

**Newington Community Association
Board of Directors' Meeting—October 5, 2016
Final Minutes of the Meeting—NCA Pool House Meeting Room**

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

President's Comments

- President Benore thanked Vice President Jernigan for handling last month's meeting due to his family emergency.
- President Benore introduced meeting formality changes based on Robert's Rules. The first is time boxing on discussions. He will ask discussion leader how much time they need. He will continue having the chair recognized and who is speaking to avoid speaking out of turn.
- Due to concerns about the Board's transparency in the past, he committed to keeping the Board transparent.
- For next month's agenda, new business will have most critical items first and if the Board runs out of time, due to the time boxing measure, items will be tabled to the next month.
- Final comment was next time a committee is formed, the Board needs to make an effort to communicate that to the community prior to the committee's first meeting.

Blade Runners - Mike Dollard from Blade Runners was in attendance to hear and address some of the concerns NCA residents had about their services. The CM relayed some of the complaints with lack of edging on some the streets, small branches on common grounds, area of common grounds not mowed, brick signs leading into the community are hard to read with plant overgrowth. Vice President Jernigan mentioned that there were five edgings over the summer.

Mr. Dollard clarified that edging is done with every other mowing. There are 23 mowings in the contract with 11 edgings. There was discussion on the parking lot clean-up which is done once a year in the townhomes. Vice President Jernigan asked if it was done again in the fall with the leaves. Mr. Dollard advised that with the leaf clean-up in the fall the street curbs get cleaned up with the leaves. There is no curb gutter cleaning in the single family homes.

There was discussion on the tree proposal. Mr. Dollard explained the watering proposal of new trees after installation. It's more work to send a crew out to water the trees, it's approximately 15 times a year and that's about \$50/visit. President Benore stated that a motion for the new trees will not be made until New Business, but continued to field questions with Mr. Dollard. There was discussion on the Redspire trees that are being installed to replace the Bradford pears. There was discussion on the tree plan for Gwynedd as the pin oak trees die. Mr. Dollard has a tree plan with symmetry to alternate trees along the whole street. There was discussion on the turf damage on the hills as you enter Delong off Northumberland which is grub damage from beetles. Mr. Dollard recommended for next June to spray so they don't keep damaging the turf. They like to eat the roots of the grass as it becomes healthier and richer. Vice President Jernigan asked if that was pet friendly. Mr. Dollard advised that there is no reentry period, but it is best to wait until it dries before reentering.

Director Perritt asked if there was a way to reduce the height of the beds in front of the NCA signs, because she didn't think the plants there were too tall but that the beds keep getting built on top of old mulch. She suggested that it should be Blade Runners responsibility to bring the beds back down. A resident suggested replanting the liriopie that is covering the letters along the side of the columns. Mr. Dollard recommended raising the sign. President Benore suggested that we revisit the

questions in early February or March for options in front of NCA's signs for the next season.

President Benore asked if any community members had any additional questions or comments for Mike. A resident thanked Mr. Dollard for their service and appreciated that he came to tonight's meeting.

Approval of Minutes

Per Robert's Rules, 11th edition (Reference Section 11, Subsection 41, Order of Business, Order of the Day). After proposed corrections have been disposed of and there is no response to the chair's inquiry, is there are any corrections to the minutes, the chair says "there being no corrections to the minutes, the minutes stand approved, the minutes are thus approved without any formal vote, even if a motion for their approval had been made. The only proper way to object to the approval of a Secretary's draft of minutes is to offer corrections. It should be noted that a member's absence from the meeting which the minutes are being approved does not prevent the member from participating in their correction or approval". President Benore stated since we don't have any statutory language, including Bylaws, he felt it was appropriate to consider Robert's rules govern NCA in the approval of minutes. In the past, approval of minutes have not made quorum because members were not in attendance, etc. President Benore asked if there was any objection allowing anyone in attendance presently to approve minutes whether they attended or not. No comment was given from the community.

