

**Newington Community Association
Board of Director's Meeting – September 7, 2016
Final Minutes of the Meeting – NCA Pool House Meeting Room**

At 7:01 PM Vice President Sarah Jernigan called the meeting to order. Board members present were Vice President Sarah Jernigan, Secretary Elizabeth Rodriguez, Treasurer Dennis Kruse, and Director Florence Smoczynski. President Kevin Benore was not in attendance. Director Stacey Perritt arrived late.

Brian Collins with the Traffic Calming Measures agenda item had to cancel due to a family emergency.

Approval of Minutes

For the August 3, 2016 Board of Director's Meeting, Secretary Rodriguez made a motion to accept the draft minutes as published. However, there was no quorum to approve these minutes. This was tabled for the October Board meeting. Motion withdrawn.

For the August 11th annual meeting minutes, there was discussion held on who can and when to approve the annual minutes. Treasurer Kruse made motion to provisionally accept the draft annual meeting minutes. Director Perritt seconded. Vote 5 yes. A resident who noted errors in the date and year. Treasurer Kruse amended his motion to correct date and year. Director Perritt seconded. Provisional minutes need to be approved at the next annual meeting. Vote 5 yes.

For the August 11th, annual meeting Board of Director's meeting, held after the annual meeting, Director Smoczynski made motion to accept minutes as published. Secretary Rodriguez seconded. A resident noted error in vote count should be 6 not 7. Director Smoczynski amended the motion to correct the vote from 7 to 6. Secretary Rodriguez seconded. Vote 5 yes.

Community Forum

A Resident asked why annual meeting minutes did not have full details related to the removal of a Board member. Vice President Jernigan stated that he minutes can be expanded. The CM will send full transcription of this portion of the annual meeting to Secretary. There was a discussion whether the current or past secretary should perform this job. It was decided that the current secretary will review expanded minutes.

A resident continues to be concerned about cats; they use her front bushes for shade. She asked if NCA can do anything. She knows this has been brought up before. Discussion was held on the fact that NCA is a Fairfax County trap, neuter and release (TNR) site. A resident stated that this was discussed at the annual meeting too. A resident asked if NCA has ever sent a letter to the County expressing all the cat concerns.

Discussion held on how to know if cats are up-to-date on their shots, are the cats retrapped to get another rabies shot, some TNR volunteers in NCA have traps to catch the cats, but is someone really ensuring these feral cats are being revaccinated. A resident asked if this is run by Fairfax County. It was discussed that feral cats can't be captured and adopted out. Director Perritt wanted to know if there is a limit how many TNR volunteers NCA can have. The discussion also included use of a cat deterrent spray.

Vice President Jernigan suggested contacting Fairfax County to see who runs TNR ask for reading material, or maybe a representative can come to a future board meeting. If so, advertise it heavily within the community.

Email Votes – None

Hearings – None

Director Smoczynski made an announcement about real estate taxes from \$1.09/hundred to \$1.13/hundred.

Treasurer's Report –

Dennis Kruse thanked CM and Lori Randall for assisting him to get up to speed over the past few weeks.

Tax return – Treasurer Kruse explained the 1120 form for corporation vs form 1120H for HOA's. HOA's can use either form. The comparison of two forms were provided in the past, but not this year.

There was more taxable income in 2014 which is why a different form was used. A resident asked if they changed software. Treasurer Kruse clarified that the 1120H automatically prepares the comparison. A resident stated the Board already approved the audit. Discussion held that Treasurer Kruse had questions on the audit and wanted to review it. He also noted the breakdown in reserves between the townhomes and common grounds was different than the report provided by Summit. The total is correct. He has asked Summit to correct their report to match the Audit's for Fiscal year 2015 vs 2016.

Discussion was held on using operating funds versus reserves for the tot lot repairs. Resident stated the motion approved by the funds should be enough documentation for the Auditor's report.

NCA Budget - At the end of July the CPI-U is 1.35%. Discussion on keeping the dollar amount for both the percentages equal to the townhomes and single family homes.

For next budget meeting Treasurer Kruse will look at the Reserve Study in detail. The Reserve Study was done in 2014 and is good through 2019. His initial review shows that we have more money in the reserves than the reserve study initially projected. Average for snow removal of the last few years has been \$10,700. The Committee recommended to keep the budget line for snow removal at the average. The budget committee will be having another meeting.

