

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE BOARD MEETING OF AUGUST 17, 2021
(Held remotely via Zoom)

CALL TO ORDER

Ms. Ward called the meeting to order at 7:07 p.m.

ATTENDANCE

In attendance were:

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

Arriving late:

Diane Rea, Board Member

READING AND APPROVAL OF THE MINUTES OF THE JULY 20, 2021 BOARD MEETING

The minutes of the July 20, 2021 Board meeting were reviewed by the Board. Mr. Frye made a motion to approve the minutes as presented; Mr. Wood seconded the motion. The motion passed with a unanimous vote of the Board members present.

TREASURER'S REPORT

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

- Operating: \$669,960.49
- Reserve Checking: \$395,741.30
- T-Bills: \$400,000.00
- Investments: \$3,773,345.98

Mr. Cooper noted that a \$250,000 investment cashed out on August 16th and that he is in the process of purchasing another one for \$250,000.

Preliminary Review of Draft 2022 Budget

Ms. Rea arrived at the Board meeting.

A copy of the draft 2022 budget was given to each of the Board members for review. Mr. Cooper noted that the current version of the draft budget shows an assessment increase of \$10.40 for townhouses and an increase of \$6.35 for single-family homes. Mr. Cooper further noted that he is still awaiting the new pool fees (following the increase in minimum wage) as well as the contract prices (Financial Management and Audit and Tax).

Set Meeting Date for Review of Draft 2022 Budget

The consensus of the Board was to hold a remote budget-only meeting on August 24th beginning at 7 p.m. to conduct a line-by-line review of the draft 2022 budget.

HOMEOWNER'S FORUM

The homeowners who were in attendance did not wish to speak during this portion of the meeting. They all wished to speak during the review of the engineering report.

BOARD HEARING: 8657 RISING CREEK COURT (MOWING THE BACKYARD)

Ms. Ward informed the Board that there have been ongoing maintenance issues with the property located at 8657 Rising Creek Court that date back 20+ years. A handout was provided to the Board which included pictures and outlined the maintenance issues. Ms. Ward noted that, while the homeowner does pay his assessments, the property is vacant since he does not live in the home. Fairfax County has cut the front yard but will not cut the back since they only conduct enforcement on front yards. The Association's staff is recommending that the Board implement "self-help" and direct the handyman to cut the vegetation in the backyard.

RECESS INTO EXECUTIVE SESSION

Mr. Frye made a motion to recess into Executive Session to discuss the property located at 8657 Rising Creek Court; Mr. Cooper seconded the motion. The meeting recessed into Executive Session at 7:20 p.m. following a unanimous vote of the Board members present.

RECONVENE/VOTE ON DECISIONS MADE IN EXECUTIVE SESSION

The Board meeting reconvened at 7:39 p.m.

Mr. Cooper made a motion to notify the property owner that the Association will be monitoring the condition of the property and, if there is no response and no change in the condition of the property, the Association will implement "self-help" for the remainder of the summer. Mr. Cooper further motioned that, if this issue continues into calendar year 2022, the Association will contract with a landscaper with the fees being passed onto the homeowner. Mr. Frye seconded the motion. The motion passed with a unanimous vote. Staff was tasked with notifying the owner of this decision.

OLD BUSINESS

Review of Becht Engineering Investigation Report

Spring Creek Court property owners Sabina Poinelli, Eric Rode, and Esperanza Hall were present for this portion of the meeting.

The Association contracted with Becht Engineering to conduct an inspection of

eight areas and make recommendations to resolve or improve drainage and erosion issues at these locations. Becht Engineering provided a detailed report of the areas including observations, rainfall analysis conclusions, and recommendations for 8012-8022 Grandview Court, 6307-6317 Sunset Terrace, 8289-8299 Bark Tree Court, 8215-8217 Burning Forest Court, 8205-8206 Burning Forest Court, 8096 Steeple Chase Court, 8657-8671 Hickory Ridge Court, and 8623-8631 Spring Creek Court. The report was provided to the Board. Association staff asked the Board to review and prioritize the suggested solutions prior to sending out Requests for Proposals (RFPs).

