

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE BOARD MEETING OF MARCH 16, 2021
(Held Remotely Via Zoom)

CALL TO ORDER

Ms. Ward called the meeting to order at 7:06 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 FEBRUARY 16, 2021
ANNUAL ELECTION MEETING

The minutes of the February 16, 2021 Annual Election Meeting were reviewed by the Board. Mr. Frye proposed amending the minutes to include an attachment announcing the 2021-2022 Board of Directors, committee liaisons, and group representatives. With there being no further discussion to change the minutes, Mr. Frye made a motion to approve the minutes as amended; Mr. Vieg seconded the motion. The minutes were approved, as amended, 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: \$719,599.99
- Reserve Checking: \$259,408.42
- T-Bills: \$600,000.00
- Investments: \$3,594,203.90 (\$250,000 CD matured on 3/15/21)

HOMEOWNER'S FORUM

No homeowners were present for the Homeowner's Forum portion of the meeting.

2021 SWIM SEASON

At 7:13 p.m., Ms. Rea arrived at the meeting.

Ms. Ward noted that approximately 10 residents were present for this portion of the meeting, two of which represented Swim Team. Ms. Ward further noted that Casey Ford from Crystal Aquatics would be joining the meeting later.

Ms. Ward reminded the Board and residents in attendance that a survey was emailed out to the residents of the community to get their input on six questions pertaining to the reopening of the pool given the restrictions and potential liability. Ms. Ward noted that 371 responses were received, reviewed each question asked in the survey, and provided the response percentages.

At this point in the meeting, the questions received from the residents in attendance and those who had submitted questions prior to the meeting were answered by the Board. During this time, the representatives of Swim Team were given time to make the Board aware of what their season would look like and what procedures and protocols would be followed (as set by the Northern Virginia Swim League using guidance provided by state and local health officials). The Board asked questions seeking clarification on what a practice vs. a swim meet would look like, what cleaning and disinfecting practices would be followed, and whether every member of the team (as well as visiting teams) would be willing to sign a waiver.

Casey Ford from Crystal Aquatics was asked to join the meeting. Ms. Ford provided the Board with information on how the 2020 swim season was handled by them for those pools that opened last year. Ms. Ford also provided information on the measures they would take to mitigate liability this year as well as the health and safety measures that would be followed to ensure a safe and healthy swim season.

Ms. Ward informed the residents in attendance that the Board would be recessing into Executive Session to discuss the reopening of the pool and that they could not be a part of that conversation. Ms. Ward noted that the input received from residents, Swim Team, Crystal Aquatics, the Association's legal counsel, and the current restrictions from Governor Northam would be taken into account when making a decision on the on-time opening, delayed opening, or closure of the pool. Residents were told that they were welcome to wait to hear the Board's decision once the meeting reconvened.

RECESS INTO EXECUTIVE SESSION

Mr. Vieg made a motion to recess into Executive Session for the purpose of discussing pool policy and making a decision on opening the pool and Swim Team usage. Mr. Cooper seconded the motion. The meeting was recessed into Executive Session at 8:27 p.m. following a unanimous vote.

RECONVENE/VOTE ON DECISIONS MADE

The Board meeting was reconvened at 9:11 p.m.

Mr. Vieg made a motion for the on-time opening of the pool for the 2021 swim season subject to conditions/restrictions due to COVID-19; Ms. Rea seconded the motion. The motion passed with a unanimous vote.

Following the vote, Ms. Ward noted that the decision to open on-time was based on the following restrictions:

- Maximum of 30 percent capacity (71 people including guards)
- Residents only - No guests
- No food or beverages will be sold
- No pool furniture (residents can bring their own)
- Pool access through a reservation system for 2 hour increments
- Every 2 hours, the pool closes for 30 minutes for cleaning
- All residents would be required to sign a waiver

Mr. Vieg made a motion that in conjunction with opening the pool, Swim Team would be given approval to use the pool facility for the 2021 swim season subject to conditions/restrictions due to COVID-19. Mr. Wood seconded the motion. The motion passed with a unanimous vote.

Following the vote, Ms. Ward noted that cleaning would be required by Swim Team and that it must meet the same protocols followed by Crystal Aquatics. Capacity cannot exceed what has been set for the pool, and Swim Team participants/visiting teams would be subject to temperature checks and the signing of waivers.

Ms. Ward stated that all of the procedures/restrictions regarding the opening of the pool and Swim Team usage would be subject to change based on the Governor's guidance and/or Executive Orders throughout the summer. Ms. Ward announced that the Board would be holding a Town Hall to make the community aware of how the Board made its decision and the guidelines used for opening.