Vice President Jernigan stated some of the line items may still be a little light, e.g., actuals for Assistant Community Manager. However, the Committee stated that this was an unusual year for the Assistant Community Manager. The increase was based on 2015 numbers and not 2016.

Vice President Jernigan offered to have Jason Jernigan come look at the back-up file system for the NCA office and agreed with Treasure Kruse about having some off-site backup for NCA's electronic files.

CM Report

General

- Disclosure Packets: 8373 Luce, 8435 Kitchener
- Preparing bylaws for recording
- American Disposal back pay has been submitted
- One new ad for newsletter received
- Transitioning new Board members with books, contact information, etc.
- Updated Board page on website and newsletter directory
- Working on updating financial accounts with the current Board contacts
- Second Budget meeting held on August 20
- Gathered financial documentation for NCA Treasurer; held meeting with Hamad Associates and Summit management to answer some financial questions
- Pool Winterization schedule received
- Fairfax Water bill high
- Pool parking lot renewal application letters have been sent; due by end of September
- Underpasses on NCA paths have been cleared out
- Blade Runners expected to start priority one tree work first week of September
- Materials for fire lane signs are coming in; expected work to begin in early September

Resident Complaints/Issues/Comments

- Couple of proxy questions received on which line to sign, clarification on form for next year
- Petition for Board to cut down tree; provided instructions; letter and estimate received
- Following up with Fairfax Paving regarding the abandoned path that was not removed
- Fairfax County Housing repaired a retaining wall on Matisse Way
- Blade Runners not edging sidewalks along Matisse way; contacted Blade Runners

- Several pool party requests
- Two separate incidents of driving on common grounds reported; letters issued
- Non-scheduled pool party issues need clarification in pool rules for next year to ensure consistency going forward
- Resident concerned about potential architectural changes to neighbor's backyard
- Pool pass replacement requests
- Blade Runners truck backed into an NCA vehicle, Blade Runners is handling the claim
- Resident inquired about tree in front of home; CM reported that it is homeowners tree
- New resident wanted to replace pavers in backyard; had questions; provide Architectural standards and exterior project form
- Resident had a question about new yard waste disposal change for 2017 reported in last minutes
- Resident reported vehicles on NCA property with non-VA tags that have been seen for years
- After AM Liner was doing sewer work on Durer, homeowner had water seeping back into basement; CM suggested owner contact Sewer Management emergency number
- Issues on Matisse gas being syphoned out of a car; egging houses; police were called
- A young girl slipped near the diving board on 9/2; had to go to emergency room
- Water backed up in ladies bathroom late pm on 9/2, Griffin Plumbing came out to fix; shortly afterwards one of the urinals in the mens' bathroom started running non-stop; an NCA resident stopped the water
- NCA resident requested that the pool remain open until 7pm on Labor Day to not close at 6
- Renters moved out recently, left a huge pile of trash on Luce; American Disposal did not pickup

Director Perritt suggested adding emergency care centers to the newsletter directory.

Planning and Development – Mr. Tobat

Lou Tobat Report – construction on Route 1 going well. The Pence gate for Ft. Belvoir near the hospital is closing in Oct. 2nd for 6 weeks. The overpass road work from Route 1 to Fairfax Parkway is almost completed. There will be two lanes on to the parkway, improvement for rush hour.

A resident attended V-DOT's public meeting regarding a fly over ramp from I-95N to the FFX County Parkway North. The reason for this concern is the back-up traffic on the current ramp, and how it relates to the vehicles coming from the EPG. The new ramp will a Y off the current ramp adjacent to the oil tank farms and will take traffic over I-95. Comments due by October 6. Also, FFX County has proposed to improve the pedestrian/bicycle safety along FFX County Parkway North. The county will continue to refine its proposal and present it to the Board of Supervisors at its December 6, 2016 meeting. Is NCA interested in commenting? Vice President Jernigan said yes.

Discussion held on the issues with the Loisdale Road and the fact that it does not have its own exit ramp off of I-95.

Director Perritt: Is there a site where we can find this information? CM to find out and share it with the Board.

General - Old Business

Newsletter Policy / Procedure – the changes from one resident were presented. A member of the newsletter committee had no issues with the comments presented. Secretary Rodriguez stated that she would make a cover page and a table of contents. Another member of the newsletter committee also had no issues with the comments received back from the community member. He also supported moving the minutes section up higher in the document.