Mr. Frye informed the Board that he had conducted a review of the report and gave the Board a spreadsheet that summarized the report. Mr. Frye suggested that the Board take Becht Engineering's recommendations and implement them. However, he did not feel that there is not enough money in the budget to do all eight projects. Mr. Frye suggested that priority should be given to 8657-8671 Hickory Ridge Court and 8623-8631 Spring Creek Court.

Mr. Rode noted that the French drain is close to 10 years old and asked if it could be replaced. Instead of proceeding with more expensive alternatives, Mr. Rode suggested replacing the failed French drain to see what the results are. Mr. Cooper wondered if snaking out the French drain would help since the water flow may be blocked by roots and debris. Ms. Poinelli did not recommend snaking the French drain since it has failed and collapsed.

Ms. Hall asked about the timeline in getting the drainage and erosion issues corrected. Ms. Ward responded that the Board would have to go out to bid on the project which could take some time. Ms. Hall noted that she did not want to see this project stretched out until the winter months since the situation is dangerous and the residents can't walk behind their townhouses. Ms. Neese-Paxton noted that if the Board decided what projects to do first, she could have the RFPs out within a week. Mr. Wood noted that the projects need to be prioritized since it looks like the eight projects will be spread out over multi years. Mr. Wood recommended that the Board set the priority by tackling the Spring Creek Court project first followed by the project on Hickory Ridge Court.

The consensus of the Board was to have the staff get cost estimates to help identify and prioritize the projects. Ms. Neese-Paxton asked if drawings would help in getting the cost estimates. Mr. Frye responded that drawings from Becht Engineering would be key (critical information) for the bidding process. Mr. Frye suggested that he and Ms. Neese-Paxton discuss the projects to identify which projects need detailed engineering drawings from Becht Engineering, and that they would keep the Board informed of this process. The consensus of the Board was to allow this process to proceed.

Review of Cost Proposals for Entrance Sign Replacement (Southrun Road and Pohick Road)

A handout was provided to the Board to remind them of the 2019 pedestrian improvement project undertaken by the Fairfax County Department of Public Works. The community's entrance sign was removed with the proceeds received from the County refunded to the property owners. The Association currently has community signs at four of the six entrance points but none at either end of the Association's boundaries on Southrun Road. The handout provided a breakdown of the cost proposals from four different companies to replace the sign at the intersection of Southrun Road and Pohick Road with a sign to match the one currently located at the intersection of Newington Forest Avenue and Hoes Road.

Mr. Cooper noted that he feels that there is not a need to replace the sign since there are already too many signs in the community. Mr. Wood felt that the Board needs to replace the sign to advertise who we are and suggested moving forward on its replacement.

Following a brief discussion, the Board decided to table further discussion to obtain cost estimates for the possible installation of a programmable electronic sign at the Community Center.

Update on Contract Renewals

The Board was reminded of the two contracts up for renewal when they discussed the draft 2022 budget.

NEW BUSINESS

Review/Adoption of Policy Resolution No. 3 (Rules and Regulations Regarding Pets)

Following a brief discussion, Mr. Cooper made a motion to adopt, as amended, Policy Resolution No. 3. Mr. Wood seconded the motion. The motion passed with a unanimous vote.

Review/Adoption of Policy Resolution No. 5 (Rules for Use of the Common Area)

Following a brief discussion, Mr. Cooper made a motion to readopt Policy Resolution No. 5. Ms. Rea seconded the motion. The motion passed with a unanimous vote.

Review/Adoption of Administrative Resolution No. 20 (Excess Income Applied to the Following Year's Assessments)

Following a brief review, Mr. Frye made a motion to adopt, as amended, Administrative Resolution No. 20. Mr. Cooper seconded the motion. Based on the notes received from the Auditor, Mr. Frye felt that, going forward, the Board Treasurer should make a motion annually to indicate where excess funds will be placed so that it can be recorded in the Board meeting minutes. The motion

passed with a unanimous vote.

