

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.  
MINUTES OF THE BOARD MEETING OF APRIL 20, 2021  
(Held Remotely Via Zoom)

CALL TO ORDER

Ms. Ward called the meeting to order at 7:05 p.m.

ATTENDANCE

In attendance were:

Tina Ward, President  
Charlie Wood, Vice-President  
Robert Cooper, Treasurer  
Kenneth Frye, Secretary  
Clayton Vieg, Asst. Secretary/Treasurer  
Diane Rea, Board Member  
Zaynabb Imran, Board Member  
Dana Neese-Paxton, Community Manager  
Wanda Walsh, Assistant Community Manager

READING AND APPROVAL OF THE MINUTES OF THE MARCH 16, 2021  
BOARD MEETING

The minutes of the March 16, 2021 Board meeting were reviewed by the Board. Mr. Frye made a motion to approve the minutes as presented; Ms. Rea seconded the motion. The motion passed with a unanimous vote.

READING AND APPROVAL OF THE MINUTES OF THE APRIL 6, 2021 TOWN  
HALL MEETING

The minutes of the April 6, 2021 Town Hall meeting were reviewed by the Board. Mr. Frye made a motion to approve the minutes as presented; Ms. Rea seconded the motion. The motion passed with a unanimous vote.

TREASURER'S REPORT

Mr. Cooper presented the Treasurer's Report to provide an overview of the accounts as follows:

- Operating: \$787,353.85
- Reserve Checking: \$382,205.29 (\$250,000 CD purchased)
- T-Bills: \$600,000.00
- Investments: \$3,841,183.30

Mr. Frye asked what kind of rate the Association is getting on the CDs, and Mr. Cooper responded .05 percent.

HOMEOWNER'S FORUM

No homeowners wished to speak during the general portion of the Homeowner's Forum.

## HOMEOWNER'S FORUM

### Continued Discussion of Drainage/Erosion Projects: Prioritized Projects/Proposals

Ms. Neese-Paxton provided the background on how the drainage/erosion projects were identified and who was consulted to prioritize the projects (Board members, Association handymen, and grounds maintenance contractor). A color-coded handout was provided to the Board. Ms. Neese-Paxton pointed out that all of the projects shown in yellow are the ones that have been given to Advantage Landscape for resolution. The projects shown in red are too big for the landscaping company and require consulting with an engineer. The projects shown in green are projects that the Association will go out to bid on to acquire new proposals for resolution.

A handout from Advantage Landscape was provided to the Board which contained project details, pictures, and quotes for the seven projects given to them for resolution. Also included in the Board information was a letter and pictures from the residents of four homes on Spring Creek Court. The handout from the residents asked the Association to take immediate action to remedy the drainage and storm water flow issues on the common ground behind their homes at 8625, 8627, 8629, and 8631 Spring Creek Court. Mildred Jimenez, Eric Rode, Esperanza Hall, and Sabina Poinelli shared their individual issues and concerns with the drainage/water flow issues.

Following a question and answer period with the property owners on Spring Creek Court, Mr. Wood made a motion for Ms. Neese-Paxton to immediately move forward in obtaining an engineering firm to look at the drainage/erosion issues on Spring Creek Court and report back to the Board so that a decision can be made at the next meeting. Mr. Frye noted that he would like to have Ms. Neese-Paxton collect information from multiple engineering firms for discussion at the next meeting. As a result, Mr. Wood revised his motion to have the Community Manager collect information from multiple engineering firms. Mr. Frye seconded the motion. The motion passed with a unanimous vote.

The seven project proposals that were received from Advantage Landscape were reviewed by the Board. Mr. Cooper made a motion to approve \$8,825 for the seven projects located on Bark Tree Court (2), Burning Forest Court (2), Crestmont Circle, Steeple Chase Court, and Windfall Road. The money would be taken from the Townhouse Erosion/Environment Reserve Account. Mr. Frye seconded the motion. The motion passed with a unanimous vote.

