

NEWINGTON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – December 2, 2015  
Minutes of the Meeting – NCA Pool House Meeting Room

At 7:01 pm President Beth Rodriguez called the meeting to order. Board members present were President Beth Rodriguez, Vice President Kevin Benore, Treasurer Louise Whitt, Secretary Chris Hammel, Director Mark Polansky and Director Florence Smoczynski.

#### PRESIDENT'S COMMENTS

President Rodriguez asked everyone to please raise their hands and wait to be recognized so discussions run smoother.

#### APPROVAL OF MINUTES

Treasurer Whitt made a motion to accept the November 4 monthly board meeting minutes as written. Director Smoczynski seconded the motion. Vote: 5 yes, 1 abstain.

#### HEARINGS

Lots 435 was not in attendance for a hearing.

#### COMMUNITY FORUM

Mike Smith had several statements to make. One, he wanted to clarify under news in the newsletter that there is no daylight standard time. When daylight savings time ends we are back to Eastern Standard Time. Second, he read an article to the Board he wanted published in the newsletter about getting the community to volunteer. Third, he saw in the CM report that there is research into a blog and felt that the association was legally obligated. This item will be on the next agenda. Finally, at the last meeting the Saratoga swim team rep asked for information to be kept confidential but Board meetings are public meetings and information shared is not confidential

A board member noted he saw two tires at the end of Euclid. These have been reported to the office. Tires and paint cans are not picked up by the trash company and a reminder will be put in the newsletter.

#### COMMITTEE/BUSINESS REPORTS

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

Treasurer Whitt noted that CPI-U has gone down and it was good the budget was locked in.

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

###### *General*

- *Disclosure Packets: None*
- *Asphalt paths/stream crossing update: Work began 11/9/15. Contractor coordinating with County on their project to secure exposed sewer pipes in stream bed.*
- *Door to door architectural inspections: Kitchener COMPLETE, LeMoyne COMPLETE. Found multiple places on LeMoyne where sidewalks are lifting up significantly. Need to incorporate repairs into next construction project or possibly set up separate repair. Durer is next for inspections.*
- *Follow up with Dominion on watch lights on Brandeis and Matisse. Brandeis light fixed but out again.*
- *Follow up with Dominion on one vapor light on Northumberland. Three near school are fixed.*
- *Follow up with VDOT on blocked drains on Northumberland and Godolphin. Work orders are still open. Met with worker on 11/23. Expects to have cleared within week.*
- *Survey response prepared*

- *Reviewing procedures and letters to create a template/procedure book for all violation letters.*
- *Phone line (455-3606) down since 10/29. Needs new indoor/outdoor line from jack in office to pump room where box is. Repair scheduled for 11/12/15. Temporary patch put on line. Replacing line.*
- *Fire in woods behind pool parking lot. Special thank you to **Lori and John McDonnell** who saw smoke on NCA property, investigated and called fire department. Fire could have gotten much worse if not for early detection.*
- *Swim team research: contacted auditor, insurance agent and current pool contractor.*
- *November leaf clean up complete. December leaf removal scheduled to begin tentatively for 11<sup>th</sup>/12<sup>th</sup>.*
- *Cancelled holiday party after attending then organizing for past 19 years. The reasons are a lack of volunteerism and cooperation with procuring Saratoga Elementary School cafeteria. If anyone steps forwards, could still hold a Meet and Greet or Hot Chocolate and Cookies with Frosty picture taking event in NCA Meeting Room.*
- *New community trash can installed at corner of Kitchener and Delong. Has been added to American Disposal's route.*

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

- *On same day, one resident complained about leaf clean up where piles were left in street overnight and another felt NCA had not started leaf clean up quickly enough.*
- *Parking in 'no parking' section of Delong.*
- *Appreciation of new trees put in on Gwynedd that replace removed/dying pin oaks. They looked really good this fall.*
- *Commercial vehicles parking on Moline*
- *Neighbors on Luce Court play music loud, have parties and put boxes of bottles out early and speed through neighborhood. [Explained processes they could go through to get Board involved].*
- *Delong is a commercial vehicle parking lot at nights and on weekends. People get in car and leave area.*
- *Neighbor's dog barks all day while they are gone. Dog is not on always on a leash. [The association does not have rules on this matter. The Fairfax County Police need to be called regarding both leash laws and noise ordinances].*

And a thank you to Tina for responding to the fire since the McDonnell's couldn't reach CM at home to open the pool gate, they were able to reach Tina at home.

#### Amending CCRs Committee, Beth Rodriguez

Beth provided the Board with a list of amendments the committee is recommending. Discussion on this topic could be lengthy and the Board agreed to have a special meeting to discuss the proposals on Wednesday, January 13<sup>th</sup> at 7 pm.

