

**NEWINGTON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – May 4, 2016
Approved Minutes of the Meeting – NCA Pool House Meeting Room**

At 7:00 pm President Beth Rodriguez called the meeting to order. Board members present were President Beth Rodriguez, Vice President Kevin Benore, Treasurer Louise Whitt, Director Florence Smoczynski and Director Sarah Jernigan. Director Mark Polansky was not in attendance.

PRESIDENT'S COMMENTS

President Rodriguez advised the community that Secretary Chris Hammel resigned from the Board. She wanted to know if any existing Board member wanted to volunteer to finish out the Secretary's term. Sarah Jernigan volunteered and said a formal motion is required.

President Rodriguez made a motion to nominate Sarah Jernigan as the Secretary for the NCA Board to finish out his remaining term, as well as her own, until August 2016. Vice President Benore seconded the motion. Vote: 5 yes.

COMMUNITY FORUM

A resident wanted to know why his Letter to the Editor was not published in the May newsletter. President Rodriguez responded that she had some questions and was waiting for a response from the lawyer. The lawyer did not respond before the May newsletter deadline. President Rodriguez responded that his letter will be in the June newsletter.

Secretary Jernigan wanted to know if we received a written opinion from the lawyer for all of the Board's questions. President Rodriguez responded that she has only received a written opinion for one question. President Rodriguez will forward the lawyer's written opinion to the Board this evening or by Friday, May 5.

Secretary Jernigan suggested we obtained written opinions for all questions asked during the Board's May 2016 Executive Session with Rees Broome to avoid having to ask the same questions repeatedly. She also suggested it be filed in the NCA office. Lori Randall confirmed that there is a file in the office where all responses from the attorneys are filed.

A resident had a question on the review and approval of Board minutes. President Rodriguez responded that the Board had not reached the Approval of Minutes section yet.

Secretary Jernigan questioned why the Approval of Minutes was moved after the Community Forum and if we were out of order. President Rodriguez advised that she had moved the Community Forum up on the agenda to accommodate residents, since the Board was spending long amounts of time on minutes, residents were expressing their frustration and leaving the meeting.

President Rodriguez advised that if no one had any additional comments in the Community Forum we could move to the Approval of Minutes and address the resident's questions. The resident was concerned that if the Community Forum was over she won't have the opportunity to address the Board. Vice President Benore advised that residents have an opportunity to address the Board outside of the Community Forum.

A resident questioned why an abbreviation for follow-up was used in last month's minutes and how it could be interpreted incorrectly. It was suggested that no acronyms be posted in minutes.

A resident asked why the September 30 minutes were not on tonight's meeting agenda. Community Manager advised that the minutes were listed under "Tabled Items" on the agenda, because the Board was still waiting for a response from the attorney. The agenda needs to be clarified that it is not just posting the minutes, but providing them to the community and getting them approved.

Secretary Jernigan wanted to clarify that the Board must vote in open session and record votes in open session, not in Executive Session. The September 30 meeting was a Special Board Meeting. President Rodriguez advised that this is one of the items the Board is waiting on from the attorney. She advised that the September minutes will be handled in June's meeting. Vice President Benore commented that he does not want another month to slip by without the September minutes being addressed.

A resident advised that he has the form to file a formal complaint against the Board, because there are minutes that are now 8 months late. President Rodriguez stated that the September 14 minutes were already published. The resident asked where they were published, in the meeting room packets provided at the Board meetings, or in the newsletter or the web? President Rodriguez stated that the outstanding minutes would be addressed at the next Board meeting, and that if he felt he needed to file a complaint he could do that.

Secretary Jernigan wanted to know how much the complaint would cost the community and what the fine would be. Treasurer Louise Whitt commented that it wouldn't cost anything, but if after filing the resident wanted to file with the state, it would cost him/her \$25. It is not written how much we could be fined. Vice President Benore stated that we would have to get our lawyers involved. Secretary Jernigan stated that this issue has already cost us \$900 with the potential of costing additional money.