## 2021 SWIM SEASON

### Pool Committee and Crystal Aquatics Input/Reservation System/Swim Team Request for Pool Use/Date of Town Hall Meeting

On April 14, 2021, a remote meeting was held between Ms. Neese-Paxton and six residents representing the Pool Committee. The Board reviewed the highlights of

the Pool Committee meeting making the following adjustments to the suggested options for opening the pool:

- The Pool Committee suggested that there be a penalty for no-shows (such as suspension from the pool for one week). The Board felt that each resident should be allowed one no-show. On the second no-show, the resident would be suspended from use of the pool for a week.
- The Pool Committee suggested having the grassy area open and available for reservations while Crystal Aquatics suggested closing off the grassy area. The Board decided to follow the guidance from Crystal Aquatics.
- The Board agreed with the Pool Committee recommendation of no furniture on the pool deck with the exception of the stand-alone umbrellas.
- The Pool Committee suggested discarding lost and found items at the end of each day or week. The Board felt that the lost and found items could be kept until the end of the swim season.

Following the review of the Pool Committee suggestions, Mr. Cooper made a motion to approve the recommendations of the Pool Committee with the adjustments discussed. Mr. Vieg seconded the motion. The motion passed with a unanimous vote.

A handout showing a diagram of the pool, the sample reservation blocks, cleaning schedule, as well as the operating procedures, were reviewed by the Board. Crystal Aquatics suggested sectioning out areas of the pool to reserve within the 2-hour allotted timeframe, closing off the grassy area, limiting capacity to 30 percent of the maximum capacity, using [PoolisOpen.org](https://PoolisOpen.org) as the reservation system, submitting a waiver when making a reservation, entering/exiting through the pool gate instead of through the bathhouse, no furniture on the pool deck, no selling of food or drinks, swim lessons could be offered on a private basis, and Swim Team's use of the pool should be limited to before the pool opens.

During the review of Crystal Aquatic's suggested protocols/procedures, the Board discussed the following:

- How the pool would be segmented into mid-pool open swim/lap lane reservations, baby pool reservations, and deep end reservations (with access to the slide and diving boards).
- If residents enter and exit the pool through the gate, whether there is a potential liability or county code violation to not streaming pool patrons through the bathhouses, encouraging them to shower before entering the pool.
- It was suggested that legal counsel be consulted about who should sign a Hold Harmless Waiver and whether a waiver made at the time of the reservation covers everyone in the household. It was felt that everyone over the age of 18 should sign a waiver.
- The costs associated with the new pool pass/reservation system and

whether a fee should be charged for its use. The Board did not support an extra fee since everyone pays for the pool.

- Offering private swim lessons before the pool opens to avoid the use of reservable space/time during pool hours.

Mr. Cooper made a motion to expend up to \$1,000 for the use of the PoolisOpen website as the pool pass/reservation system for the next two years. Mr. Frye seconded the motion. The motion passed with a unanimous vote.

A request from Swim Team was received for exclusive use of the pool and Community Center building for practices, Time Trials, as well as A and B Meets. The Swim Team Rep (Solana Higdon) attended the meeting and was told that the Community Center building is closed and would not be available for their use.

The practice schedule was reviewed by the Board which indicated that the pool would be used on two Saturdays mornings, two Sunday mornings, as well as every Monday through Friday morning until July 23rd. Mr. Vieg made a motion to approve Swim Team's practice schedule as identified. Mr. Frye seconded the motion. The motion passed with a unanimous vote.

The schedule for the A and B Meets was reviewed by the Board. The Board was not in favor of opening late and closing early on two days of the July 4th holiday weekend. As a result, Ms. Higdon was asked if the B Meet scheduled for July 5th could be switched to another date. Ms. Higdon said that she would check to see if the B Meet scheduled for July 5th could be moved to July 12th and would report back at the May 12th Town Hall meeting. Since the schedule for the A Meets met with the Board's approval, Mr. Cooper made a motion to approve the Time Trials (June 12th) and A Meet schedule (July 3rd and July 10th). Ms. Rea seconded the motion. The motion passed with a unanimous vote.

The Board discussed scheduling issues and decided that the second Town Hall meeting would be held on Wednesday, May 12th, beginning at 7:30 p.m. via Zoom.

