

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE BOARD MEETING OF SEPTEMBER 21, 2021
(Held remotely via Zoom)

CALL TO ORDER

Ms. Ward called the meeting to order at 7:09 p.m.

ATTENDANCE

In attendance were:

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

Absent:

Clayton Vieg, Asst. Secretary/Treasurer

READING AND APPROVAL OF THE MINUTES OF THE AUGUST 17, 2021
BOARD MEETING

The minutes of the August 17, 2021 Board meeting were reviewed by the Board. Mr. Frye made a motion to approve the minutes as presented; Ms. Imran seconded the motion. The motion passed with a unanimous vote of the Board members present.

READING AND APPROVAL OF THE MINUTES OF THE AUGUST 24, 2021
BOARD BUDGET MEETING

The minutes of the August 24, 2021 Board Budget 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.

RATIFICATION OF BOARD EMAIL VOTE

Ms. Ward stated a Board email vote (completed on August 26, 2021) unanimously approved a personnel matter discussed during the August 24, 2021 Executive Session (a \$500 bonus).

TREASURER'S REPORT

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

- Operating: \$690,220.48
- Reserve Checking: \$170,433.57
- T-Bills: \$600,000.00
- Investments: \$4,159,072.00

Mr. Cooper noted that a \$250,000 investment will cash out on October 13th.

HOMEOWNER'S FORUM

Debra Infante, 7913 Hillstream Court, noted that she attended the meeting to discuss making a change to the standards for siding to allow property owners on her street to install the same siding style and color/profile options as other single-family property owners in the community. Ms. Ward responded that the Board is aware of her appeal following the denial of her application by the ARC. Ms. Ward asked Ms. Infante to provide the Community Manager with any information that she would like the Board to have prior to its next meeting in October.

2022 BUDGET

Continued Review of Draft 2022 Budget

An updated copy of the draft 2022 budget was provided to the Board which included all of the changes made at the budget review meeting held on August 24th.

Discussion/Decision on Financial Management Contract

A handout was provided to the Board which outlined the bids received from six contractors for the financial management contract. Following a review of the proposals, Mr. Cooper made a motion to award the contract (at a cost of \$47,000 for 2022) to Gates Hudson Community Management. Mr. Wood seconded the motion. The motion passed with a unanimous vote of the Board members present.

Discussion/Decision on Audit and Tax Preparation Contract

A handout was provided to the Board which outlined the bids received from two companies for the audit and tax preparation contract. Following a review of the proposals, Mr. Wood made a motion to award the contract (at a cost of \$6,500 for 2022) to Goldklang Group CPAs. Mr. Cooper seconded the motion. The motion passed with a unanimous vote of the Board members present.

Pool Contract: Impact of Minimum Wage

A letter was received from Crystal Aquatics that outlined the impact of the increase in the minimum wage on the pool management contract. The wage increase raises the base contract price for the 2022 pool season by \$17,717.82.

Crystal Aquatics suggested that one way to reduce the contract's cost would be to eliminate one of the lifeguards during the month of August. Information received from the 2021 staff was that, while the pool was busy in June and July, patronage slowed down considerably in the month of August. Eliminating one of the lifeguards in August would save the Association \$3,200.

After the Board discussed the impact of this change on the pool's operation, Mr.

Frye made a motion to accept the changes from Crystal Aquatics that increases the cost of the pool management contract due to an increase in minimum wage and uses one less lifeguard in the month of August 2022. Mr. Cooper seconded the motion. The motion passed with a unanimous vote of the Board members present. (The contract price in 2022 will be \$103,613.16.)

Pool Furniture Costs

A handout was provided to the Board which outlined the pool furniture that is needed following an inventory taken at the end of the 2021 swim season. The handout noted that 20 sand chairs, 5 dining chairs, and 30 chaise lounge chairs were needed. A cost proposal was received from Hadsell Sun & Shade for the replacement of the chairs.

Mr. Wood made a motion to purchase all of the needed pool chairs from Hadsell Sun & Shade at a cost of \$11,985.25. Mr. Frye seconded the motion. The motion passed with a unanimous vote of the Board members present.

Community Center Cleaning Costs

A handout was provided to the Board which outlined the cost proposals received from four companies for the Community Center cleaning contract. The contract would include the cleaning of the office side of the building (the office, foyer entrance area, and office kitchen area) as well as the rental space (including the kitchen area and two bathrooms).

Following a discussion of when and how many times a month the building would be cleaned, how multi-day rentals would be handled (one rental per weekend was suggested), and how resident rental fees would be affected (raising the usage fee by \$50), Mr. Cooper made a motion to select Merry Maids for the cleaning of the Community Center building twice a month at a cost of \$3,588 per year. Mr. Frye seconded the motion. The motion passed with a unanimous vote of the Board members present.