APPROVAL OF MINUTES

President Rodriguez asked for edits for the April 6, 2016 minutes. Vice President Benore and residents in attendance stated that the tracked change version provided for the April minutes were hard to read. A resident asked if the draft minutes in the meeting packet agenda were the same minutes published in the May newsletter. The Community Manager advised that the tracked changes were highlighted to show what changes were made to the April minutes as they were published in the May newsletter. A resident wanted to confirm if the Community Manager received input on the tracked changes or if these were just editorial changes. These were just editorial changes to show that content was not changed, only typos.

Secretary Jernigan requested that the April minutes be revised because her motion was listed incorrectly. Her motion was to discuss legal matters regarding personnel with the attorney. The way the minutes are stated now does not show the purpose of the April 6 Executive Session.

A resident disagreed that the purpose should have been regarding personnel. Secretary Jernigan advised that yes it was a poor choice of words on her part, however the attorney agreed with her wording, and she apologized.

A resident went back to how minutes are reviewed and corrected before being published in the newsletter.

Secretary Jernigan stated that going forward, she will be taking the minutes and comparing notes with the Community Manager. The Secretary and Community Manager will come up with a final draft of the minutes for the President's review. The approval of the draft minutes, prior to being printed in the newsletter, will only be handled by these three individuals. Vice President Benore stated that this item of discussion was out of order.

President Rodriguez stated that her name was misspelled in the minutes. Secretary Jernigan stated that the abbreviation for follow-up needed to be corrected.

Vice President Benore asked if the Community Manager had a work laptop. Community Manager stated she was not aware that there was a laptop. She was advised that there is one in the office to use during meetings to correct minutes if she wants.

Secretary Jernigan made a motion that we accept the changes to the April 6, 2016 minutes to correct her motion, the abbreviated word and the correct spelling of the President's last name.

A resident raised her hand to state that she had a concern with the account numbers being listed in the minutes and why we would publish them. It was stated the account numbers were included in the minutes, because the minutes had to be provided to the bank to grant signature authority to the Community Manager.

A resident stated that under Community Forum, there was no mention of last month's discussion regarding residents' concerns with the annual meeting date changing from Thursday to Wednesday. Sarah Jernigan confirmed this omission and withdrew her motion.

Sarah Jernigan made a motion that in the second paragraph of the April 6, 2016 minutes the motion should read "Director Sarah Jernigan made a motion to convene into executive session to discuss legal matters regarding personnel with the attorney. Under Community Forum, that President Rodriguez mentioned to the community that the Annual meeting would be moved from Thursday, August 11 to Wednesday, August 10 and the church had already been booked. The community had concerns in regards to that, with several voiced opinions. Under Email Votes, two instances where the President's last name is misspelled, correct the "s" to a "z". On the Community Manager's report, the second to last bullet remove the abbreviation for follow-up." No acronyms to be used in the future. Vice President Benore seconded the motion. Vote 5 yes.

President Rodriguez moved to the March 2, 2016 minutes and asked for any changes. Secretary Jernigan asked if the March minutes had been proofed. Community Manager did not recall these minutes being proofed to date.

A resident asked if after review of the March minutes we could go back to the April minutes, because a resident's comment about two Board Executive Sessions held in one day was not captured under the Community Forum.

President Rodriguez requested that we finish the March minutes first, then we can go back and fix April.

Two additional changes were to remove "was" in the second sentence of the first paragraph to "were", and under President's Comments change "Directory" to "Director".

Director Smoczynski stated that she was in attendance via teleconference, but Vice President Benore stated that the votes recorded in the minutes would not add up. It was confirmed that Director Smoczynski was not in attendance on March 2, 2016.

Some comments were also made in the March 2 Community Forum about the Board's transparency. Secretary Jernigan did not have her notes to recount what was said.

President Rodriguez asked the community members if they recalled any additional discussions during the March 2 Community Forum.