## NEW BUSINESS

### Review/Adoption of Policy Resolution No. 6 (Pool Rules)

A draft version of Policy Resolution No. 6 (Pool Rules) was provided to the Board for review. Mr. Frye pointed out the draft resolution has everything pertaining to guests stricken, the rules had been modified to comply with Virginia and Fairfax County COVID-19 guidance and requirements, and included other items previously discussed by the Board (e.g., information discussed at the April 20, 2021 Town Hall meeting). Mr. Frye also pointed out that the highlighted areas show changes from the last Board-approved resolution and that pending questions are also highlighted.

Since the resolution was a draft with a number of pending questions, Ms. Ward tabled further review to the May 12th Town Hall meeting. Mr. Frye indicated that he would provide the Board with an updated version of the resolution.

#### Preliminary Discussion of Whether Screened-In Porches Will be Permitted on the Front of Homes in the Community

Ms. Ward informed the Board that the ARC received an application to screen-in part of an existing front porch. The Board was provided with the packet of information that the ARC received which included the homeowners' reasoning for the request, current pictures of the front of the home, and detailed design plans.

As the Board's liaison to the ARC, Mr. Wood noted that the ARC members referred the application to the Board because there is no guidance available. While the members of the ARC were okay with the concept of a screened front porch, they could not approve it. Mr. Wood pointed out that approval of a front screened-in porch would be precedent-setting and that other homes in the community could then request a similar installation. Mr. Wood (with Ms. Neese-Paxton's help) showed pictures of other home fronts to prepare the Board for other applications to screen-in the front of differing home styles in the community. Since there were unanswered questions and issues with the proposal, Mr. Wood felt that further discussion should be tabled until the second meeting in May.

Mr. Frye pointed out that further discussion should not be tabled because of the 30-day requirement to approve or disapprove an application. Mr. Frye reminded the Board that, if the homeowners do not hear back from the Association within 30 days, the application is automatically approved. Since it was the consensus of the Board to not allow screened-in porches on the front of homes based on the currently-available information, Mr. Vieg made a motion to deny the application. Mr. Frye seconded the motion. The motion passed with a unanimous vote.

#### Policy Resolution to be Reviewed at the Next Meeting

The consensus of the Board was to review Policy Resolution No. 11 (Imposing Sanctions for Violations) for adoption at the next meeting.

#### OLD BUSINESS

##### Continued Discussion of Community Center Lighting/Camera Installation

Ms. Neese-Paxton informed the Board that a new proposal to install four light posts in the Community Center parking lot was provided to the Board for review. All of the poles will be standard-issue (Dominion Energy-type) LED poles. The pole closest to the dumpster enclosure will include a weatherproof GFI outlet containing 500 feet of PVC-encased conduit cable from the building mechanical area for the installation of a security camera.

In their review, the Board discussed the pros and cons of a wireless security camera vs. a coaxial cable security camera (installation fees, monitoring fees, reliability, and picture quality). Other questions such as the brightness of the lighting fixtures and their location were raised. Ms. Ward tabled further discussion until the May meeting so that Ms. Neese-Paxton could research camera options and obtain additional information/drawings to answer the Board's questions.

Update on Sidewalk/Curb & Gutter Repairs

Ms. Neese-Paxton informed the Board that the sidewalk/curb and gutter repairs are scheduled for the first week in May.

Update on Ongoing Community VDOT Projects

Ms. Neese-Paxton informed the Board that VDOT is still working on asphalt repairs on the public streets on the Newington Forest Avenue side of the community.

BOARD ITEMS

Update on South County Federation (SCF)/Mt. Vernon Council (MVCCA)

Ms. Rea (the Board's representative to the SCF) noted that she will provide a report at the next meeting. An update from the MVCCA Education Committee was provided to the Board for review by representative, Gloria Barrett.

Continued Discussion of Items Board Wishes to Accomplish in 2021

A handout was provided to the Board which outlined each Board member's listing of accomplishments in 2021. Ms. Ward asked the Board to review and update their accomplishments listing for further discussion at the next regularly-scheduled meeting.

ADJOURNMENT

Mr. Vieg made a motion to adjourn the meeting; Mr. Frye seconded the motion. The meeting was adjourned at 10:45 p.m. following a unanimous vote.