

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE ANNUAL ELECTION MEETING OF FEBRUARY 16, 2010
(Held in the Cafeteria of the Newington Forest Elementary School)

CALL TO ORDER

Mr. Crooks called the meeting to order at 7:30 p.m.

ATTENDANCE

In attendance were:

John Crooks, President
Joe Martocci, Vice-President
Robert Cooper, Treasurer
Jeff Rose, Secretary
Ken Frye, Asst. Secretary/Treasurer
Jeff Bailey, Board Member
Cathy Alqahtani, Board Member
Stephanie Jackson, Community Manager
Dana Mayfield, Assistant Community Manager
Wanda Walsh, Administrative Assistant

INTRODUCTION OF ELECTION CHAIRMAN

Mr. Crooks introduced and then turned the meeting over to the Chairman of the Election Committee, Diana Lyons. Ms. Lyons asked each of the candidates to take a seat in the front of the room and explained how the meeting would proceed. Ms. Lyons informed the residents that there are currently twelve candidates running for a seat on the Board of Directors and then asked if anyone wished to be considered as a write-in candidate. No one expressed their desire to be considered as a write-in candidate.

INTRODUCTION OF CANDIDATES

During the candidate forum portion of the meeting, each of the twelve candidates in attendance introduced themselves and was given four minutes to address the following issues: (1) any Newington Forest volunteer work done in the past year, (2) any volunteer work or activity done in a previous community or group, (3) the positive contribution that can be expected from them this year, and (4) the direction they would like to see Newington Forest go in the coming year. Once each candidate was done speaking, Ms. Lyons opened the floor up to questions for the candidates. No one in attendance had a question for any of the candidates running for a position on the 2010 Board of Directors.

BALLOTING

Ms. Lyons instructed everyone who had not yet voted to cast their ballots. Ms. Lyons collected the ballots and noted that the election results would be announced at the end of the evening.

COMMUNITY SERVICE AWARD PRESENTATION

Mr. Crooks presented the 2010 Community Service Award to Bob Burnham in appreciation of his time on the Board of Directors and for his role in the renovation of the tot lots in 1998.

TREASURER'S REPORT

Mr. Cooper presented the Treasurer's Report pointing out that a copy of his report was available for residents to pickup and read. Mr. Cooper provided the residents in attendance with the following information regarding the budget:

- The structure of the budget is divided into three separate operating budgets: Common, Townhome, and Detached Home. The quarterly assessment rate reflects not only the Common services but also the services rendered to a particular part of the community. Mr. Cooper noted that all 1,808 homes pay for the Common services and, in addition, all 1,017 townhouse property owners pay for the Townhome expenses and all 791 single-family detached home property owners pay for the Detached Home expenses. The quarterly assessment rate is derived by adding together the Common expense portion of the budget as well as either the Townhome or Detached Home expenses.
- The auditors are requiring that a Bad Debt expense be included in the budget due to foreclosures which represents a \$15,000 difference between the 2009 and 2010 budgets.
- A reserve study analysis is required every five years. The results of the Association's latest study indicated that not enough money is being put into the reserve accounts (particularly the Townhouse Street Paving account).

Mr. Cooper provided the account balances as follows:

- The Operating checking account contains the money needed to handle the day-to-day operations of the community and has, as of February 2, 2010, a balance of \$92,376.34.
- The Lockbox checking account contains the assessment money mailed to the Association's bank and has, as of February 2, 2010, a balance of \$158,427.45.

- The Reserve checking account contains money which is used on big projects or on larger-scale items in need of repair and has, as of February 2, 2010, a balance of \$148,157.86.
- Currently the Association has six T-Bills totaling \$1,000,000.00 and three CDs totaling \$300,000.00. Mr. Cooper explained that the money invested in T-Bills and CDs earns more interest and is safer because the money is protected and insured by the FDIC.

PRESIDENT'S REPORT

Mr. Crooks noted that he had prepared a report which was available for residents to pick up and read and would also be published in the next newsletter. Mr. Crooks reported on the Board's review of the Policy Resolutions noting that several reviews resulted in changes in the fence and deck standards (the latter resulting in the merger of the townhouse and single-family home standards into one). Mr. Crooks explained the grounds maintenance projects which were conducted in 2009 as well as the improvement of communication between the Board/staff and the membership as a result of the upgrade of the Association's website. Mr. Crooks reported that the Assistant Community Manager, Dana Mayfield, is responsible for the upgrade noting that, thanks to her efforts, information will now be more readily available to the membership.

COMMITTEE REPORT: ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee (ARC) Chairman, Neal McBride, informed the residents in attendance that the ARC is now comprised of seven members and thanked the other six members of the ARC for their work on the committee.

