

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – February 5, 2014  
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 COMMENTS

President Smith stated that he struggles with the tone and mission of his presidency. He prefers a more conversational approach in the meetings and tries to listen to all view points and keep his opinion contained.

#### APPROVAL OF MINUTES

Vice President Rodriguez made a motion to accept the January 8th monthly Board meeting minutes with amendments to the date in the heading. Director Hammel seconded the motion. Vote: 4 yes.

#### HEARING

No one from Lot 298 was in attendance for a hearing. Residents from Lot 335 and 454 were in attendance.

#### COMMUNITY FORUM

A resident wanted to address the President's article in the February newsletter. He felt that being expected to bring trash back in when it was not picked up due to inclement weather was offensive. Most trash is put out in bags and it would be unsanitary to pick through to find his. He felt there needed to be a better plan for trash collection. A board member recommended using a trash can. Another resident asked if NCA was reimbursed when a collection is cancelled. The CM will look at the contract.

Director Hammel acknowledged the boy scouts that were in the audience attending a civic meeting to earn a citizenship badge.

#### COMMITTEE/BUSINESS REPORTS

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

Treasurer Whitt provided a percentage of change from 2012 to 2013 on year end balances of delinquent assessments and change in total expenses in 2012 and 2013 for the collection attorney.

##### Planning and Development, Lou Tobat

Lou noted that everyone should be on the lookout for pot holes from the snow plowing and ice this winter.

##### Maintenance Committee, Lori Randall

The Maintenance Committee presented a worksheet to the Board that shows all maintenance as outlined over a six year period per the Reserve study compared to what has actually been proposed or accomplished. The Committee did not have a public committee meeting because there is \$100K in planned expenses, \$85K of which was carried over from 2013 for path and stream crossing work. If the Board agrees that the \$35K allocated for a pool white coat can be delayed until next year, some other maintenance items can be considered such as a pool cover, additional tot lot replacements, crack repair on pool deck, tennis court repairs and parking lot crack fill/seal coat. The Board agreed that they

will wait until the Spring to decide. This will be the timeframe when it will be clear if the pool white coat repair will need to be done this year, it can be patched, or delayed to 2014. The next two streets being considered for replacement are Red Ash Court/lower Matisse Way and Brandeis Way.

The Committee has no recommendations on use of the \$10K common grounds improvement line in the operating budget. The Spring will be a better time to consider how this line will be used.

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

#### *General*

- *NCA Vehicle Tickets: 0*
- *Disclosure Packets: 8453 Brainerd, 7841 Godolphin (order cancelled)*
- *Asphalt paths/stream crossing update: "The permit drawings are currently in final drafting. We anticipate a submission to the County around the 11th or 12th of February. We will need to get the County submission/review fee prior to this and also will have the County permit application for you to review." Email of 1/31/14.*
- *Had pool contractor look at frozen/damaged pipes in pump room. Was able to get a quote and seven breaks repaired in two days at a cost of \$1500.*
- *Audit Update: Final audit received.*
- *Agreed with Summit to send out a reminder letter on 15<sup>th</sup> of January because of change in payment processing bank.*
- *Pool white coat inspection: Spoke to health department inspector. Yes, there is potential to fail an inspection due to condition of white coat especially if concrete worn through to honeycomb and sharp edges but would look at other factors (patching, timing) and would of course work with a pool owner to get pool to a safe working condition.*
- *Verizon installed temporary line for FIOS internet. Waiting for warmer weather to push for in ground installation.*
- *Dominion ran new cable underground to transformer at pool. Connection to occur when weather improves.*
- *Tennis courts: met with a contractor*
- *Annual insurance audit completed*
- *Shelves installed in file room; Found place to recycle old computer equipment*
- *Maintenance Committee Meeting - Chairpersons only.*
- *RV lot fence damaged from reckless driving (donuts) in parking lot – 1/21/14*
- *Collection attorney will be moving forward on several accounts carried over from last year. Will be requiring payment of accelerated assessments for 2014 in lawsuits.*
- *Water break on Durer Court was fixed by Fairfax Water. Will need to work with Fairfax Water on both Durer and Brandeis repairs once weather breaks.*
- *Ice and snow removal on January 20 – 22.*
- *Dominion Power continues to work on transformer at pool.*
- *Ice last night 2/4. Drove around and found only one tree branch resting on roof. Will go back to ascertain which side of property line tree is on.*
- *Pears on medians elevated per previous approval.*

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

- *Resident's relative was towed for commercial vehicle violation. [I was able to look at email from home and felt the vehicle was definitely a commercial vehicle because of signage. Unfortunately the tow was a bad tow because commercial vehicles shouldn't be towed until after 11 in the evening. This was towed at 6 in the evening.]*