President Rodriguez made a motion that we add to the Community Forum that several resident's expressed lack of transparency of the Board. A resident expressed that half of the comments in the March 2 minutes were not even complete sentences. Secretary Jernigan stated that the minutes going forward would not be formatted that way.

President Rodriguez made a motion to edit the March 2 minutes in the last sentence of first paragraph change "was" to "were". Under President's Comments, under the last sentence should be Director Jernigan not "Directory".

Under Community Forum, we need to add several residents expressed lack of transparency of the Board. Vice President Benore said that first sentence under Community Forum should read “commented” not “commenting”. Vice President Benore seconded the motion. Vote 5 yes.

President Rodriguez made a motion to approve the March 2, 2016 minutes as amended. Vice President Benore seconded the motion. Vote 5 yes.

President Rodriguez went back to the April 6, 2016 minutes. A resident had expressed that another comment was not included under the April 6 Community Forum.

Discussion reverted to a resident’s email about the change in the Annual meeting date which actually took place after the April 6 Board meeting. A resident provided historical reference to 1988 minutes when an Annual meeting was held. However, this discussion took place during the April 9 Newsletter Committee meeting.

President Rodriguez moved on to the January 6, 2016 minutes. The Board had trouble approving these in the past, because they did not have a quorum. President Rodriguez, Vice President Benore, Treasurer Louise Whitt and Director Polansky were in attendance. Secretary Jernigan was not on the Board at that time and Director Smoczynski was not in attendance. They will need to abstain from the approval of these minutes. President Rodriguez questioned if enough Board members were present this evening to approve the January minutes. Vice President Benore stated that the Board had enough for a quorum.

President Rodriguez made a motion to approve the January 6, 2016 minutes with the following changes. The date for the meeting needs to be changed from 2015 to 2016.

The Community Manager stated that these minutes were left off last month’s agenda and provided copies during the meeting, however, the recommended changes were not available and the minutes were tabled for the May meeting. The amended changes she had noted were to fix the year and correct the reference to Vice President Benore as “Kevin” under New General Business. Vice President Benore seconded the motion. Vote 3 yes, 0 no, 2 abstain (Jernigan and Smoczynski).

EMAIL VOTES

President Rodriguez made a motion to hold an email vote. Vote 7 yes.

President Rodriguez made a motion to repair the wading pool pump as proposed by Titan Pool Services for \$1,200 as the pump had seized up and needs to be replaced. The wading pool needs filtering as soon as possible. Vote 7 yes.

Secretary Jernigan requested that we add the Board’s email voting policy to next month’s agenda. President Rodriguez suggested that she bring up her email voting policy question under New Business.

COMMITTEE / BUSINESS REPORTS

Treasurer's Report - Treasurer Whitt did not have anything to report.

Community Manager (CM) Report, Cheryl Austin

General

- Disclosure Packets: 7820 Marconi Ct; 8558 Gwynedd Way
- 6 Exterior project forms for April; 2 vehicle tickets
- 8 residents helped out on Clean-Up Day; despite weather a good amount of trash accumulated in pool parking lot and along Northumberland; special thanks to Tina Guthrie for coordinating again this year
- Operation Medicine Cabinet cleanout notification (April 30, 2016) find future dates for newsletter posting
- Pool pass credit questions, pick up schedule questions; ~200 pool passes processed to date
- Pool party inquires already; pool will open Saturday, May 28th at 11am
- Wading pool repair request
- Tennis court lock broke, Tina Queen would like to thank NCA resident Sam Walker who welded new lock onto existing chain
- New office hours posted on signs, website, voice mail; pool pass pick-up hours also posted
- Additional requests for May 21 Yard sale; 9 in total signed up
- Banners will go up on May 15; Ad in paper and Craigslist on May 18
- Contract with Dominion Towing and certificate of insurance renewal