August 3, 2016 Meeting Minutes – President Benore asked if there were any changes, no comment. President Benore stated that the minutes stand approved.

August 11, 2016 Annual Meeting Minutes – the Board discussed the idea of provisionally accepting the minutes and having them approved at the next Annual meeting. President Benore suggested a procedure going forward that we allow the members to approve minutes for the previous annual meeting at the current annual meeting. Secretary Rodriguez made a motion that going forward the Board will provisionally approve the annual meeting minutes and then the minutes will be put forward to the entire community at the next annual meeting for the community members to approve. Vice President Jernigan seconded. Vote 5 yes.

President Benore asked if there were any corrections to the annual meeting minutes. Director Perritt mentioned there was discussion at last month's meeting to add more details as requested by a community member under the removal of Board member section. It was stated that the details had been added. President Benore stated that if we are going to be detailed in regular meeting minutes the annual meeting minutes, going forward, should be as detailed for consistency. President Benore asked if there were any additional changes, no comment. President Benore stated that the annual meeting minutes stand provisionally approved.

September 7, 2016 Meeting Minutes - President Benore asked if there were any changes, no comment. President Benore stated that the minutes stand as approved.

Community Forum

A resident wants to put a railing up at his house and was seeking guidance from the Board. The resident had provided some pictures of his front walkway.

Another resident questioned some exterior work on a home in the NCA. President Benore asked for a letter to be sent on their behalf to request an exterior project form be submitted for this work.

Email Votes

None

Hearings

None

Treasurer's Report - Treasurer Kruse stated the allocation between streets and common reserves was different in the audit report and Summit's December financial statement. The adjustment in the August financials was different than what he expected from this end of fiscal year change. The income had been recorded correctly, however, Summit applied all of it to common reserves instead of allocating a percentage to both streets and common reserves.

Treasurer Kruse provided a slight update to the budget based on the latest CPI-U for both streets and reserves. With approval, it will be published in the November newsletter. Potentially running low on common area reserves and we've done very little reserve work this year. There is a healthy balance in street reserves but there is a lot of work to be done if you look at what is planned and been deferred. Treasurer Kruse recommended getting a few people involved in a maintenance committee to make a plan going forward. Treasurer Kruse stated that we'll need a motion to approve the draft budget to be published. President Benore stated the motion will be made under Old Business and also commented that a motion from a committee does not require a second.

Vice President Jernigan recommends that NCA complete another street project because we may have some that are close to failing. She also asked if the Budget Committee was comfortable with the two manager's line items in the budget. The committee replied yes.

Director Perritt has a concern with trash collection. She stated that in the townhomes recycling is being picked up with regular trash. She has witnessed them taking the recycling and throwing it away with the trash every week. Director Perritt believes the Board should address this concern. She recommends that specific recycling containers be used for recycling and fine residents who do not follow procedure. She recommended an article in next month's newsletter on how to get the bins and how not properly recycling is increasing our costs. Discussion held on coordinating with American Disposal on possibly getting larger bins if we have enough residents interested. Discussion was held on how residents throw trash out in bags versus bins. It was stated that the CCRs do require trash containers, however, the Board had passed a policy that allowed for no containers.

President Benore requested that the trash containers and CCRs topic be added to New Business in the November meeting.

Community Manager's Report - General

- Signature authority for all three banks has been sent
- Third budget meeting held on September 28
- Pool winterization completed
- Parking lot assignments to be issued shortly
- Blade Runners priority one trees work in progress
- Fire lane signs on Moline, Eucalyptus, Dampier, Red Ash, Matisse Way and Luce have been completed
- Fire lane replacement / repair signs continue for Kitchener, LeMoyné, Gwynedd, and Marconi
- NCA's public streets are part of a Community Parking District (CPD) (ref: Section 82-5B of the Fairfax County Code)
- Pest control services includes wood destroying insects, e.g., carpenter ants
- Air conditioning compressor and fan capacitors went out; replaced; Verizon and electrical issue resolved
- Traffic calming committee representative briefly met with NCA President and CM
- Quotes for meeting room door repairs coming in
- Foreclosure notice received
- Cancel electronic distribution of newsletters on Cushing Court – addresses not being updated

