

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.  
MINUTES OF THE BOARD MEETING OF MAY 18, 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  
Zaynabb Imran, Board Member  
Dana Neese-Paxton, Community Manager  
Wanda Walsh, Assistant Community Manager

Absent:

Diane Rea, Board Member

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

The minutes of the April 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.

MINUTES OF THE MAY 12, 2021 TOWN HALL MEETING

The minutes of the May 12, 2021 Town Hall meeting were presented to the Board for review. During the review, Mr. Frye pointed out that the May 12th Town Hall was not an official meeting of the Board due to the lack of quorum. As a result, Mr. Frye suggested a minor change to the meeting summary and noted that a vote was not needed.

TREASURER'S REPORT

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

- Operating: \$717,791.83
- Reserve Checking: \$154,228.15
- T-Bills: \$600,000.00
- Investments: \$4,089,593.40

HOMEOWNER'S FORUM

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

**APPEAL OF ARC DENIAL: 8461 RUSHING CREEK COURT (SCREENED-IN FRONT PORCH)**

The Board was provided with a packet of information that included pictures of 8461 Rushing Creek Court, the architectural plans for the proposed screening of a portion (8' x 16") of the front porch, and a letter from the homeowners summarizing why they are requesting the alteration. The homeowners, Tom and Carla Uss, as well as Jean Escobedo, a member of the Architectural Review Committee (ARC), were present for the discussion.

The discussion began with Mr. Uss asking if the members of the Board made a site visit and whether everyone had reviewed all of the information provided prior to the meeting, and Ms. Ward responded yes. Mr. Uss informed the Board that no structural changes are being made with the installation of a partial screening of his front porch. Mr. Uss noted that all of the work to install the screen would be done from inside the porch, and the screens would be designed for removal in case maintenance needs to be done on the porch railings. Mr. Uss felt that screened-in porches could be installed on other homes in the community and asked that the Board reconsider the denial made by the ARC. Mrs. Uss noted that she did not think that screening the front porch took away from the appearance of the home and suggested establishing guidelines so other residents can make a similar improvement to their home.

The Board asked the homeowners questions about the project. The questions ranged from why the entire porch wasn't being screened in (concern for symmetry on the front of the home), why they were requesting the front porch screening vs. screening a back deck (which is permitted in the community), and whether the homeowners were aware of any other homes in communities surrounding Newington Forest that have screened-in front porches. From the ARC's standpoint, Ms. Escobedo noted that the members of the committee were in favor of allowing the screening. However, they could not approve the application because there are currently no standards available for the screening of a front porch.

**RECESS INTO EXECUTIVE SESSION TO DISCUSS APPEAL**

Mr. Frye made a motion to recess into Executive Session. Mr. Wood seconded the motion. By a unanimous vote, the Board recessed into Executive Session at 7:30 p.m.

**RECONVENE/VOTE ON DECISION(S) MADE**

Mr. Frye made a motion to reconvene the Board meeting. Mr. Vieg seconded the motion. By a unanimous vote, the Board meeting reconvened at 7:45 p.m.

Mr. Wood made a motion to deny the request for the screened front porch. Mr. Frye seconded the motion. A vote was taken on the motion with Ms. Ward, Mr.

Wood, Mr. Frye, Mr. Vieg, and Ms. Imran voting in favor of the motion. Mr. Cooper voted against the motion. The motion carried with a majority vote.

## 2021 SWIM SEASON

### Pool Opening/New Guidance

Following new information on the CDC's guidelines, updated information released on the Governor's Executive Order 79, and legal counsel confirmation, Ms. Ward made the Board aware that the pool could open at 100 percent capacity on May 29th. Since the pool can open as normal with no mask or social distancing restrictions or cleaning requirements, Ms. Ward noted that there is no need for residents to make a reservation to use the pool. However, Ms. Ward still felt that there should be a slow rollout to the opening of the pool which was felt to be the right approach by the other members of the Board.

In the discussion that followed, the consensus of the Board was as follows:

- Residents would still need to sign a waiver
- No guests
- No food sales or deliveries
- No pool parties
- The pool furniture could be used
- The slide and diving board would be open
- The grills and basketball hoop would not be available for use
- The Board would reassess the situation at the June 15th meeting

Mr. Frye noted that the Board was supposed to be reviewing, for adoption, Policy Resolution No. 6 (Pool Rules). Given the new guidance and the decisions made for pool opening, Mr. Frye noted that he would revise the resolution and email a new version for Board review. Ms. Ward asked that the Board be prepared to review and approve the pool resolution via an online vote. Ms. Ward noted that, in order for the resolution to be effective and in-place for pool opening, the vote would have to be unanimous.