Resident Complaints/Issues/Comments

- New resident wanted association dues information and needed a locksmith
- Water leak on Durer, reported to Fairfax Water Authority
- Resident on Brandeis fell on common grounds, reported to insurance company
- Owner had a question regarding disclosure covenants report received
- Dead trees behind home on LeMoyné and trees close to properties on Brandeis, on list for arborist review
- Bradford pear tree behind Jenner court also added to the list (meet with arborist this summer)
- Resident checking on status of exterior project form approval

- Lyndsay, resident on Luce, replaced dead plant in front of NCA office with a hosta plant
- Amazon package on front stoop of Durer was opened
- Lights still out on Brandeis despite several communications to Dominion Power
- A missing cover plate on light post on Northumberland
- Refrigerator reported on Euclid Way
- Resident wanted to know what Blade-Runners is spraying on the grass for the safety of his pet
- Trash in woods behind Marconi that may be from utility company, CM to investigate
- Resident suggested residents should be allowed to just put goods in front of home for Community Yard Sale versus hauling everything to pool parking lot
- CM witnessed carpet cleaning company releasing a liquid from van into storm water drain at Luce & Northumberland, requested him to stop

Community Manager was asked to contact Fairfax County regarding the truck who poured liquid down the storm water drain. She was also asked to have Blade-Runners remove the Board's distribution list from their mailing list.

Treasurer Whitt asked if we reported the fall on Brandeis to our insurance company or his insurance company. President Rodriguez clarified that since he had contacted a lawyer that the Community Manager had to contact State Farm. State Farm advised the letter needed to be sent to the claims adjuster for review. It is currently under investigation. Secretary Jernigan wanted to know if we should alert NCA's attorneys. Vice President Benore stated that insurance companies usually have their own attorneys.

Planning Committee - Lou Tobat was not in attendance. Newsletter Committee - President Rodriguez was hoping to have the proposal ready but with some back-and-forth on amendments, we decided to hold-off. The committee will meet again. The committee met twice last month and is diligently working on it. Secretary Jernigan asked if the Newsletter Committee minutes were completed and wanted to verify if they only needed to be filed in the office. President Rodriguez said she was working on the minutes and would get them to the NCA office.

Bylaws Committee meeting – The committee wanted to outline the process in which the Bylaws had been addressed. The committee went through each article and reviewed suggestions submitted by committee members. We then discussed the recommendations, came to a consensus, and then provided a list to the Board with the final changes. The next step is to present this to the Board to vote for this to go to the attorney. The attorney will give us written comments on the suggested changes, whether they are legal or not. The comments will come back to us and then we can present these at the annual meeting. The changes are noted in the presentation provided at tonight's Board meeting. The current order of the slides are out of order, but will correct them. Most of the changes presented are standard. The change on the annual meeting was a last minute addition based on the recent discussions about the annual meeting.

Secretary Jernigan made a motion to send the recommended Bylaw changes to the attorney for review. President Rodriguez seconded the motion to send the proposed changes to the attorney. Vice President Benore requested a discussion.

Director Smoczynski asked about the annual meeting. Secretary Jernigan stated that the current wording is "each subsequent annual meeting shall be held on the same day as the regularly scheduled meetings on a date in August starting at 8PM; except if the day falls on a holiday. If it's a holiday, it will be moved to next day." Sometime in the last 10 years the Board moved the monthly meetings to a Wednesday, but the annual meeting was not moved. Legally, we are out of compliance of our Bylaws; however, this is what the community is used to. Therefore, the recommendation is to change the Bylaws to clarify when the annual meeting will be held.

Director Smoczynski asked about the date for the 2016 Annual meeting since it was stated earlier in this meeting that it was moved from a Thursday to a Wednesday. President Rodriguez advised that since there were concerns raised at last month's meeting, she and the Community Manager contacted Pohick Church. They were able to resolve the conflict with the Boys Scouts for Thursday, August 11. The annual meeting is confirmed for Thursday, August 11, 2016 at Pohick Church.

Vice President Benore felt the Board should have the opportunity to review these changes individually and talk about the rationale. Committee Chair and Secretary Jernigan verbally reviewed each change and the rationale behind the change.