NEW BUSINESS

Review of Proposals for Sidewalk and Curb & Gutter Repairs

An inspection was conducted for trip hazards and other concrete repairs that were needed on the townhouse courts on the Southrun Road side of the community. A Request for Proposal was released for concrete repair work which included the installation of a concrete walk and steps from Parkdale Court to Willowdale Court. Responses were received from four contractors. A handout was provided to the Board showing the cost breakdowns.

Mr. Cooper made a motion to award the concrete repairs contract (\$18,224.50) to

Brothers Paving & Concrete; Mr. Frye seconded the motion. The motion was approved by a unanimous vote.

Request for Donation to SCHS All-Night Graduation Party

Mr. Cooper made a motion to donate \$250 to the South County High School All-Night Graduation Party; Mr. Vieg seconded the motion. The motion was approved by a unanimous vote.

Policy Resolution to be Reviewed at the Next Meeting

The Board was informed that Policy Resolution No. 6 (Pool Rules) would be reviewed for adoption at the April 20th meeting.

OLD BUSINESS

Erosion Projects Update: Prioritized Projects/Proposals

Ms. Neese-Paxton reminded the Board of the 19 erosion control projects that had been identified and inspected by Advantage Landscape. Ms. Neese-Paxton noted that she had scheduled a meeting with Ken Frye and Don Becht to discuss the projects. Ms. Ward asked that a prioritized listing of the projects and proposals be provided for discussion at the April 20th Board meeting.

Community Center Lighting/Camera Installation

Ms. Neese-Paxton made the Board aware of discussions that she had with both Kolb Electric and Walsh Electric regarding the installation of pole lighting in the Community Center parking lot. While Kolb did not provide a proposal, the one received from Walsh was provided to the Board for review. Ms. Neese-Paxton noted that she would be speaking with Ackerman Security about the installation of two security cameras (one mounted on the Community Center building and the other on the pole closest to the dumpster enclosure).

The information received from Walsh Electric indicates that five typical Dominion Energy-issue poles would be installed on the pool-side of the parking lot at a cost of \$12,225.00. Mr. Frye noted that he would like to know how bright the lights will be and would also like to see a scaled drawing showing where the lights will be located and how far apart they will be. Mr. Cooper felt that coaxial cable should also be installed since it is required for some security systems.

Mr. Cooper made a motion to approve up to \$13,000 for the work as described on the proposal from Walsh Electric adding coaxial cable to the pole where the security camera would be mounted along with a GFI outlet. Mr. Vieg amended the motion to say that, if \$13,000 is not enough to cover the project, the Board could vote by email to increase the amount; however, the vote would have to be unanimous. Ms. Rea seconded the amended motion. The amended motion passed with a unanimous vote.

RECESS INTO EXECUTIVE SESSION

Mr. Vieg made a motion to recess into Executive Session to discuss delinquent accounts at legal status; Mr. Cooper seconded the motion. The meeting was adjourned into Executive Session at 9:41 p.m. following a unanimous vote.

RECONVENE/VOTE ON DECISIONS MADE

The meeting was reconvened at 10:03 p.m.

Mr. Vieg made a motion that the Board approve the legal actions recommended by the law firm with regard to the properties (7) as discussed. Mr. Cooper seconded the motion. The motion passed with a unanimous vote.

BOARD ITEMS

Update on South County Federation/Mt. Vernon Council

Reports were not provided for either group. Ms. Rea noted that she would attend the next meeting of the South County Federation. Since there is currently no representative to attend the Mt. Vernon Council (General Council) meeting, it was suggested that the office reach out to resident, Gloria Barrett, to see if she can attend the General Council meetings in addition to, or instead of, the Education Committee meetings.

Discussion of Items Board Wishes to Accomplish in 2021

The items discussed by each Board member are as follows:

- Tina Ward: Would like to work towards appearing more transparent to the community / Engage the community.
- Charlie Wood: Continue working on converting streetlights to LED / Implementation of a small fee for residents to park RVs in the Community Center parking lot / Replace entrance sign at the intersection of Pohick Road and Southrun Road.
- Robert Cooper: Developing and publishing an on-time budget.
- Ken Frye: Continue working on erosion projects / Re-planting in shrub beds.
- Clayton Vieg: Nothing.
- Diane Rea: Continue to address trash issues in the community.
- Zaynabb Imran: Streetlight conversion / Landscaping / Community activities and events / Address the appearance of the vacant homes in the community.

Annual Street Inspections Beginning in March

Ms. Neese-Paxton informed the Board that the software used for the annual street inspections has changed which has required training for both she and Marlith. Ms. Neese-Paxton noted that she is formulating a plan for the inspection process using the new software system.

ADJOURNMENT

Mr. Vieg made a motion to adjourn the meeting; Mr. Frye seconded the motion. The meeting was adjourned at 10:25 p.m. following a unanimous vote.