

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE ANNUAL ELECTION MEETING OF FEBRUARY 16, 2021
(Held Remotely Via Zoom)

CALL TO ORDER

Mr. Vieg called the meeting to order at 7:12 p.m.

ATTENDANCE

In attendance were:

Clayton Vieg, President
Tina Ward, Vice-President
Robert Cooper, Treasurer
Kenneth Frye, Asst. Secretary/Treasurer
Lara Mitchka, Board Member
Dana Mayfield, Community Manager
Association Staff: Wanda Walsh, Marlith Oporto-Rossy,
Jen Gardner, Don Becht, Alex Correa

Arriving late:

Charlie Wood, Board Member

Absent:

Colin Hall, Secretary

Residents:

Over the course of the Annual Meeting, the meeting attendee counting function showed up to 19 email addresses being in attendance at the Zoom meeting. This number varied as the meeting progressed.

Mr. Vieg welcomed everyone to the Annual Meeting and Board Election noting that the meeting was being conducted differently this year due to social distancing and gathering restrictions set forth by Governor Northam pertaining to the current status of COVID-19. Because the meeting was being conducted virtually, Mr. Vieg noted that the election portion of the meeting would take place at the end when the newly-elected Board will be announced.

READING AND APPROVAL OF THE MINUTES OF THE JANUARY 19, 2021
BOARD MEETING

The minutes of the January 19, 2021 Board meeting were reviewed by the Board. Mr. Cooper made a motion to approve the minutes as presented; Ms. Ward seconded the motion. The minutes were approved by 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: \$766,583.54
- Reserve Checking: \$807,062.93

- Investments (CDARS): \$3,347,921.23 (FDIC-insured CDs)
- Investments (T-Bills): \$600,000.00

Mr. Cooper explained the structure of the operating budget letting residents know that the quarterly assessment amount that they pay is based on whether they live in a townhouse or a detached home and the number of services they receive. Mr. Cooper noted that the quarterly assessment amount was held to a 3 percent increase in 2021 and reviewed the items that drive up the assessments (payroll expenses, contracts, and reserve account funding). Mr. Cooper noted that a Reserve Study is conducted every 5 years (last one conducted in 2018) to ensure proper funding of the reserve accounts.

PRESIDENT'S REPORT

Mr. Vieg presented the President's Report noting that the Association's "Governing Documents" were adopted on December 29, 1977. Since its founding over 43 years ago, Mr. Vieg noted that past Boards have overseen the affairs of the Association. Mr. Vieg then introduced the current Board of Directors to the residents in attendance and thanked them for their time and dedication in support of the community.

Mr. Vieg recognized Dana Neese-Paxton (the Community Manager) as well as the other five staff members who see that the business affairs of the community are conducted on a daily basis.

Mr. Vieg detailed the activities of the 2020 Board as follows:

- Covenants inspections: Briefly paused (because of the pandemic) and then reinstated the street-by-street inspections that are conducted each year.
- LED lighting: Replaced the lights around the pool with lower-cost, energy-efficient LED lighting and continued to explore various options with Dominion Energy to replace the older street lights (as they failed) with LEDs to ensure better lighting which leads to safer streets in the community.
- Pedestrian project: Worked with Fairfax County to see to the completion of the pedestrian improvement project at the intersection of Pohick Road and Southrun Road. Drainage improvements are still ongoing at the intersection of Southrun Road and Rushing Creek Drive.
- Erosion projects: Prioritizing erosion control projects in the community using both Advantage Landscape (our new grounds maintenance contractor) as well as the Association's handymen to complete identified projects.
- Common area projects: Repaired and conducted maintenance of the community's trails and sidewalks as well as the removal of dead and dying trees.

- Association policies: Reviewed all of the Administrative Resolutions (internal governance of the community).
- Legal counsel: Held an annual meeting with the Association's legal counsel (Rees Broome).
- Amenities: Due to the pandemic, the Board weighed the liability issues surrounding the use of the amenities and made the decision to close them in 2020.

In summation, Mr. Vieg stressed the importance of residents being considerate with one another and invited all of the Association's members to become and stay actively engaged in the Association's activities and functions.