Vice President Benore wanted to vote on these changes one at a time. Committee Chair and Secretary Jernigan clarified that the committee is only seeking approval to get these to the attorney to review. At the annual meeting, each one of the Bylaw changes will be voted on individually. The Board does not vote on the Bylaw changes, only the community members. The Board does not have the power to change the Bylaws; however, Board members can vote as community members.

Vice President Benore wanted to know if he could state that he did not approve the first recommended Bylaws change, but the Bylaws Committee members stated that the Board cannot override a change suggested by the Bylaws Committee. It is up to the community members to decide what could or could not be included as changes in the Bylaws at the Annual Board Meeting or a Special Board Meeting. Vice President Benore requested we vote on the items one at a time in the event a Board member wanted to register a protest vote. Committee Chair and Secretary Jernigan stated

that the Board would be able to protest vote at the time the community votes on the changes. The Board may only vote on spending the money on the attorney reviewing them.

Committee Chair and Secretary Jernigan suggested that they could vote on them however they want. Vice President Benore stated that there is already a motion and a second. The current motion would have to fail for it to be moved on individually. He is just making the suggestion that the Board does that so that these can be voted on one by one. Committee Chair and Secretary Jernigan suggested that they vote, since she felt this is the community's input and they are ultimately our constituents. Vice President Benore made a motion to amend the motion to have the Bylaws voted on one by one. No one seconded the motion, the amended change does not carry. Vote for the original motion: 5 yes.

Committee Chair and Secretary Jernigan made a request that once we have the attorney review the Bylaw changes, she would like the Bylaw changes to be posted in the next newsletter and posted on the website. The process on how the changes to the Bylaws were changed in 2010 was discussed. Treasurer Whitt wanted to suggest that the Board have an opportunity to review any changes or recommendations received by the lawyer before they are published in the newsletter. Committee Chair and Secretary Jernigan clarified that the Bylaws Committee will review the comments from the lawyer. Suggestion on having the lawyer add their comments to the slides just under the committee's suggested changes and that we give the lawyer a timeline was discussed.

In the Bylaws committee meeting, the proxies were discussed. One suggestion is that we don't currently have a proxy policy. The question is that the committee feels that the proxy voting should be a democratic process. That any proxies that get turned into the Community Manager should either be for proxy purposes only, or for the members of the community. Currently proxies are turned into Board members. The committee felt that the Board has too much voting power and that perhaps they should be for the community. The committee discussed a couple of ways to do that. Do we want to assign proxies that are not designated to someone for quorum purposes only? Or do we want to assign proxies to the community on a first come, first serve basis? The committee felt that the proxies should not go to the Board members. The Bylaws committee was divided on how the proxies should be handled. This is a policy separate from the Bylaws. The Bylaws clearly state that proxies may be used, but it does not prescribe how NCA will use and follows proxies. Vice President Benore was concerned that if this is a proxy policy, it's the Board that will decide on the policy and could potentially change it. Committee Chair and Secretary Jernigan reiterated that the concern was that community was not getting the majority votes; therefore, democracy was breaking down. Vice President Benore discussed giving the homeowners choices on the proxy. Committee Chair and Secretary Jernigan suggested that the current paragraph be removed and have boxes. One for quorum purposes only, one to be distributed amongst community members to vote, or they check a box to vote for one specific person. President Rodriguez wanted to clarify that homeowners only get one vote per household. For proxy purposes, they will also only get one proxy, per household. The administration of how this process could be a challenge, was discussed.

Committee Chair and Secretary Jernigan stated that based on the feedback she was hearing, the Board agrees that the proxies should not be given to the Board. Committee Chair and Secretary Jernigan would like to motion that from this point forward they won't be given to the Board member. Vice President Benore requested that a draft policy be written with a sample of the new proxy for the next Board meeting for the Board to review and decide. Vice President Benore did not feel it should be decided on until it was drafted. He wanted it to be clearly transparent to all residents. A resident suggested that any policy written should clearly follow the Bylaws (Article X, Section 4).

