REPORTS

##### Treasurer's Report, Louise Whitt

Treasurer Whitt provided the board members with a Reserve Fund Status report.

##### Community Manager (CM) Report, Lori Randall

###### *General*

- *Disclosure Packets: 7836 Marconi*
- *Asphalt paths/stream crossing update: waiting for county to approve bridge design that rebid path work and both stream crossings*
- *Brandeis Way renovation: bids due 10/15*
- *RV lot renewals.*
- *Pool cover installed. Will need a cart for spring storage and heavy duty straps. Cost approximately \$350.*
- *Spoke to collections attorney about costs of collections. Discussed potential write offs.*
- *Cracks in deck at pool noted by Titan at a cost to repair of \$950.*
- *Laptop needs repair. Ordered new a/c adapter but still not working. Staples states bad motherboard and \$300 to fix. Sending to Toshiba to see what warranty covers and quote of repairs.*
- *Tree removal that was approved at a max of \$3600 was completed at a cost of \$3500 and included an additional pear branch removed, small tree dropped in wooded area and free mulch for an area of common ground that is being renovated into a garden.*
- *An architectural violation has reached maximum charge of \$900. CM reached out to owner, who would like to discuss with the Board.*
- *Special Board meeting to discuss bids on Brandeis street replacement and repair. Agreement to award contract by end of year as costs will be fixed through 5/31/15.*
- *Reserve Study final received.*
- *Reviewed pool phone bill. Starting a new plan that should save us almost \$700 a year.*

###### *Resident Complaints/Issues/Comments*

- *RV on Brandeis*
- *Car towed and extremely upset with policy. Feels he is being targeted.*
- *Information on “Neighborhood Slow Down” program.*
- *Compliments on pool cover*
- *Can something be done about unoccupied homes? They are not maintained well and neighbors end up taking care of the property more than the owners. Can there be a requirement for frequent visits?*
- *Car broken into on Luce. Called police. People are parking and hanging out on Luce Court that do not live there. Often walk down to woods/playground area.*
- *Resident on Luce is feeding stray cats. Can we run article in newsletter on how this attracts rats and raccoons?*
- *Tree down on path*
- *Cars parking in unmarked spaces for weeks at a time*
- *Non-residents are hanging out on Luce Court early in the morning*
- *Resident would like to see maple trees installed where trees were recently removed on Gwynedd*
- *Cars are people choke the intersection of Godolphin and Northumberland dropping their kids off for bus pick up. [Note: resident will call the police on this matter]*
- *Resident believes our commercial vehicle policy changes are inaccurate regarding length and height because they are discriminatory and the County does not enforce the criteria. [Note: I suggested we could move size limitations from commercial policy to NCA parking and towing policy]*
- *Light post on Matisse is out*
- *Trash is put out in plastic bags and cats in area tear them open and leave mess everywhere.*

Treasurer Whitt asked the CM the outcome of her conversation with the attorney about reducing collection costs. The CM did not have her notes with her on that topic and will update the board next month.

#### GENERAL BUSINESS – Old

Architectural Standards, Article VI, Section 22, Windows (include egress) – The board reviewed drafted changes to this section of the Architectural Standards. There was discussion on defining a window as opposed to window pane. The CM will provide new language in the policy for the Board to consider.

2015 Budget – Treasurer Whitt stated the CPI-U was at 1.9% based on September data. Treasurer Whitt made a motion to accept the draft budget as the final for 2015. Vice President Rodriguez seconded the motion. Vote: 4 yes.

RFP for repair and replacement of asphalt and concrete on Brandeis Way – At the October 22<sup>nd</sup> Special Board meeting the Board voted to award Fairfax Paving the Brandeis Paving contract. The CM is in contact with Fairfax to get a contract signed by the end of the year.

#### GENERAL BUSINESS – New

Doubtful Accounts Analysis – Treasurer Whitt provided the Board with an analysis that highlights the loss risk of delinquent accounts. NCA has an \$18,000 balance in doubtful accounts. Write offs for the year totaled \$1,000. Based on currently delinquencies, the analysis shows a recommendation of \$18,000 being set aside for doubtful accounts. Secretary Hammel made a motion to set the Doubtful Account balance at \$18,000 for 2015. Vice President Rodriguez seconded the motion. Vote: 4 yes.

Snow Contract – NCA’s contract with Springfield Lawn is in effect until May of 2016. There is a thirty day termination clause. The board agreed the services provided by Springfield Lawn for snow removal are good and should be continued.

Financial Management Contract – NCA’s contract with Summit Management has a 60 day termination clause. The board agreed the cost and services provided by Summit were good and there was no reason to change financial management contractors.

Preparing Minutes – President Smith said he did not have time to read some of the material provided on the subject of minute preparation and unless someone else could take the lead on researching this topic, he recommended tabling the topic indefinitely.

Employee Compensation Committee Development – This topic is being tabled until next month.

At 8:22 pm President Smith made a motion to convene to executive session to discuss hearings, an appeal, if there is probable cause for hearings, a write off, and the status of a court case. Treasurer Whitt seconded the motion. Vote: 4 yes.

At 8:50 pm President Smith made a motion to reconvene to the regular meeting. Vice President Rodriguez seconded the motion. Vote: 4 yes.

President Smith stated that due to the travel and time spent on both of his properties, the lack of time needed to properly research topics being discussed by the board, and other personal issues. He will be resigning from the NCA Board of Directors effective 12/31/14.

Regarding Lot 189, Vice President Rodriguez made a motion to waive any charges for an architectural violation since the dead tree has been removed. President Smith seconded the motion. Vote: 4 yes.

Regarding Lot 101, Vice President Rodriguez made a motion to waive any charges for an architectural violation since the fence has been fixed. President Smith seconded the motion. Vote: 4 yes.

Regarding Lot 52, Vice President Rodriguez made a motion to assess \$10 for up to 90 days for an architectural violation starting April 1, 2015. President Smith seconded the motion. Vote: 3 yes, 1 no.

Regarding Lot 259, President Smith made a motion to reduce the architectural violation that had reached the maximum \$900 to a single offense charge of \$50 since the paint had been removed from the stoop. Vice President Rodriguez seconded the motion. Vote: 3 yes, 1 no.

Regarding Lot 96, President Smith made a motion that probable cause exists for a hearing. Secretary Hammel seconded the motion. Vote: 4 yes.

Regarding Lot 119, Vice President Rodriguez made a motion that probable cause exists for a hearing. President Smith seconded the motion. Vote: 4 yes.

Regarding Lot 400, Vice President Rodriguez made a motion that probable cause exists for a hearing. President Smith seconded the motion. Vote: 4 yes.

Regarding Lot 488, President Smith made a motion to write off \$665.66 in bad debt from a previous owner, per the attorney’s recommendation. Vice President Rodriguez seconded the motion. Vote: 4 yes.

At 8:56 pm Secretary Hammel made a motion to adjourn. Vice President Rodriguez seconded the motion. Vote: 4 yes.