

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE BOARD MEETING OF JULY 20, 2021
(Held in the Newington Forest Community Center)

CALL TO ORDER

Ms. Ward called the meeting to order at 7:08 p.m.

ATTENDANCE

In attendance were:

Tina Ward, President
Charlie Wood, Vice-President
Kenneth Frye, Secretary
Diane Rea, Board Member
Dana Neese-Paxton, Community Manager
Wanda Walsh, Assistant Community Manager

Arriving late:

Robert Cooper, Treasurer
Clayton Vieg, Asst. Secretary/Treasurer

Absent:

Zaynabb Imran, Board Member

READING AND APPROVAL OF THE MINUTES OF THE JUNE 15, 2021 BOARD MEETING

The minutes of the June 15, 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 of the Board members present.

Mr. Cooper arrived at the Board meeting.

TREASURER'S REPORT

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

- Operating: \$799,988.61
- Reserve Checking: \$133,796.34
- T-Bills: \$600,000.00
- Investments: \$4,133,948.70

HOMEOWNER'S FORUM

No homeowners were in attendance.

RECESS INTO EXECUTIVE SESSION

Mr. Cooper made a motion to recess into Executive Session; Mr. Wood seconded the motion. The meeting recessed into Executive Session at 7:10 p.m. following a unanimous vote of the Board members present.

Mr. Vieg arrived at the Board meeting.

The Association's attorney, Kimberly O'Halloran-Perez, attended the meeting for the annual legal discussion to provide updates on 2020/2021 HOA legislation, to provide guidance on operations related to Coronavirus and reopening the amenities, and to provide the Board with a draft resolution to establish virtual meeting and electronic voting procedures.

RECONVENE/VOTE ON DECISIONS MADE IN EXECUTIVE SESSION

The Board meeting reconvened at 9:15 p.m.

Mr. Vieg made a motion that, effective immediately, all outside amenities are open and that the decision be communicated to the membership. Mr. Cooper seconded the motion. The motion passed with a unanimous vote of the Board members present.

It was decided that reopening the Community Center for rentals will be discussed at the August meeting, and Policy Resolution No. 7 (Resolution Regarding Rental of Community Center Party Room) will be reviewed.

OLD BUSINESS

Draft 2020 Audit

It was noted that all of the questions raised to the Auditor, Board Treasurer, and Association staff during the review of the draft 2020 Audit had been answered and that the Representation Letter was ready to be signed so that the audit could be finalized. Even though the information does not impact the audit, the staff was asked to reexamine the response on "Prior Owner Balances".

During the discussion of the draft audit, the Board focused on the issues raised by the auditor (e.g., monitoring activities to include the review of the monthly financial statements). The consensus of the Board was that each month a different Board member (excluding the Treasurer who reviews HOA financial information every month) would take the lead on the review of the monthly financial statements. Ms. Ward offered to review the June financials which were provided to the Board in their packet of information that evening.

NEW BUSINESS

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

Following a brief discussion, Mr. Cooper made a motion to adopt (as amended) Policy Resolution No. 6 to reflect the procedural updates made to the resolution at the June Board meeting. Ms. Rea seconded the motion. The motion passed with a unanimous vote of the Board members present.

Resolutions to be Reviewed at the Next Meeting

Policy Resolution No. 3 (Rules and Regulations Regarding Pets), Policy Resolution No. 5 (Rules for Use of the Common Area), and Administrative Resolution No. 20 (Excess Income Applied to the Following Year's Assessments) will be reviewed at the next meeting.

BOARD ITEMS

Update on South County Federation/Mt. Vernon Council

Ms. Rea provided a South County Federation meeting update.

Mr. Vieg announced that he can't attend the August or the September meetings due to scheduling conflicts.

Mr. Vieg informed the Board that there will likely be a Cold War Museum on the Nike Missile Site in Lorton.

Mr. Frye asked for an update on the cost proposals for the entrance sign replacement at the intersection of Pohick and Southrun Roads, the financial and audit RFPs, as well as the tree removal line in the budget. Mr. Frye also asked for the status of the results from the engineering firm study done on the sites identified for major erosion control work. Ms. Neese-Paxton provided the Board with an update on all of the topics.

It was determined that the August meeting would be held remotely.

ADJOURNMENT

Mr. Vieg made a motion to adjourn the meeting; Mr. Frye seconded the motion. The meeting was adjourned at 9:52 p.m. following a unanimous vote of the Board members present.