Committee Chair and Secretary Jernigan wanted to know if the Board felt that the proxy should be included for quorum. She also asked the community members in attendance if they had any further thoughts. A resident agreed that the proxies should not go to the Board and should be given to community members in attendance. Another resident wanted to be sure that the Board members, as community members, have a right to a proxy in addition to their own vote per household too.

President Rodriguez requested that the proxy policy and form be added to next month's agenda, under new business. Motion made by Committee Chair and Secretary Jernigan denied.

GENERAL BUSINESS - Old

All Code of Conduct forms have been signed by the Board members, except for one.

The annual meeting has been changed from Wednesday, August 10 to Thursday, August 11 at Pohick Church.

GENERAL BUSINESS - New

NCA Board Secretary position has been filled. Procedure for editing draft minutes by the Board prior to newsletter submission. The procedure has been that the Community Manager drafts them, the Secretary reviews them and then the President reviews. Treasurer Whitt stated the question is when do they get printed and distributed to the membership. Secretary Jernigan referred to the VA POA Article 3 Act 55-510 Section B. President Rodriguez stated that the community members may not be aware of the amended changes. Secretary Jernigan informed that the amended changes have been reflected in minutes dating back to at least 2015 when she checked minutes against the newsletter, the posted changes on the website and the final versions of the minutes. All amended changes are reflected in the final

minutes that are posted to the website, which was the process in 2015.

In conclusion, there is no change. The Community Manager will draft minutes for Secretary's review. Per the newsletter policy, the next step will be for the President to review final draft minutes, before they are published in the newsletter. The President has the right to correct typos only; no content change. Amended changes to the previous month's minutes are recorded in the following month's minutes. The amended changes are to be reflected in the final minutes and posted on the website.

Signature authority clarification. Treasurer Whitt raised this question because the current process is for the Community Manager to sign reserve checks and then have a Board member co-sign. The current Bylaws state the Treasurer should sign checks and then be co-signed by the President or Vice President. In the job description, there is no record of the Community Manager having authority to sign the checks. Secretary Jernigan discussed that this question has been raised before and that as a community member she has concerns about why this is repeatedly being brought before new Boards and that the current process for the signing of checks should not change. Vice President Benore stated that per the Bylaws, he should only have to sign in the event the President is not available. He should not be signing checks that the President has already signed. If the Bylaws need to be corrected to reflect proper signature authority, then we should take the steps to correct that since the Bylaws are currently being changed. Discussion was held on the issue with Koger Management and that when they went bankrupt, the only reason NCA was able to get their money out, was that the current Community Manager at the time was able to transfer the funds out of the Koger accounts. Secretary Jernigan discussed that the current procedure for signing checks should not be changed until this can be confirmed with an attorney. It was mentioned that during the Bylaws committee meetings, that it was discussed to remove the entire paragraph on the duties of the treasurer roles and responsibilities. Treasurer Whitt stated that it's not in the current Community Manager job description. A resident stated that signature authority doesn't have to be in the job description, as it can be prescribed duty assigned by the Board. With the financial management company NCA currently uses checks are not written very often. Discussion was held on the \$1,000 of operating funds spending limit for the Community Manager.

Meeting room scheduling. This was tabled for New Business for the June meeting.

Lori Randall's volunteer request to finish common grounds path and tot lot projects. President Rodriguez thinks that volunteering is wonderful. Lori only wants to complete these projects as a volunteer, not an ad hoc committee or part of the Maintenance Committee. With her unique situation, she is seeking full approval by the Board. Secretary Jernigan made a motion to accept Lori Randall's offer to volunteer to finish the common grounds path and tot lot projects. Vice President Benore seconded the motion. Vote 5 yes.

Draft of Survey response #4 website. The Board needs to make this a priority, review the comments and provide comments to the draft they received.