Mr. McBride reported that 216 applications were received and reviewed in 2009 and that, of those, 211 were approved, 3 were disapproved, and 2 are pending. Mr. McBride noted that, during the past year, the ARC recommended changes to the fence and deck standards. In addition to those standards, the ARC will be looking at other standards, some of which have not been looked at in years. Mr. McBride felt that the ARC may need to look into allowing various new roofing materials and will be enforcing the tree canopy requirements recently passed by the County.

EXTERNAL AFFAIRS

Mr. McBride informed the Board and residents in attendance that he received a handout from Supervisor Gerry Hyland which announces the official groundbreaking ceremony for the South County Middle School. The groundbreaking will take place on March 20, 2010 at 11:00 a.m. Mr. McBride noted that, while some of the community's children can walk to the middle

school, there are no guarantees that the community will be included in the attendance boundaries. Mr. McBride encouraged the community to get involved in the upcoming boundary hearings.

HOMEOWNER'S FORUM

Ms. Gloria Barrett, 8427 Lazy Creek Ct., noted that she is shocked to hear that there are insufficient funds available in the reserve account for the repaving of the townhouse courts. She noted that she does not understand why resident contributions to the townhouse repaving reserve account are being increased given the high expectations for the asphalt rejuvenation project which had been expressed at previous meetings. Mr. Cooper responded that the asphalt rejuvenation process was used by the Association to, hopefully, extend the life of the asphalt. Mr. Cooper explained that typically every ten years the pavement needs to be milled, paved, and sealed. The townhouse courts on the Newington Forest Ave. side of the community are due for repaving in 2010. Mr. Cooper noted that increases in the cost of all petroleum-based products have affected the projected costs for this type of project. Mr. Crooks pointed out that [the Board is not sure that there are insufficient funds.](#)~~he issue is that the Board is not sure that there are insufficient funds.~~

Mr. Brou Gautier, 8122 Winter Blue Ct., felt that the Association needs to do something to increase the police presence in the community. Mr. Gautier informed the Board that he has had to personally break up fist fights on his street and he felt more needs to be done to curb the loitering on the community's streets and tot lots. Mr. Crooks responded that the Association has a close relationship with the West Springfield District Police Station. Mr. Crooks noted that the police do not patrol the community unless reports are received. Mr. Crooks encouraged all of the residents in attendance to report any questionable behavior to the police.

Mr. Gautier felt that an article needed to be included in the next newsletter regarding the community spirit demonstrated during the snow storms earlier in the month.

OLD BUSINESS

Continued Discussion/Decision on Needed Repairs to Curving Creek Court
Tot Lot

Mrs. Jackson reminded the Board of the piece of equipment on the Curving Creek Ct. tot lot that was damaged by a tree. Mrs. Jackson made the Board aware that she contacted the installer of the equipment and received a price of \$3,679.83 to repair the damaged equipment.

In the discussion which followed, Mr. Crooks questioned whether the Board should accept the estimate to have the equipment repaired or bid the project out to other playground equipment installers. Mr. Rose felt that the project should be sent out for bid, and Mr. Frye questioned the cost difference between repairing the piece of damaged equipment versus installing a new piece of equipment. Mrs. Jackson responded that she contacted the distributor/installer of the playground equipment to replace the damaged pieces. Mrs. Jackson informed the Board that the Association paid approximately \$10,000 for the equipment when purchased new. Mrs. Jackson noted that the only distributor for this particular equipment was the one she contacted for a repair estimate because they were the only one with the appropriate replacement parts. Mr. Cooper felt that the Board should accept the bid to have the equipment repaired using the tot lot reserve account to fund the repairs.

When polled, Mr. Rose, Mr. Frye, Mr. Bailey and Ms. Alqahtani felt the project should be sent out to bid while Mr. Crooks, Mr. Martocci and Mr. Cooper did not. Given the majority, Mr. Crooks asked Mrs. Jackson to prepare a bid package which could be sent out by the middle of March.

ANNOUNCEMENT OF ELECTION RESULTS

Ms. Diana Lyons, Chairman of the Election Committee, announced that the candidates elected to the 2010 Board of Directors are: Jeff Bailey, Jeff Bulta, Robert Cooper, John Crooks, Ken Frye, Joe Martocci and Jeff Rose. Ms. Lyons reminded each of the newly-elected Board Members of the Executive Session which will take place at the Community Center immediately following the meeting.

ADJOURNMENT

Mr. Martocci made a motion to adjourn the meeting; Mr. Frye seconded the motion. The meeting was adjourned at 9:10 p.m. following a unanimous vote.