

**NEWINGTON COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS' MEETING – February, 2017**  
**Final Minutes of the Meeting – NCA Pool House Meeting Room**

At 7:00 pm President Kevin Benore called the meeting to order. Board members present were President Kevin Benore, Secretary Elizabeth Rodriguez, Treasurer Dennis Kruse and Director Stacey Perritt. Vice President Sarah Jernigan and Director Florence Smoczynski were not in attendance.

#### PRESIDENT'S COMMENTS

President Benore mentioned that he added time limits to the agenda items to help continue keeping meetings on track and prevent late night meetings. If an agenda topic's time limit is up, time will be added if available or the topic may be tabled until the following meeting.

#### APPROVAL OF MINUTES

There were no comments on the December 7, 2016 minutes as published. The minutes are approved as they stand.

#### COMMUNITY FORUM

A resident wanted to express how much it's appreciated that the NCA volunteer is helping with the cat issues within the community.

*There was a break to reconvene to Community Forum during New Business as a couple of residents arrived late.*

The NCA volunteer helping with the cat issue stated that she started the work 4 weekends ago. They've caught 11 cats to date, 3 of the 11 are in a rehab to be adopted (~6 months old). They helped a resident take his male cats to get altered. This past weekend they caught five females between the ages of 3-5 years old and had them altered. In addition, several cats have been found to already have ears tipped and just re-released. There was discussion on the upcoming information Community Cat meeting to be held on Wednesday, February 22, 2017 at 7:00pm to inform residents of the efforts being made, answer questions, etc.

A resident advised that there is a lot of trash off the Rowanta. The CM stated that the last clean-up day didn't have a good turn out and volunteers didn't make it that far. There was discussion on having more clean-up days instead of once a year.

A resident asked if it was possible to add ADA compliant parking spaces in the pool parking lot. The Board will look into possibly adding one or two spaces to the pool parking lot.

#### EMAIL VOTES BETWEEN MEETINGS

In December, it was missed to make a motion to increase the annual pay in 2017 for the Community Manager and Assistant Community Manager. An attempt to hold an email vote was made, but it failed due to a Board member being hospitalized.

#### HEARINGS

No hearings.

#### COMMITTEE/BUSINESS REPORTS

##### Treasurer's Report

Treasurer Kruse's report is based on the year-end report. A draft report was distributed with preliminary numbers from Summit and didn't receive the final until 1/31/17. An updated report is in tonight's packet. He stated that it's the responsibility of the Treasurer and Board to look at the financials over a long period of time and not just monthly. Treasurer Kruse looked at end of the year information for a six year period and also the detailed assessment payments, month by month, for a three year period.

For 2016, our overall performance was quite well. It looked like on the draft report that we'd have a net positive balance, but instead ended with a slight negative balance. This is due to the Board

approving unpaid assessments, last October, for an account deemed uncollectible. In November, the Board agreed to restore the bad debt allowance to \$16,000. This resulted in a charge to bad debt expense on the income statement.

Also, in June 2016 the Board made a prudent decision to pay for the playground equipment from the operating account. This resulted in the line item to be over budget, which had it been done through reserves, there would have been a surplus at the end of this year.

There were three other lines that had a significant variance. The snow removal line in January 2016. In 2017, we increased the line item to \$10,000. Less money was spent on the CM line because the position was vacant for a period of time. Also, there was less money spent on the collection attorney line; therefore, the line was reduced in 2017 budget.

Treasurer Kruse had called attention to assessments receivable in October being down from \$52,524 and at year end it was \$33,191.27. Prepaid assessments were at the highest level in six years at \$64,325.56 and believes that was due to the CM working with Summit to get quarterly invoices mailed by mid-December 2016. There was discussion on prepaid assessments. A question was asked if NCA is getting worse with unpaid assessment payments. Over a three year period we are a steady state, it varies every 3 months.

Treasurer Kruse discussed the net income for the year was down and member's equity was over \$87,000. This is the first decrease since 2011. In 2011, we were negative \$25,000 so we've come up a great deal. The trend is very good. For reserve funds, in Common Area Reserves balance is about \$100,000 and \$500,000 for streets and curbs. We have more money in reserves than in our total operating budget for the year. However, we have some street repairs this spring. Based on past experience cost is usually \$150-200,000. The concern with the reserves is that we are limited on how much we increase in accordance with CPI, which has been so low. Common area is probably too low for long term repairs, if you think about pool replacement, etc. Treasurer Kruse wants to talk to the auditor regarding doubtful accounts if \$16,000 is adequate going forward and ensure bad debt to make sure it's being recorded properly. Again, the bottom line is our association is sound. Two things for future consideration is the Eagle Bank CD that will expire this April. President Benore asked if Dennis will come back to the Board with recommendations on the expiring CD, Treasurer Kruse replied yes.

To get a better handle on managing reserves funds, there is software provided by the company who did the reserve study. NCA currently has a 60-day trial to see if it can help us with expenditure and planning. There was discussion on purchasing generic software versus licensed software. Treasurer Kruse will also inquire with Summit on what other reports and analysis they can provide for NCA. Goal is to come back with further information. The Board thanked Treasurer Kruse for his detailed report.