Resident Complaints/Issues/Comments

- Complaints about landscaping around NCA signs, weeds, lack of water on flowers

- Car not parking between the lines on Gwynedd
- Two different buses seen using Lemoyne Lane to turn around, reported to Fairfax County
- Question regarding when priority one trees would be removed
- Lights out reported on Getty, Moline and Matisse
- Lack of parking spaces on Moline
- Fallen tree on Moline common property
- Complaints about how frequent edging is happening on Finlay Court
- Question about when to place out yard debris for townhomes – question answered
- Tree down on NCA path off the pool parking lot
- Resident notified office that he put yard debris out on wrong day; called for special pick-up following day
- Water was shut off because new resident didn't open an account with Fairfax Water
- Complaint about a "sink hole" on Delong near second entrance to LeMoyne Lane
- Resident reported a dog bite on Kitchener; dog was not on a leash and was quarantined
- Recycling not picked up on several streets in NCA; American Disposal sent a truck
- Summit invoices for quarterly assessments sent 2-3 business days before due
- Resident's basement on Euclid leaking water from next door neighbor's property
- Several unlocked cars on Godolphin were searched in the same evening
- Electrical vehicle on Delong with extension cord on sidewalk, concerned tripping hazard

President Benore commented about the pool party that his church sponsored over the summer. He received a lot of feedback that they would like the community to do this more often. A Recreation Committee volunteer notice was published in the October newsletter

Planning and Development – Lou Tobat attended Saratoga's Traffic Calming Committee meeting. Fairfax County Department of Transportation (FCDOT) completed a study and has recommended some speed humps in the neighborhood. The taskforce is in charge of obtaining approval of these speed humps by residents who will be affected by this. 50% of the residents will need to complete a ballot and 60% approval will be required. The ballot is still being developed. In the meantime they were recommending some yellow signs to slow down. Suggestion was to call the police every day to increase their presence if there is speeding. First number to call is 703-644-7377 or 703-691-2131. For NCA the speed humps will be located near Rowanta Way, at the ballfield, and at the power lines, plus one at the school. A resident asked if there was a way to get speed humps along Delong. It was stated that the volume has to be between 600-6,000 to get speed humps. Another taskforce meeting planned for October 13, 2016. President Benore stated that after meeting with Mr. Collins last week, it makes sense to allow the homeowners off Northumberland to get the ballots and vote on the issue themselves. The Board will only need to approve paying for the postage. President Benore asked if there was any objection with sending out the ballots. There were none.

Director Perritt asked if there was a way to get permanent yellow signs at a minimum on Delong, especially on a section where there is a curve and there are two bus stops. The way cars are parked along Delong, you can't see the kids crossing.

Website Committee – Secretary Rodriguez stated that the committee met last month. A draft is being prepared and will be provided at an upcoming Board meeting. No additional meetings at this time.

GENERAL BUSINESS - OLD

Draft Budget – Committee Chair and Treasure Kruse made a motion to publish the draft budget as provided in the November newsletter. Vote 5 yes.

Architectural Standards – tabled for next month.

Fairfax Water Bill – CM has had two conference calls. Fairfax Water sent another technician. Fairfax Water will have some further investigating to do and believes it to be clerical error on the sub meter reading. A solution should be provided to NCA in mid-October.

Petition to Remove Tree – the Board asked where the property line is. The CM stated that there are no records in the office that distinguish where the property line is. If you look at the pictures and the two adjacent properties, the tree is more on her side. If this is not her property then there is an issue with the other two properties overbuilding beyond their property line. The Board requested that the owner provide a plat and prove that the tree is not on her property.