#### Amending Bylaw Committee, Sarah Jernigan

The committee has met and will hold another meeting on Monday, January 18<sup>th</sup>. Secretary Hammel noted that the section on assessments is outdated and inaccurate.

#### GENERAL BUSINESS – Old

Code of Conduct Revision – Secretary Hammel made a motion to accept the Code of Conduct Policy as amended. Director Smoczynski seconded the motion. Vote: 6 yes.

Collection Attorney Expense – The Board previously discussed the budget expense line of \$40,000 for a collection attorney. The CM obtained a summary of amounts the attorney collected in both 2014 and 2015 including assessments, attorney fees, and other costs. The information provided satisfied the

inquiry on this topic.

Swim Team at NCA Pool – The Saratoga Stingrays team representative, Mary Moran, sent a letter to the Board inquiring on the availability of NCA’s pool to host the Saratoga Stingrays. The CM obtained information from the insurance company, the current pool contractor and the Auditor on the feasibility of hosting the swim team. President Rodriguez found information on ADA compliance. The CM expressed concerns with wear and tear on NCA pool facilities, utility usage, noise, and inconvenience to residents. Vice President Benore made a motion to deny the Saratoga Stingrays use of the pool for their swim team. Treasurer Whitt seconded the motion. Vote: 3 yes, 2 no (Hammel, Polansky) 1 abstain (Smoczynski). Motion does NOT pass. The Board agreed to put an article in the newsletter and signs out soliciting community input on this decision. The article will list all pros and cons as presented to the Board to date. Responses will be due January 20<sup>th</sup> and the swim team will be notified they will not have an answer in January. The CM will work with Secretary Hammel on the article.

Snow Removal Contract Clarification – Last month the Board voted to renew the snow contract on the assumption that it expired at the end of the year. The CM informed the Board that last year, for the first time, the contract term changed and had an end date of May, 2016.

#### GENERAL BUSINESS – New

Response to comments in Survey for Website, Section 2 – The CM provided a response to more comments from the survey. These will go in the next newsletter. If anyone has any concerns they will contact the CM before it is posted on the web in a week.

Truck Stuck and Damaged Common Grounds Status – A letter was sent to the franchise headquarters of A-1 Concrete Leveling, the truck that drove on common grounds at Moline and Northumberland and got stuck. There has been no response. Secretary Hammel made a motion to file a complaint with the Better Business Bureau and Fairfax County Consumer Protection office. Director Polansky seconded the motion. Vote: 6 yes.

2016 Maintenance Plan – The CM prepared a spreadsheet of scheduled reserve item maintenance and recommendations against that schedule. She recommended the Board look at a few streets to determine what is in the most need for asphalt and concrete repair. All maintenance for 2016 will be discussed at the January meeting.

Lee High School All Night Grad Party Donation - NCA is asked every year for a donation for Lee’s annual ANGP. Director Smoczynski made a motion to donate \$150 to the ANGP. Vice President Benore seconded the motion. Vote: 6 yes.

Annual Employee Bonuses – President Rodriguez 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 Benore seconded the motion. Vote: 6 yes.

End of Year Maintenance Recommendation – Based on the current financial statements and expected income and expenses over the next two months, the CM feels NCA is in a positive net income position and recommends removal of two dying pin oaks on Gwynedd. Secretary Hammel made a motion to spend \$1700 on tree removal. Vice President Benore seconded the motion. Vote: 6 yes.

Employee Grievance Procedure – This topic has been tabled until the CM drafts the procedure.

At 8:48 pm Director Polansky made a motion to convene to executive session to discuss a hearing, legal action for violations, a non-judicial foreclosure and an employee concern. Director Smoczynski seconded the motion. Vote: 6 yes.

At 9:36 pm Director Smoczynski made a motion for the Board to reconvene to the regular meeting. Vice President Benore seconded the motion. Vote: 6 yes.

Regarding Lot 435, Vice President Benore made a motion to assess a charge of \$10 a day up to 90 days for a covenant violation beginning January 4, 2016. Director Smoczynski seconded the motion. Vote: 5 yes, 1 no (Whitt). The beginning date was extended to give time for the ground to dry to better ascertain if water is still coming out on to common grounds. The letter will include the safety concern the wet grounds present.

Regarding Lot 343, the Board agreed to extend the deadline to correct the violation until May 1<sup>st</sup>.

Regarding the non-judicial foreclosure, Vice President Benore made a motion to accept the attorney recommendation and send a 60-day letter. Director Polansky seconded the motion. Vote: 6 yes.

At 9:39 pm Secretary Hammel made a motion to convene to executive session to further discuss the employee concern. Director Smoczynski seconded the motion. Vote: 6 yes.

At 10:15 PM, Vice President Benore made a motion to adjourn the meeting. Secretary Hammel seconded the motion. Vote: 6 yes.