RECESS INTO EXECUTIVE SESSION

Mr. Frye made a motion to recess into Executive Session to discuss a personnel matter. Mr. Wood seconded the motion. Following a unanimous vote of the Board members present, the Board recessed into Executive Session at 8:22 p.m.

RECONVENE

The Board meeting was reconvened at 8:32 p.m.

2022 BUDGET (CONTINUED)

Vote to Adopt the Draft 2022 Budget for Publication

Following a discussion of potential revenue-generating income in 2022 as well as the costs of the contracts and their impact on the budget, Mr. Cooper noted that

the current townhouse assessment rate in 2022 is \$247.05 (which is an increase of 2.7 percent), and the current single-family home assessment rate in 2022 is \$155.10 (an increase of 3.68 percent).

Mr. Cooper made a motion to approve the draft 2022 budget, as adjusted, for publication. Mr. Frye seconded the motion. The motion passed with a unanimous vote of the Board members present.

OLD BUSINESS

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

At the August 17, 2021 Board meeting, the Board reviewed and made changes to Policy Resolution No. 15. The revised resolution was returned to legal counsel for review. A copy of the resolution that contained the attorney's comments and changes was provided to the Board for continued review.

Mr. Wood made a motion to adopt Policy Resolution No. 15; Mr. Cooper seconded the motion. Mr. Frye noted that the dates would need to be changed in the resolution to reflect the meeting date (the date that the resolution was adopted). The motion passed with a unanimous vote of the Board members present.

Update on Becht Engineering Report

Ms. Ward noted that engineering drawings were requested for three areas from Becht Engineering, and they should be available in mid-October for consideration at the November meeting. Drawings were not requested for five areas and proposals to address these areas (RFPs) should be available for consideration at October's meeting.

NEW BUSINESS

Resolutions to be Reviewed at the Next Meeting

Policy Resolutions 7, 13, and 14 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 meeting was the same night as the Board meeting.

Ms. Rea noted that she would email to the Board any items discussed at the South County Federation meeting.

Re-Opening the Community Center

Initially, the consensus of the Board was to resume rentals of the Community Center in January 2022 allowing groups to use the building Monday-Thursday

with one rental per weekend. However, after further discussion, the Board tabled the matter due to the uncertainty of the COVID-19 situation and may take this up during its December meeting.

Board Items (Continued)

The consensus of the Board was to change the December meeting date to December 14th.

Mr. Wood provided the Board with an update on the grants given to eligible HOA pools for losses sustained during the pandemic. Mr. Wood noted that the Association is eligible for \$5,000 based on the square footage of the pool (water surface). Mr. Wood further noted that it appears to be a lengthy process and that he would keep the Board apprised of any progress made.

Mr. Cooper made the Board aware that he was told by a friend (whose community uses Trash Away) that their trash pickup days were changed.

Mr. Cooper reiterated that he does not support the installation of another stone sign in the community; however, he felt that an electronic sign would be worth investing in.

Mr. Frye asked for an update on the cameras to be installed covering the Community Center parking lot. Ms. Neese-Paxton responded that she didn't have any new information to provide since she's still awaiting cost proposals.

Mr. Frye asked for an update on the water-damaged utility room floor in the Association office. Ms. Neese-Paxton responded that she has filed a claim with Nationwide and is awaiting a claims adjustor. Ms. Neese-Paxton noted that one cost estimate (for \$6,000) was received to replace the floor and the ceiling downstairs in the men's bathhouse.

Mr. Frye reminded the Board of the steps that were constructed on the hill from Parkdale Court to Willowdale Court. Mr. Frye noted that, following a storm that dropped almost 4" of rain, a trench (gully) has been created on both sides of the steps. Mr. Frye suggested the installation of a drainage system to prevent the water running down the hill by the steps from creating further damage. The consensus of the Board was to expend the funds to combat the erosion/drainage issue created by the storm.

Mr. Frye asked who would be reviewing the August financials, and Ms. Imran volunteered.

Mr. Wood noted that Fairfax County now allows trash crews to pick up yard waste and mix it with regular trash. Mr. Wood asked if there would be any

savings to the trash contract. Ms. Neese-Paxton responded that there are no cost savings since the trucks fill up faster requiring more dumping.

Mr. Wood noted that he is in favor of replacing the missing entrance sign; however, it could be an electronic sign versus a stone sign.

ADJOURNMENT

Mr. Frye made a motion to adjourn the meeting; Mr. Wood seconded the motion. The meeting was adjourned at 9:20 p.m. following a unanimous vote.