

NEWINGTON COMMUNITY ASSOCIATION  
MONTHLY BOARD MEETING  
September 5, 2018  
DRAFT MINUTES

**CALL TO ORDER:** Meeting was called to order at 7:00 PM by President Jernigan

**MEMBERS:** President Sarah Jernigan, Vice President Stacey Perritt, Treasurer Dennis Kruse, and Director Karen Chauvin. Director Parker Watson was not in attendance.

**ELECTION OF OFFICERS:** The Board elected board officers.

Results of this election are: President – Sarah Jernigan; Vice President Stacey Perritt, Treasurer Dennis Kruse; Secretary Karen Chauvin. (Non-Board member note taker – Beth Rodriguez)

**PRESIDENT'S COMMENTS:**

President Jernigan announced that pool season is over. This past month the pool pump and motor had to be replaced. This had caused the pool to be closed for one day in August. She also pointed out that the carpet in the meeting room and in the office had been replaced.

**COMMUNITY FORUM:**

- A resident observed that in the September newsletter the unfilled director position should be expiring in 2021.
- A resident asked about the white spots on the lawn. It was explained that Blade Runners had applied weed control. The white spots are a result of the weed control.
- A resident reported that on the new concrete on Gwynedd Way cracks can be seen on the curb in the parking spaces.
- A resident reported a light being out on Moline Place.
- A resident asked when people do inspections do they stay on the sidewalk and do they go down the pipe stems? It was explained that when doing inspections, the “inspectors” stay on the sidewalk. However, regarding the pipe stem properties yes, the inspectors go down the pipe stems as it is the only way to inspect those properties.

**HEARINGS:**

- Lot 96 – The violation is for driving on common grounds by a contractor hired by the resident. The resident is new to the community. He was questioned if he knew and understood the community by-laws. It was explained why this rule is in place and he was asked not to drive on the common grounds in the future.
- Lot 109 – Resident was not in attendance.
- Lot 470 – Resident was not in attendance.

**MINUTES:**

- ➔ Minutes of the August 1, 2018 monthly Board meeting stand as amended.
- ➔ Minutes of the August 9, 2018 Annual Meeting are provisionally accepted until the 2019 Annual meeting.

**COMMITTEE/BUSINESS REPORTS**

**PLANNING AND DEVELOPMENT** – Lou Tobat

He welcomed the new Board. He asked if anyone was having trouble with rats and raccoons.

He also reminded everyone that schools were open and that everyone needs to drive carefully.

#### **ARCHITECTURAL ADVISORY COMMITTEE – Stacey Perritt**

It was reported that the Architectural Guidelines changes are finished. The committee wants to put them into the newsletter, but there were questions on procedures. Further discussion of this process will be put under new business.

#### **TREASURER'S/FINANCE COMMITTEE REPORT – Dennis Kruse**

Highlights of the Treasurer's report include:

- Through July NCA operating expenses remain below budget in nearly all categories. Only Common Area Maintenance expenses exceed budget to date. However, we are on track to end the year with an overall modest surplus.
- Updated draft 2019 budget was presented. Changes from the Annual meeting version are:

Line 7290 – Common Area Material/Supplies – reduce from \$200.00 to \$100.00

Line 7365 – General Repairs – increase from \$6,000.00 to \$6,200.00

Line 7515 – Architectural Control: Inspections – increase from \$0.00 to \$3,600.00

Line 7550 – Recreation: Activities – reduce from \$1,500.00 to \$1,000.00

Line 7615 – Bank Service Charges – increase from \$25.00 to \$500.00

Line 7685 – Taxes: Payroll – reduce from \$3,000.00 to \$1,200.00

- Further changes to the budget will depend on the changes to the CPI-U before adoption.
- With the approval of the Board, \$100,000.00 of reserve funds was moved from Eagle Bank Money Market Savings to our Charles Schwab account for investment.

Treasurer Kruse made the motion out of committee that the proposed budget, as amended, be put into the newsletter. **VOTE: 3 yes, 1 no. (Perritt)**

#### **MAINTENANCE COMMITTEE – Beth Rodriguez**

The Maintenance Committee made the following recommendations:

1. Consider milling and coating the pool deck so it will last until the pool pipes need to be replaced.
2. Replace the main pump motor, as planned. However, look at the history of the failure rate of the pool motor/pump. (Note: this was replaced after the committee meeting.)
3. Replace/repair/power clean the pool furniture.
4. Repair/replace the picnic tables as there are warped boards on both the tables and the benches. (repaired after the committee meeting)
5. A vertical slat is missing from the wooden bridge and needs to be fixed.

#### **ADMINISTRATION**

##### **VOTES HELD BETWEEN MEETINGS:**

Pool motor stopped, and pool was closed. Vote to hold an email vote: 6 yes. Vote to replace the main pool pump at a cost of \$6,800.00: 5 yes.