Pool Pump Platform Review. The platform supporting the wading pool is deteriorating and needs to be replaced, estimated cost is \$800. Secretary Jernigan made a motion to spend \$800 for Titan Pool to repair the full platform under the pump. Vice President Benore seconded the motion. Vote 5 yes.

Common property tree stumps on Marconi. Per the existing tree policy, tree stumps on common property, not in wooded areas, should be removed. Community Manager has authority to remove the stumps if they are not 2.5 times the cost of townhome assessment fees. Director Smoczynski made a motion for DCP Tree to spend \$305 to remove three stumps on common grounds on Marconi Court. Vice President Benore seconded the motion. Vote 5 yes.

Notary Commission for the Community Manager. The cost for the Community Manager to become a notary will cost \$45.00 for the application, a \$10 court fee and the cost of the stamp (\$15-\$20). Secretary Jernigan made a motion to make the Community Manager a notary. Director Smoczynski seconded the motion. Vote: 5 yes.

Titan Pool hours change request. Titan requests that the after school pool hours change from 3PM to 4PM. Fairfax County changed the high school dismissal time, students are not released until ~2:55PM. Therefore, lifeguards will not be arriving at the pool until after 3PM. The Board wanted to ensure that pool remains open for 4 hours per the contract. To notify the community, the new hours will be posted on the website, in emails and through signs in the office. Director Smoczynski made a motion to accept Titan's request to change hours from 3-7pm to 4-8pm. Treasurer Whitt seconded the motion. Vote: 5 yes.

Boy Scouts Use of Ballfield. A troop leader, who is a community member, has sent a letter to the Board requesting permission to use the ballfield for a troop picnic and recognition. They are expecting ~60 people, with use of propane grills, coolers, water balloons, etc.. The current ballfield policy states you can only use the field for athletic activities. The troop leader sent a letter to the Board, requesting special permission to use the field. They will provide a certificate of insurance and will leave the field in better condition than when they arrived. Concerns were raised that allowing the troop to use the field could cause interest in other parties in the future. It was suggested that the Board consider this based on the fact that it's a non-profit organization, they can provide a certificate of insurance and that one of the troop leaders is a member of the community. The use of the ballfield for this type of event would have to be approved by the Board.

President Rodriguez made a motion to accept the request made by Troop #1892 to allow them to use the NCA

ballfield on June 15, 2016 based on the fact that they are a non-profit organization, they can provide a certificate of insurance, and clean up afterwards. Vice President Benore seconded the motion. Secretary Jernigan amended the motion to include the fact the troop leader is a community member. Vote 5 yes.

Email Policy for Board Members. Secretary Jernigan found a discrepancy. Her understanding is that the email procedure, not a policy, is for emergency purposes only or matters that are going to affect the community. The current procedure states that Board members can vote on routine matters. She is proposing that the statement for routine matters be removed. Discussion was held that this was a typo and the incorrect version was published in the Board member books. The procedure should be that it's for emergency purposes only and for matters that continue from a previous Board Meeting discussion. Vice President Benore requested that the updated procedure be provided to all Board members for their books.

Secretary Jernigan at 9:38 made a motion to convene into Executive Session to discuss an attorney matter. President Rodriguez seconded the motion. Vote 5 yes.

At 9:46 pm President Rodriguez made a motion to reconvene to regular meeting. Secretary Jernigan seconded the motion. Vote 5 yes.

President Rodriguez made a motion to seek injunctive relief on Lot # 437. Questions were raised that the lot numbers should not be used, per the attorney. Secretary Jernigan mentioned that the numbers could be used. Since that is the current practice to include lot numbers on Board votes, this process would continue. Secretary Jernigan seconded the motion. Vote 4 yes, 1 no (Whitt).

At 9:49 pm President Rodriguez made a motion to adjourn the meeting. Director Smoczynski seconded the motion. Vote 5 yes.

NEXT MEETING: Wednesday, June 1, 2016, 7:00 PM NCA Pool House - John Nolan Meeting Room.