## Community Manager's Report

### **General**

- Holiday Party was a great success; Pamela Rodriguez and all volunteers did a wonderful job – event was well attended
- January & February newsletter completed and delivered
- Fairfax Water Authority has applied credit to 2<sup>nd</sup> quarter 2016 NCA bill.
- Space reassignments for impacted spaces on Dampier, Eucalyptus, & Red Ash mailed
- Pool rules have been reviewed; draft provided
- Pool registration card updated
- Architectural Advisory committee meeting January 14, 2017; next meeting February 11
- Budget meeting held January 18, 2017
- Fairfax Concrete & Paving abandoned the path off Matisse & Red Ash per 2015 contract
- Fairfax Water has upcoming maintenance work this Spring
- Harvester Presbyterian Church was contacted as a potential location for NCA Annual meeting

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

- A resident advised that he received a flood warning letter from Fairfax County

- Resident received a very high electric bill from Dominion Power and wanted to know if anyone else in the community had received one; resident thought the meters are old now and maybe contributing to the higher prices
- A resident reported a shed with smoke coming out of a smoke stack in the roof
- A resident complained about a lot of dog waste in their yard and common property nearby
- A resident complained about branches hanging over vehicle and also wanted to know if NCA would remove pine tree near his property
- Potential pregnant cat on Luce spotted; volunteer working with resident
- Another resident inquired about replacing windows and roof
- A resident complained about a tree that has been reported in the past that has large dead branches
- Resident called to make HOA payments; redirected them to Summit management
- A resident asked about the pansies missing at the community signs
- A resident called about a dead cat on her front walkway
- Barking dog complaints – deferred to Fairfax County Police non-emergency number
- Someone building forts on NCA common grounds near Moline/Luce
- Someone volunteered to deliver newsletters on Cushing
- Several HOA balance questions in early January - deferred to Summitpart
- Wallet found, resident was able to locate homeowner and return
- Couple of bulk trash clarification questions
- Resident on Luce reported a hole being dug; it was a utility company digging at the wrong property
- A resident asked how to dispose of a lawn mower
- Notary request by NCA resident
- Resident concerned that her cat has been missing for about a month

There was discussion on the water bill credit due to NCA. There was a discussion whether part or all of Newington Community was in a flood zone based on a dam on Pohick creek. Decided that residents need to consult the flood zone maps on the Fairfax county website before deciding to purchase flood insurance. There was discussion on adding signs near the existing forts to see if anyone has any additional information and notify the community that it's prohibited to build forts on common grounds and the CM will inquire about the cost to tear down the structures and remove debris.

### Planning and Development

Mr. Tobat mentioned that the Mt Vernon Town Hall meeting will be held on February 4, 2017 at Mt. Vernon High School (7:45 AM – 12 Noon). It's a review of everything happening in the Mt. Vernon area. Mr. Tobat asked President Benore if there was an update on the speed humps for Northumberland Road. President Benore stated he received an email from the neighboring community who is spearheading this project and it is currently on hold. Residents in the other community as well as Saratoga Elementary School have some concerns with where the speed humps are being proposed. They are going back to the engineers to readdress these concerns and possible move the location of the speed humps. A resident asked if there was a proposal on where the speed humps will be located. A speed hump was recommended between Rowanta and Luce Court entrances and partially uphill towards elementary school near ball field.

### Architectural Committee

Director and Committee Chair Stacey Perritt advised the committee is focusing on EV charging and its effect on community property; reviewing architectural standards and the two Advisory Control and the Control Committees. There are some conflicting standards they want to fix and possibly align NCA's architectural standards with Fairfax County regulations. The benefit is NCA's standards would be in compliance with Fairfax County and automatically update when the County updates their guidelines. It's difficult to make regulations when there are many factors with individual situations, etc. Waste water management is already addressed by Fairfax County and our standards may unnecessarily supersede Fairfax County. For EV charging, the committee has been in contact with 5 companies, it is complicated

and committee finds new questions. One of the committee's questions, was could townhome owners install electrical outlets at the parking space. The Board discussed that if it's on community property it's a non-starter. Parking spaces are not permanent. The committee chair is requesting the community to get involved. There was discussion on how commercial companies install and charge for the stations; including what is installed at Springfield Town Center. There was discussion that this is just an information gathering phase right now. The next meeting is February 11, 2017 at 10:00 AM.

#### Website Committee

Secretary and Website Committee Chair Rodriguez provided a draft copy of the NCA Website procedure that the committee has drafted. The committee has asked the Board to review and provide comments at the next Board meeting. The procedure codifies the website, outlines its content and the procedure and timeline on how it is maintained. It will be noted in the next newsletter that it is available online for community input.

#### Newsletter Committee

Secretary and Newsletter Committee Chair Rodriguez and the CM Community explained that there is a difference in the newsletter distribution from what is published in the procedure versus what the volunteer is mailing out. The difference in the two distribution lists was discussed. It was discussed to email it to political recipient's staffers. They will get it, distribute it accordingly, and it's their job is to read it. Distribute does not define paper copy versus electronically. A Newsletter Committee member also stated that there was also a proposed addition to add the Lee District Supervisor.