### Swim Team Request for Pool Use (B Meets)

Solana Higdon, Swim Team Representative, was present for the meeting and requested use of the pool for two B Meets (Monday, July 12th, and Monday, July 19th). Given the new guidance, Ms. Higdon asked whether Swim Team could use the pool weekday afternoons between the hours of 4 p.m. and 7 p.m. for practices. Afternoon practices would continue until school closed, at which time practices would be held weekday mornings from 7 a.m. to 10 a.m.

Mr. Frye made a motion to approve the adjusted Swim Team schedule. Mr. Cooper seconded the motion. The motion passed with a unanimous vote. It was the consensus of the Board that Swim Team would have to sign a waiver for pool use, and the waiver would have to include visiting teams.

Ms. Higdon asked if the Board would consider allowing Swim Team to stock the soda machine on the pool deck (major source of revenue) and hold an end of season party. Ms. Ward responded that pool parties are currently not permitted nor are food/beverage sales. However, both issues would be reconsidered at the June meeting based on the guidance and input received following pool opening.

## NEW BUSINESS

### Insurance Renewal

A handout was provided to the Board which detailed the coverage included in the Association's insurance policy through Nationwide. It was noted that there is an increase of \$1,026 from what was paid in 2020.

Mr. Wood made a motion to approve the renewal of the insurance policy with Nationwide at a cost of \$21,726. Mr. Vieg seconded the motion. A vote was taken on the motion, and it passed with a majority vote (Mr. Cooper was not present for the vote).

### Review/Adoption of Policy Resolution No. 11 (Rules and Regulations Imposing Sanctions for Violations)

The Board reviewed Policy Resolution No. 11. With there being no suggestions for changes to the resolution (except updating the dates and President), Mr. Vieg made a motion to readopt Policy Resolution No. 11. Mr. Wood seconded the motion. A vote was taken on the motion and passed with a majority vote, 5-0-0 (Mr. Cooper was not present for the vote).

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

It was determined that Policy Resolution No. 2 (Vehicular Parking) and Policy Resolution No. 4 (Tennis and Multi-Use Courts) would be reviewed at the next meeting.

## OLD BUSINESS

### Spring Creek Court Drainage/Erosion Issues (Engineering Firm Consultations)

A handout was provided to the Board which detailed the proposals received from engineering firms for the inspection and suggested resolution to the drainage and erosion areas noted to need the expertise of an engineer for resolution. Ms. Neese-Paxton informed the Board that an RFP was sent to six engineering firms; however, only three responded with bids. Of the three bids received, Ms. Neese-Paxton informed the Board of what would be entailed in their inspections and reports and when each firm would be able to begin work.

Following a brief discussion, Mr. Wood made a motion to accept the proposal from Becht Engineering BT in the amount of \$3,300 for the work identified in the proposal dated May 18, 2021. Mr. Frye seconded the motion. The motion passed

with a unanimous vote. The proposal's cost will be taken from the Townhouse Erosion/Environment Reserve Account.

Since Eric Rode, 8627 Spring Creek Court, was present for the discussion, Ms. Ward made him aware that it would be approximately six weeks before the Board would have an engineering plan on how to address the drainage issue behind his home. Ms. Ward indicated that he and the other property owners affected by the drainage issue would be kept informed of the progress made.

#### BOARD ITEMS

##### Update on South County Federation/Mt. Vernon Council

Ms. Neese-Paxton noted that, in the absence of Ms. Rea, there would not be a report for the South County Federation. However, she received a report from Gloria Barrett on the most recent meeting of the Mt. Vernon Council (Education Committee) and that she would be emailing it to the Board.

Mr. Frye made the Board aware of several bushes that he planted and has been watering.

Ms. Ward provided an update on the Town Hall meeting held by Supervisor Storck following the double homicide in the community.

Ms. Ward informed the Board that a message would be released to the community the following day concerning the pool which would detail the rules and restrictions decided earlier in the evening and alert residents of the process to be followed to register themselves and their families.

Ms. Ward asked the Board to be prepared to discuss (at the next meeting) whether guests and the grandchild, daycare, and nanny passes would be permitted at the pool.

#### ADJOURNMENT

Mr. Vieg made a motion to adjourn the meeting; Mr. Cooper seconded the motion. The meeting was adjourned at 9:02 p.m. following a unanimous vote.