Pool House Meeting Room – tabled to next month

GENERAL BUSINESS - NEW

Trail Paths – Mrs. Randall who volunteered to complete the last Phase of path work for NCA provided a proposal to have GBJ engineering put the specification bid package together. There is a fee to have them send the package out to the bidders and to have him oversee the project and ensure it is done to specification and is paid on an hourly basis. The section of paths include: Northumberland to Euclid (across from the ballfield), Euclid to Moline, Moline past the tot lot to Luce and two short ones off Gwynedd and end of Marconi behind Brandeis to the woods). Treasurer Kruse stated that this proposal is in line with previous proposals. Vice President Jernigan asked the status of these trails and it was discussed that they are bad due to age, tree roots, etc. These paths were scheduled to be replaced last year, but it was determined the overpasses in the woods was more serious. There was discussion about the drop-off on some of the new paths that have not been addressed yet. It was discussed to get the dimensions of the drop off and the specs to correct the issue that can be contracted out separately for the new paths. Issue will be to get the equipment back there. The abandonment on the new path was discussed.

Treasurer Kruse made a motion to accept the \$2,500 proposal to engage the engineering company from the reserves line. Director Perritt seconded. There was discussion to have three or more bids. Treasurer Kruse amended the motion to add the additional specs for the gravel work off the sections of the new paths where there is a drop off. Director Perritt seconded the amended motion. Vote 5 yes.

Mrs. Randall suggested that since the engineering is putting specifications together it would be a good time to have them also do a specification study on Kitchener and Brainerd. President Benore made a motion to engage the engineer to prepare a street repair report for Kitchener and Brainerd. Vice President Jernigan seconded. Vote 5 yes.

Traffic Calming Committee – already discussed, refer to planning and development.

Crack seal on Moline – proposal from Dominion for crack seal on Moline was discussed. The proposal did also include pothole repairs; however, with street repairs proposed for 2017, the asphalt pot holes should be included with the street repairs next year. Present Benore made a motion include in the engineer proposal the community wide pot holes in the 2017 street repair proposal. Director Perritt seconded. Vote 5 yes.

President Benore made a motion to engage Dominion Paving to crack seal Moline in the amount of \$3,800. Secretary Rodriguez seconded. Discussion on line item 8005. Vote 5 yes.

Tree policy – Director Perritt had inquired with her brother who is an experienced landscaper and he recommended we avoid any pear variety. Other recommendations made by Blade Runners on the other trees are good. His email was very helpful. Discussion was held on NCA's tree replacement plans for Gwynedd and Northumberland. The tree should be guaranteed for a year and the watering proposal may be overkill. Discussion held on developing a tree plan for Northumberland. The recommendation is to hold off planting new trees on Northumberland and in early 2017 come up with a new tree plan for Northumberland with a new landscaping committee. President Benore stated that we need to move forward with proposal or table this for another month. Vice President Jernigan made a motion to accept Blade Runners tree install proposal, with the exception of planting the

Redspire trees on Northumberland for \$552.00. By April come up with a new tree plan. Secretary Rodriguez seconded. Vote 4 yes. 1 No. (Perritt).

At 9:11pm, President Benore made a motion to convene into Executive Session to discuss a legal matter. Secretary Rodriguez seconded. Vote 5 yes.

At 9:17 pm President Benore made a motion to reconvene to regular session. Vice President Jernigan seconded. Vote 5 yes.

President Benore made a motion to write off the \$4,359.91 per the attorney's recommendation for Lot # 239. Secretary Rodriguez seconded. Vote 5 yes.

At 9:20 PM President Benore made a motion to adjourn. Secretary Rodriguez seconded. Vote 5 yes.

NEXT MEETING: Wednesday, November 2, 2016, 7:00PM, NCA Pool House - John Nolan Meeting Room. All residents encouraged to attend.