There was discussion on the Board's action from last month's meeting, minutes were not clear. The Board did not vote or decide on whether to call it a policy or procedure. There was also discussion last month on whether or not to add the website section or make it separate; the board received a suggestion to add the website component as an appendix. The Board did agree

to publish the newsletter policy/procedure to the community which was put on the website, with a special notice in the newsletter to conserve paper.

Discussion was held on how an NCA policy needs to be published to the community for comment. Since the minutes were not clear last month, the committee member suggested that the Board needs to decide on whether to call this a policy or a procedure. Vice President asked for the Board's opinion. It was expressed both last month and again this evening that if it is a policy this needs to become a part of the disclosure packet.

Director Perritt stated that she felt it should be considered policy. Secretary Jernigan asked the community for comments. A resident stated that if it's a policy and you change it in a year, the same process will have to be followed to communicate it with community for input before the Board can approve, republish it the website and update the disclosure packet. If it's a procedure it's more of an internal document and does not have to involve the community. A newsletter committee member stated that there is no action to enforce these 'procedures'. It's a step-by-step function and timeline for producing a monthly newsletter. It is a very repetitive process. The committee wanted to ensure NCA had authority to edit the information submitted by individuals.

Director Perritt made a motion to refer to our newsletter document as a 'procedure'. Secretary Rodriguez seconded. Vote 5 yes.

Vice President Jernigan stated her opinion that the newsletter is a method of communicating with the community and is open for community comments. The website is information repository and is not open to community comments.

Director Perritt asked if the Board felt NCA needed a governing document for the website. She felt that since NCA has an active website, there should be something to govern it and be included as an appendix.

Treasure Kruse made a comment that the website is not as mature as the newsletter, suggests handling it separately.

A newsletter committee member commented that the website does not serve the purpose of the POAA to communicate with the community because not everyone has access to the internet.

Vice President Jernigan suggested that over the next year, we clearly define the purpose of the NCA website. Vice President Jernigan made a motion that we accept the NCA Newsletter Procedure with the changes recommended by residents, and the changes accepted by the newsletter committee members. She requested that a copy of the edits be filed in the newsletter committee file for future reference. Secretary Rodriguez seconded. Vote 5 yes.

Vice President Jernigan strongly recommend that Secretary Rodriguez head up the website committee to draft a website procedure. Secretary Rodriguez asked if the Newsletter Committee was willing to step up and be on the Website Committee and they volunteered.

Architectural Standards Proposed Changes - Director Perritt wanted clarification on the concern that was initiating the changes to the standards. She doesn't think the Board are experts on what the water will do. As a townhome owner she has issues with the 50% coverage in the backyard in general. It was raised that the proposed changes are in the wrong section of the Architectural Standards. Therefore, this item was tabled until next month. Vice President Jernigan and Director Perritt will work on the standards and republish in a future newsletter.

2017 Budget Item - Treasure Kruse mentioned a budget item he left off earlier about a new Pest Control line item. He wanted to know if the Board approved a quarterly cost of \$85 to this line item. CM will need to clarify if this is just a pest control contract or a WDI contract (wood destroying insect).

General Business - New

Fairfax Water Bill – The NCA water bill for the April – July 2016 quarter was over \$10,000. According to Fairfax Water, NCA used over 785,000 gallons of water. CM has contacted Fairfax Water to advise that this is a mistake. Fairfax Water sent a supervisor out to test the meter. The meter was replaced and will be tested. A letter will be sent to NCA on the results. In addition, the CM had a plumbing company come out to test the facility for leaks. No leaks were found by Griffin Plumbing. Vice President Jernigan suggested the CM ask for an extension on the due date since 9/15/16 is around the corner. Vice President Jernigan also stated that for homeowners they should look into getting water and sewer insurance in case of any water main breaks. The lifespan of the pipes in our community is ~40 years and they are now 43 years old. For \$6-7/month, you can get both water and sewer insurance through Dominion Power. The program is called Dominion Energy.

Update on NCA signature authority for new Board members – With the newly elected Board, the NCA bank accounts need to be updated with the new officers. Secretary Rodriguez made a motion to update the signature authority, to accounts ending in the last four digits for Eagle Bank (1678), United Bank (4869) and (9457) and Charles Schwab account (3704) to remove herself and Treasurer Whitt where noted on the current accounts; and add President Kevin Benore, Vice President Jernigan and Treasurer Kruse. Director Perritt seconded the motion. Vote 5 yes.