Review/Adoption of Policy Resolution No. 15 (Procedures Relating to Annual, Board, and Committee Meetings Held Electronically)

The Board was given a draft copy of Policy Resolution No. 15 which was prepared by the Association's attorney. Mr. Frye conducted a thorough review of what the attorney presented, highlighting his suggested changes to the resolution. Before making a decision to adopt the resolution, Ms. Ward felt that the draft resolution should be sent back to the attorney for review.

Review of Cost Proposals for Handrail Repairs at the Community Center

A handout was provided to the Board which provided the cost estimates and start dates from two contractors who provided quotes for the needed repairs to the handrails in front of the Community Center.

Following a brief discussion, Mr. Cooper made a motion to contract with CYJ Enterprises to make the needed repairs to the stair railings leading up to the Community Center. Mr. Wood seconded the motion. Mr. Frye offered a friendly amendment to the motion to include the cost of \$2,400 for the repairs with the funds to be taken from the Community Center Reserves Account. The amendment was accepted. The motion passed with a unanimous vote.

Resolutions to be Reviewed at the Next Meeting

Policy Resolution No. 13 (Policies and Procedures Relative to Inspection of Association Records) and Policy Resolution No. 14 (Procedures Related to the Submission and Resolution of Complaints) will be reviewed at the next meeting.

BOARD ITEMS

Update on South County Federation/Mt. Vernon Council

It was noted that the Mt. Vernon Council does not hold a meeting in August and that the July minutes had not been posted yet.

Ms. Rea noted that she would confirm whether the South County Federation held a meeting in August.

Fairfax County Deer Management Program

A letter pertaining to the deer management archery program was provided to the Board. The letter noted that the program will be conducted from September 11, 2021 to February 19, 2022.

Mr. Wood made the Board aware of an action item taken by the Board of Supervisors at their July meeting which gives grants to small businesses, non-profit organizations, and HOA pools for losses sustained during the Pandemic. Mr. Wood felt that the community is eligible to apply for this grant with the

maximum that could be recovered being \$7,500. Mr. Wood noted that he would be willing to submit a request on behalf of the Association. The consensus of the Board was to have Mr. Wood pursue the grant money and confirm with Mr. Cooper the numbers representing the losses in pool income.

Mr. Frye volunteered to take the lead on the review of the July Financials.

Mr. Frye noted that he found a location in the community (Grandview Court) that contains dead trees and suggested that the staff drive the community looking for others while the trees still have a full (green) canopy.

Since yard waste pickups have been delayed in the community for the past couple weeks, Mr. Cooper wondered if the days that trash, recycling, and yard waste are removed in the community should be looked at the next time the Association goes out to bid on the trash removal contract. Recycling could potentially be moved to Thursday to reduce the workload on Mondays.

Ms. Rea noted that she would like to have the issue of visitor parking added to the agenda of the next meeting. She felt that there is a complete misuse of the visitor parking spaces on the townhouse courts and noted that she will be speaking with her neighbors about adding the word "Guest" to the blank spaces on her court to see if it makes a difference.

Ms. Ward asked that the reopening of the Community Center (for rentals) be added to the agenda of the next meeting. Ms. Ward asked that Ms. Neese-Paxton continue to pursue costs for cleaning the building.

Ms. Ward noted that the Association has now lost its second handyman and recommended using the community signs to advertise the positions.

Ms. Ward noted that she would like the Board to consider reducing the number of newsletters published each year or discontinuing them entirely. Given the various forms of communication at the Association's disposal, she wondered if the newsletters are still needed. Ms. Ward asked that the topic be placed on the agenda of either the September or October meeting for further discussion.

ADJOURNMENT

Mr. Vieg made a motion to adjourn the meeting; Ms. Rea seconded the motion. The meeting was adjourned at 9:45 p.m. following a unanimous vote.