HOMEOWNER'S FORUM

Mr. Vieg noted that the Homeowner's Forum portion of the meeting is the time when resident attendees can ask questions pertaining to the community. Mr. Vieg directed anyone with a question to type it in the "Chat" section of the meeting. Attendees were asked to identify themselves as well as their property address. Mr. Vieg noted that 5 minutes would be given to each question posed and, if all of the questions could not be answered in the half-hour block of time allotted for the forum, they would be published and answered in the March newsletter.

Mr. Thomas Ahrens, Wold Den Court, asked about the reminder bill he received showing pool fees owed from 2016. Ms. Neese-Paxton responded to Mr. Ahrens by making him aware of a new accounting software program that is being used by Gates Hudson to produce the quarterly statements. Any resident who had not paid their account in full by the end of January was sent a reminder bill which detailed any past-due balance on their assessment account (from assessments to pool and other administrative fees).

COMMUNITY SERVICE AWARD PRESENTATION

Mr. Vieg noted that the Board of Directors can choose to recognize a resident in the community with the Community Service Award. The purpose of the award is to honor a resident who has gone above and beyond volunteering their time and attention in the community.

Mr. Vieg announced that he was proud to inform the attendees of the meeting that the award was presented to Colin Hall (the Secretary of the 2020 Board of Directors) earlier in the week. While Mr. Hall could not attend the meeting due to his recent promotion to Captain in the NW Second District of the DC Metropolitan Police Department, Mr. Vieg noted that he was chosen due to his 5-year service on the Board of Directors as well as his service as the Board Liaison to the Pool Committee.

Mr. Vieg thanked Mr. Hall for his service and dedication to the community.

2021-2022 BOARD ELECTION:

INTRODUCTION OF ELECTION CHAIRPERSON

Mr. Vieg introduced the Newington Forest Election Committee Chairperson, Michelle Lintner.

2021-2022 BOARD ELECTION:

ANNOUNCEMENT OF ELECTION RESULTS

Ms. Lintner announced that the candidates elected to the 2021-2022 Board of Directors (in alphabetical order) are: Robert Cooper, Kenneth Frye, Zaynabb Imran, Diane Rea, Clayton Vieg, Tina Ward, and Charlie Wood. Ms. Lintner noted that the results of the election would be posted at the Community Center the following day.

Each newly-elected Board member was reminded of the remote Executive Session scheduled to take place immediately following the Annual Election Meeting. The purpose of this meeting was to elect the Officers of the Board, appoint committee liaisons and group representatives, and set the schedule for planned Board meetings over the course of the new Board's tenure. See the attachment for the results of this meeting.

ADJOURNMENT

Mr. Vieg thanked Colin Hall and Lara Mitchka for serving on the 2020 Board of Directors and welcomed Zaynabb Imran and Diane Rea to the 2021 Board. Mr. Vieg then adjourned the meeting at 8:01 p.m.

ATTACHMENT

**NOMINATION AND ELECTION OF OFFICERS/
APPOINTMENT OF COMMITTEE LIAISONS/
APPOINTMENT OF GROUP REPRESENTATIVES/
DETERMINATION OF MEETING DATES
BOARD ITEMS**

2021-2022 Board of Directors:

- President: Tina Ward
- Vice-President: Charlie Wood
- Treasurer: Robert Cooper
- Secretary: Kenneth Frye
- Asst. Secretary/Treasurer: Clayton Vieg
- Board Member: Diane Rea
- Board Member: Zaynabb Imran

Committee Liaisons:

- Architectural Review Committee: Charlie Wood
- Finance Committee: Robert Cooper
- Pool/Facilities Committee: Open
- Social/Communication Committee: Zaynabb Imran

Group Representatives:

- Mount Vernon Council of Citizens' Association (General Council): Open
- South County Federation: Diane Rea

Meeting Dates:

- Third Tuesday of each month beginning at 7:00 p.m. (Email agenda items to Tina Ward/Charlie Wood and Association Staff)

Board Items:

- Received an overview about how meeting notification and information dissemination would be handled
- Decided on the day to go by BB&T to sign the bank's signature cards (Board officers and staff authorized on the Petty Cash and General Office accounts)
- Instructed to be prepared to discuss the items each Board member wishes to see accomplished in 2021
- Directed to review (for discussion at the March 16th meeting) Policy Resolution No. 6 (Pool Rules)