Homeowner's Petition to Remove Tree – NCA resident has a common ground tree with above ground roots that she feels is a tripping hazard. She would like to petition the NCA Board to remove this tree. An estimate from DCP Trees was provided to the Board, however, they were unable to clearly review the tree due to the quality of the pictures provided. Vice President Jernigan and Secretary Rodriguez stated they would look at the tree in person over the weekend. The Board did comment that per the tree policy the owner has the write to grind down / surface the roots that are on her property without the Board's approval at her expense. Another resident commented that exposed roots has been an issue for NCA in the past, filling dirt and reseeding has been done but it's an endless battle. No motion at this time.

Meeting Room Scheduling – tabled for next month.

Tree Proposal – Blade Runners. Vice President Jernigan wanted to comment on Blade Runners. The sign at the corner of Northumberland and Godolphin Drive is a mess and she has now complained about this for multiple months. Vice President Jernigan states it's full of weeds. A resident stated that it's almost time for Blade Runners to transition to the pansies for the fall and remove the summer / spring planting. CM has mentioned these complaints to Blade Runners already. Vice President Jernigan stated that NCA may need to look at getting a new landscaping contractor. CM will need to get further details on the types of trees, with pictures of the trees, and report back to the Board. Director Perritt can ask someone if the trees recommended by Blade Runners are stronger. A resident stated that every arborist is going to have a different opinion on what's stronger than a Bradford Pear tree. A resident commented that the proposal to water the new tree for a year is half of the new tree proposal and seems high. There was discussion on the guarantee of trees for a year. Blade Runners contract goes through end of 2019. Vice President Jernigan mentioned that they did not take care of the curb gutters for a long time. Not doing as a good of a job as in past years. A resident mentioned that old tree roots could interfere with the new tree roots if planted in the same spot. No motion at this time until further information is provided.

Pool Winterization – the CM compared the 2016 winterization proposal with 2015. The difference is the Board did not approve the \$600 monthly visit to check and maintain the chemicals over the winter months. It was discussed that there is no guarantee that adding more chemicals over the winter will prevent the pool from having to be drained next spring and power washed (not acid washed). It was explained to NCA that pool had to be drained last spring due to

the severity of the winter. Discussion was held on the pool's white coat and how the cover extends the life span on the pool's white coat.

A resident stated that the white coat refinish costs ~\$75,000. Vice President Jernigan made a motion to accept Titan's Pool Winterization proposal for \$2,185.00 to come out of line item 7130. Secretary Rodriguez seconded. Vote 5 yes.

Weatherproofing the community room. The community room doors have a huge gap with no weather stripping. The CM had a handyman inspect the door and noticed mold on the ceiling in the meeting room. The company provided a quote on weather stripping the doors and cleaning the mold. A question was raised whether to replace the doors or weather-strip them. Treasurer Kruse mentioned he saw an item to replace the doors on the pool house, scheduled for 2015, that was deferred to 2017, but it was clarified that's for the pool house not the community room. A resident asked about replacing the filter for the HVAC. A question was raised on whether there was an HVAC contract. It was recommended to buy a hospital grade filter for the NCA office HVAC system. It was suggested to get additional estimates for the door repair to see if they recommended to weatherproof the doors or completely replace the doors.

Vice President Jernigan made a motion to spend \$130.00 to have the mold issue addressed. Director Perritt seconded. Discussion was held on also cleaning the ducts that the work being proposed is only to clean the mold, not fix and/or paint the ceiling. It was discussed to take care of this in steps, replace the filter, clean the mold, and then get additional information on the doors. Vote 5 yes.

At 9:43, Vice President Jernigan made a motion to adjourn into Executive Session to discuss an attorney matter. Secretary Rodriguez seconded. Vote 5 yes.

At 9:55pm, Vice President Jernigan made a motion for the Board to reconvene to the regular meeting. Director Smoczynski seconded. Vote 5 yes.

Vice President Jernigan made a motion to accept the attorney's recommendation for action on Lot # 424 total not to exceed \$400 in attorney fees. Director Rodriguez seconded. Vote 5 yes.

At 9:57 pm meeting, Vice President Jernigan made a motion to adjourn the meeting. Secretary Rodriguez seconded. Vote 5 yes.

NEXT MEETING: Wednesday, October 5, 2016 at 7:00PM – NCA Meeting Room.