Director Perritt made a motion to include the Springfield District Supervisor and chair of Fairfax Board of Supervisors on the distribution of the community newsletter. Secretary Rodriguez seconded. Discussion was held on adding the Lee District Supervisor. Director Perritt amended her motion to include the Lee District Supervisor. Secretary Rodriguez seconded. Discussion held on sending electronically if preferred. Motion not amended, no further discussion. Vote: 4-yes.

#### **GENERAL BUSINESS – Old**

**NCA Proxy Policy Update** – there was discussion on a resident's previous comments restricting on who a resident can designate a proxy to. Discussion held on if residents will be turned away if they arrive with more than four proxies at the annual meeting with no pre-validation. There was discussion that previous versions of the proxy policy and form already stated that proxies can be given to a member in good standing. The Board discussed that it's not changing the language in the policy on that matter. It was also discussed that the community was advised of the change about the pre-validation and feels it's fair to request they be validated by 12 Noon the Monday prior to the Annual Meeting. Secretary Rodriguez made a motion to adopt the updated proxy policy as highlighted. Director Perritt seconded. Vote: 4-yes.

#### **GENERAL BUSINESS - New**

**Street Paving** – CM updated the community and Board that the engineer will have an assessment for the repaving of Kitchener and Brainerd by February 15, 2017. Bid responses could have a deadline for March 30, 2017 and will allow plenty of time to get on the spring schedule.

**CD Options** – an NCA financial CD expires 4/20/2017. A resident asked if the money from the CD could be used towards to the street repairs. The CD will auto renew if we don't do anything. Treasurer Kruse will bring options to the March meeting for the Board to vote on at the next meeting.

**Annual salary increase** – Treasurer Kruse explained that the Board approved the bonuses in December; however, the policy addresses both bonuses and annual increases. President Benore stated the annual increase is 5% unless there special reason not to. He continued to state that we failed to do this back in December and need to rectify this and back-date it to January 1, 2017. Secretary Rodriguez made a motion to give the 5% increase to the CM and Assistant CM and back date the pay to January 1, 2017. The increase will be applied to line items 7607 and 7620. Treasurer Kruse seconded. Vote: 4-yes.

**Pool Rules 2017** – There was discussion on the number of guests a family can be allowed to bring without prior approval. It was clarified that it's per lot or household not per card holder. There was

discussion on having all kids under a certain age wear a wrist band even if they haven't passed the swim test. The Board requested that the pool rules be rewritten in these areas and issued emailed later for an email vote.

Street & Curb repainting – in the final phase to be in compliance with the fire lane signs, there are ~32 parking spaces and 350 linear feet of curbs that needs to be repainted off Red Ash, Eucalyptus and Dampier Courts. Director Perritt made a motion to accept the estimate for materials labor to repaint the curbs on these streets, including installation of fire lane posts and signs for \$1968.69 from line item 8005. Secretary Rodriguez seconded it. Vote: 4-yes.

Proposed Fairfax Water Spring Work – NCA received a letter from Bobby Cotten with Fairfax Water. They are requesting permission to use the open path off Brandeis to access the trail to repair an exposed water main pipe between Brandeis and Finlay Court. They letter states that they will restore any areas they disturb. They will notify the residents prior to the work. The work is not expected to interrupt water service. President Benore suggested a blurb in the next newsletter. Nothing for Board to approve.

Tree Petitions – one on Durer Court. The tree on Durer does have dead limbs in the tree and when it rains it hangs over the property roof; per Blade Runners this tree was a priority two tree in their 2016 tree assessment. The Board denied resident's petition to trim the tree. However, resident can wait for this year's tree assessment on this particular tree. It was discussed that in 2016, there was not enough funds in the tree line to cover the priority two and three trees. In 2015, however, there was and hopefully all priority tree assessments can be covered with this coming assessment. On Marconi Court there are two pine trees that are destroying sidewalks. The estimate to remove the trees was submitted to the Board. The Board discussed if this was on the resident's property or common grounds. Trees are on common grounds. Director Perritt made a motion to approve the removal of these two trees for \$1750 from line item 7370. Secretary Rodriguez seconded. Vote: 4-yes.

President Benore made a motion to convene into Executive Session at 9:10 pm to discuss an attorney matter. Director Perritt seconded. Vote: 4-yes.

At 9:33 pm, President Benore made a motion to reconvene to regular session. Secretary Rodriguez seconded. Vote: 4-yes.

Director Perritt made a motion to deny waiving the legal fees on Lot # 281 and also directs the collection attorney to cease collection activities. Secretary Rodriguez seconded. There was discussion that the residents will be not be members in good standing and will lose certain NCA privileges. No amendment to motion. Vote 4 yes.

At 9:37pm President Benore made a motion to adjourn. Secretary Rodriguez seconded the motion. Vote: 4 yes.

**NEXT BOARD MEETING:** Wednesday, March 1, 7:00 PM - NCA Pool House. All residents encouraged to attend.