

NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – December 3, 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, Vice President Rodriguez, Treasurer Louise Whitt, Secretary Chris Hammel, and Director Kevin Benore.

APPROVAL OF MINUTES

President Smith made a motion to accept the October special board meeting to discuss the Brandeis Way street repair contract as written. Treasurer Whitt seconded the motion. Vote: 4 yes, 1 abstain. Vice President Rodriguez made a motion to accept the November 5th monthly board meeting minutes, with a correction to who opened the meeting. Secretary Hammel seconded the motion. Vote: 4 yes, 1 abstain. Secretary Hammel made a motion to accept the November 5th monthly board meeting executive session minutes. Vice President Rodriguez seconded the motion. Vote: 4 yes, 1 abstain.

HEARINGS

Lots 119, 113 and 189 were in attendance to discuss their violations. Lot 96 and 400 were not in attendance.

COMMUNITY FORUM

A resident addressed the Board to appeal the decision to assess a violation charge for putting tree stumps out on common ground. The Board stated they would discuss his request in executive session. President Smith wanted it noted that no one should dump anything into storm drains.

COMMITTEE/BUSINESS REPORTS

Treasurer's Report, Louise Whitt

Nothing new.

Community Manager (CM) Report, Lori Randall

General

- Disclosure Packets: 7712 LeMoyne
- Asphalt paths/stream crossing update: waiting for county to approve bridge design that rebid path work and both stream crossings
- Brandeis Way renovation: review of contract with Fairfax Paving
- Holiday Party is scheduled for Friday, December 19th.
- Two sets of pool lights are out. Will need to have lines dug up in Spring.
- Found bridge a board member mentioned crossing stream on community property. Too big to remove.
- Intermittent problem test signal with security system.
- Working on getting four watchlights fixed by Dominion – long time at Brandeis and Lodge.

Resident Complaints/Issues/Comments

- Some vehicles get notices about blank space parking when others don't
- Items taken from vehicle on Luce. Reported to police.

Regarding the bridge on community property, the CM will put a flyer on the area of homes that may installed the bridge asking for information or the removal of the bridge.

Additionally, the pool contractor informed the CM that in 2015 there is a 15th week between Memorial Day and Labor Day that was not considered when the contract was prepared in 2012. The additional cost for the extra week this summer is \$2500. Secretary Hammel made a motion to approve the additional \$2500 for the pool contract in 2015. Director Benore seconded the motion. Vote: 5 yes.

The CM performed a rough audit of NCA's position by year end 2014 and anticipates approximately \$20,000 in net income as long as there are no surprise expenses (i.e. snowstorms). She usually has recommendations on tree removals or common grounds improvements but does not at this time. She is aware of the need for a cart and straps for the pool cover in the Spring and has asked the board to approve \$360 towards that expense. Vice President Rodriguez made a motion to purchase the cart and straps for \$360. Director Benore seconded the motion. Vote: 5 yes.

Planning and Development, Lou Tobat

The opening to I-95 South regular lanes and HOV lanes will be open soon. EZpass is needed to use the HOV lanes.

GENERAL BUSINESS – Old

Architectural Standards, Article VI, Section 22, Windows (include egress) – The board reviewed drafted changes to this section of the Architectural Standards. The CM shared pictures of variations to the original window styles that exist in the single family section. After a lengthy discussion the Board felt that more information and thought was needed. The subject was tabled to next month.

RFP for repair and replacement of asphalt and concrete on Brandeis Way – The Board reviewed the contract from Fairfax Paving. Vice President Rodriguez made a motion to accept the contract as long as the paragraph from the contractors email stating that the price was fixed until May of 2015 and the entire RFP were addendums to the contract. Director Benore seconded the motion. Vote: 5 yes.

Employee Compensation Committee Development – Vice President Rodriguez made a motion to establish an ad hoc committee for the purpose of developing a written employee compensation plan. Secretary Hammel seconded the motion. Vote: 5 yes. Director Benore is willing to prepare a notice to ask for volunteers for inclusion into the newsletter.

GENERAL BUSINESS – New

Lee High School All Night Grad Party Donation - NCA is asked every year for a donation for Lee's annual ANGP. \$200 is budgeted in the Youth Activities line. Secretary Hammel made a motion to donate \$125 to the ANGP. Vice President Rodriguez seconded the motion. Vote: 5 yes.

Annual Employee Bonuses – Director Benore made a motion to extend annual bonuses to the Community Manager and Assistant Community Manager in an amount that is the same as last year. Vice President Rodriguez seconded the motion. Vote: 5 yes.

Officer Election – Vice President Beth Rodriguez was nominated for the position of President. Vote: 5 yes. Director Benore was nominated for the position of Vice President. Vote: 4 yes, 1 abstain.

Brainstorming – The Community Manager noted that often board discussions include statements about what the community wants and doesn't want. The CM thought maybe we should develop a survey to get opinions on various aspects of managing the community including opinions on violations, newsletter content, and maintenance. The CM will draft a survey. The board was asked to provide input but will be reviewing a draft before it goes out.

At 8:48 pm Director Smith made a motion to convene to executive session to discuss hearings. Vice President Benore seconded the motion. Vote: 5 yes.

At 9:11 pm Director Smith made a motion to reconvene to the regular meeting. President Rodriguez seconded the motion. Vote: 5 yes.

Regarding Lot 96, President Rodriguez made a motion to assess \$10 for up to 90 days for an architectural violation starting in two weeks. Secretary Hammel seconded the motion. Vote: 4 yes, 1 no.

Regarding Lot 119, Director Smith made a motion to assess \$10 for up to 90 days for an architectural violation starting in two weeks. Secretary Hammel seconded the motion. Vote: 4 yes, 1 no

Regarding Lot 400, the board agreed to review emailed pictures of the violation and participate in an email vote. Results will be posted in the next agenda and minutes.

Regarding Lot 113, Secretary Hammel made a motion to assess a \$50 charge for a rule violation. Director Smith seconded the motion. Vote: 4 yes, 1 no.

Regarding Lot 189, the board agreed to review emailed pictures of the violation and participate in an email vote. Results will be posted in the next agenda and minutes

Regarding Lot 45, Secretary Hammel made a motion denying the third appeal and that the previous decision of the Board stands. Vice President Benore seconded the motion. Vote: 4 yes, 1 no.

At 9:20 pm President Rodriguez made a motion to adjourn. Director Smith seconded the motion. Vote: 5 yes.