**RESALE INSPECTIONS:** 7764 Euclid

##### **ARCHITECTURAL MODIFICATIONS APPLICATIONS (7/28/18 TO 8/31/18)**

Godolphin, porch windows – approved

Godolphin, roof shutters & siding – approved

Jenner, Architectural shingle & roof over balcony – Gwynedd, door – pending

approved

Kitchener, paint siding - pending

##### **HOMEOWNER COMMUNICATIONS (oldest to newest)**

- At budget meeting, resident recommended pursuing plan to remove and replace trees along Northumberland. Information to be given to maintenance committee.
- Recommendation from resident that Nextdoor.com be shared with the community via newsletter. (added to September issue,)
- Several people provided information on recent crime in area.

- Concern about a man's comments on Marconi
- Resident on Brandeis would like common tree thinned so grass will grow under it and inquired on Fairfax Water removing netting from where they put down seed.
- Resident complained that when it rains neighbor's gutters overflow down her wall.
- Resident complained about dead tree behind Lemoyne and car window broken when grounds crew was mowing.

### **VIOLATION LETTERS**

Approximately 26 letters sent since last Board meeting (8/2/18 to 8/31/18) based on Manager inspections.

### **OTHER ACTIONS**

- Proofed minutes and September newsletter.
- Attended budget meeting August 24<sup>th</sup>.
- Attended annual meeting August 9<sup>th</sup>.
- Re-ordered office business cards.
- Provided supporting documents (minutes & reserve expense receipts) to auditor.
- Follow-up on having Fairfax Water come back and repair path, remove silt fence and green plastic ground fencing. They responded they have been swamped and hope to come out by the end of August.
- Met with carpet installer Saturday, August 18<sup>th</sup>. Carpet replaced. Charged association 2 hours of time to open up, disconnect and reconnect office equipment.
- Approved replacement of main pool chlorinator that stopped working. \$675.00.
- Signature cards completed for new onsite checking account through Alliance Bank.
- 2 trash cans installed; boards on picnic table replaced and painted; exterior of meeting room door painted.

### **OLD BUSINESS**

- Concrete pool deck replacement: (9/2018) Titan proposal for deck work \$20,160.00 & \$72,000.00 for all pipe replacements around entire pool. In response to Board asking about sending camera down pipes. Talked to Titan who said that it was not recommended due to age of pipes, expense would be high, and many cracks would not be seen. Also pool has issues of lights and skimmers leaking. Titan will be asked to come to October Board meeting to answer questions.
- Path work (9/2018) Inquired with contractor on a contract and work start date. Due to weather Fairfax Paving has been put far behind. Project possibly postponed until Spring. Scheduled meeting with engineer to walk path to identify other path problems. Working on getting contract amended to get rock placed where path edge has a drop off.
- Insurance policy review – quotes expected at the October meeting.
- Tree policy – Board discussed redline copy of recommended changes to Tree policy. Matter was tabled.
- Trash policy – Board discussed whether to send a letter to homeowners based on complaints of a neighbor. Matter was tabled until October meeting.

### **NEW BUSINESS**

- Pool winterization – Motion: Director Stacey Perritt made the motion that we accept the proposal from Titan for \$2,185.00 from budget line 7130. Motion was seconded by President Jernigan. VOTE: 4 yes 0 no on the condition there is confirmation that water will be removed from the pump
- Pool – Fire extinguisher expired 8/30/18. Must be purchased before pool opens in 2019.
- Baby pool continues to leak. Water drops to the level of the skimmers. Skimmers were installed

in 2004. Tabled until October meeting.

- Pool inventory provided with recommendation from management on replacements. Costs are needed and should be provided to maintenance committee.
- Grounds – dead shrub removal and replacement needed on Gwynedd and Brandeis. Secretary Chauvin made the motion to pay Blade Runners \$1,738.05 for tree install and \$750.00 for watering. President Jernigan seconded the motion. **VOTE: 4 yes, 0 no.**
- Tree report from Blade Runners: Board decided to ask for total costs by priority numbers in report. Tabled until next month.
- Architectural Policy Changes: Discussion on Architectural Guidelines changes. Committee chair was asked why considering painting of brick for only the single-family houses and not the townhouses. The rationale was 1. It was only asked for by the single-family house owners, 2. Continuity and 3. Difficulty of maintenance. Treasurer Kruse suggested instead of paint to have staining brick subject to proper preparation and inspection as staining will last longer than paint. Discussion continues on the recommendations of the Architectural Guidelines committee.

### **EXECUTIVE SESSION**

The Board convened into executive session at 9:54 pm to discuss:

- Write Offs/Aged Balances Report
- Legal Correspondence
- Hearings
- Employee Review
- Employee Action

The Board reconvened to open session at 10:25 pm.

Write-offs and Delinquency discussions will be tabled until after the Treasurer speaks to the collections attorney and Summit.

President Jernigan made a motion to waive any charges for Lot 96 due to action taken. Secretary Chauvin seconded the motion. **Vote: 4 yes, 0 no.**

Regarding Lot 109, S. Perritt made a motion to assess the owner \$10 per day to a maximum of \$900.00 if the violations are not corrected by October 15, 2018. ?? seconded the motion. **Vote: 4 yes, 0 no.**

Regarding Lot 470, the Board agreed to amend the Pool Rules to include reasonable provisions for enforcement of the rules.

President Jernigan will speak to the Assistant Community Manager regarding her employee review.

The Board agreed to share concerns from a resident with the association attorney and seek their legal advice.

Meeting Adjourned at 10:32 pm.