- *Complaints on snow plowing of 1/21/14 snow storm (A: snow around mailboxes; B: snow pushed beyond curb to sidewalk – fyi contractor came back to dig out a path from sidewalk to parking lot). Note: one compliment.*
- *Assessment reminder letter sent out on 15<sup>th</sup> was not very friendly.*
- *Notice of late payment on assessment when payment was sent to old bank and has not been returned. Resident's bank is telling him Summit has to fix it.*
- *Neighbor's tree overhangs his roof. (went and looked at it. tree branches are not touching and advised he has right to remove branches that cross over property line.)*
- *Complaint about vehicles on Delong and Lodge that never move (i.e. trailer, jet ski, large trucks)*
- *Resident towed for expired registration. Extremely irate at tow company. Had renewed but not received stickers yet.*

#### GENERAL BUSINESS – Old

Commercial Vehicle (ladder rack, appearance, towing practices) -- Three situations have necessitated the Board discuss the policy on commercial vehicles and the towing process with regards to commercial vehicles. The CM will review the County's policies on commercial vehicles and provide a draft revision of the NCA policy for discussion at the next meeting.

#### GENERAL BUSINESS – New

2014 Pool Rules – President Smith made a motion to accept the pool rules for 2014. There were no changes recommended from last year. Director Hammel seconded the motion. Vote: 4 yes.

Reserve Study Proposals – The CM presented the Board with a comparison report of the six companies that she contacted for reserve study bids. She recommended NCA try a new company, Reserve Advisors, based on cost, credentials, benefits, personal follow through, references and features of their study. President Smith made a motion to contract with Reserve Advisors for a reserve study. Vice President Rodriguez seconded the motion. Vote: 4 yes.

Resident's Request to Remove a Tree on Common Ground – The CM showed the Board pictures of a tree that was on common ground but against a resident's fence. The resident asked if he could remove it at his expense. Director Hammel made a motion to allow the resident to remove the tree in the event he produces the neighbor's approval and a quote from a licensed contractor. Vice President Rodriguez seconded the motion. Vote: 4 yes.

Frozen Pipes, Thermostat for Heat Tape in Pump Room – The pipes in the pump room froze and burst in January. The cost to install a thermostat to control the heat tape that is wrapped around the pipes in the pump room is \$305. This would alleviate anyone having to remember to turn it on or off. President Smith made a motion to install the thermostat. Secretary Whitt seconded the motion. Vote: 4 yes.

#### Brainstorming – None

At 8:49 pm President Smith made a motion that the Board convene to Executive Session to discuss a write off, a violation fee appeal, and hearings. Vice President Rodriguez seconded the motion. Vote: 4 yes.

There was a motion to reconvene to open session at 9:15 pm by President Smith. The motion was seconded by Vice President Rodriguez. Vote: 4 yes.

Regarding Lot 45, Director Hammel made a motion to deny the appeal of a \$50 charge for a rule violation. President Smith seconded the motion. Vote: 4 yes.

Regarding Lot 298, President Smith made a motion to assess a \$50 charge for a trash violation. Vice President Rodriguez seconded the motion. Vote: 4 yes.

Regarding Lot 335, Vice President Rodriguez made a motion to not assess a charge for a trash violation. President Smith seconded the motion. Vote: 4 yes.

Regarding Lot 454, Vice President Rodriguez made a motion to not assess a charge for a trash violation. President Smith seconded the motion. Vote: 4 yes.

There was discussion on the write off of a foreclosed account. \$939.99 had been written off in October. President Smith made a motion authorizing the collection attorney to close an account and write off \$412.81. Vice President Rodriguez seconded the motion. Vote: 4 yes.

Regarding a resident's request to be reimbursed \$150 for a tow, the Board agreed the tow company did as they were expected to do and there is no reason to reimburse.

President Smith has reviewed the NCA governing documents, Virginia POA and Rees, Broome newsletter articles and would like the Board to further discuss if general counsel should review NCA governing documents regarding assessing violation charges.

Treasurer Whitt provided copies to the Board of figures supporting what was provided in the Treasurer's Report and wanted to discuss further. The CM stated that point-in-time delinquency amounts shouldn't be compared to cumulative attorney expenses to ascertain if NCA is overspending on attorney fees. There was discussion on what information would be needed. The CM will provide the Board with a spreadsheet she maintains monthly from the attorney's status report that has cumulative figures of assessments owed, attorney fees and how much attorneys have collected on those assessments.

The Board adjourned at 10:05 pm.