

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE MEETING OF FEBRUARY 2, 2010
(Held in the Community Center)

CALL TO ORDER

Mr. Crooks called the meeting to order at 7:25 p.m.

ATTENDANCE

In attendance were:

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

Absent:

Cathy Alqahtani, Board Member

Mr. Crooks asked if any of the residents in attendance or any member of the Board would like to record the meeting. No one responded with a desire to record.

READING AND APPROVAL OF THE MINUTES OF THE JANUARY 19, 2009 BOARD MEETING

Since the minutes of the January 19, 2010 Board meeting had been emailed to the Board for review prior to the meeting, Mr. Martocci made a motion to accept the minutes as presented. Mr. Frye seconded the motion. With there being no discussion held to change the minutes, a vote was taken on the motion. Mr. Martocci, Mr. Cooper, Mr. Rose, Mr. Frye, and Mr. Bailey voted in favor of the motion. Mr. Crooks abstained as he was not present at the January 19th meeting. The minutes were approved as written by a majority vote of the Board Members present.

HOMEOWNER'S FORUM

No homeowners were present who wished to avail themselves of the opportunity to speak during the Homeowner's Forum.

TREASURER'S REPORT

Mr. Cooper reported that, as of the date of the meeting, the Association's accounts had the following balances:

- Operating: \$92,376.34

- Lockbox: \$158,427.45
- Reserve: \$148,157.86
- T-Bills: \$1,000,000.00
- CDs: \$300,000.00

Mr. Cooper reported that \$861.96 was earned in reserve checking interest in 2009. Mr. Cooper reviewed the interest statement for the three CDs noting that \$1,593.60 was earned in six months.

NEW BUSINESS

Discussion of Tree Damage on Curving Creek Court Tot Lot

Mrs. Jackson made the Board aware of a piece of playground equipment on the Curving Creek Ct. tot lot that was damaged when a tree fell on it (pictures provided). Mrs. Jackson informed the Board that the damage is not covered by the Association's insurance because the tree was dead. Mrs. Jackson noted that she looked at the damaged equipment with a representative of Cunningham & Associates (the distributor and installer of the playground equipment) who is putting together an estimate for the repair costs. Mrs. Jackson further noted that the tree was cut up and removed and the damaged equipment has been wrapped with orange mesh fencing to keep children from playing on it.

In the discussion which followed, Mr. Frye asked if there are any other dead trees in the area that could fall, and Mrs. Jackson responded no. Mr. Crooks asked Mrs. Jackson to email the cost estimate for the needed repairs to the Board when she was in receipt of it and put the issue on the agenda of the Annual meeting.

Discussion of Proposal to Repair Water Drainage Issue on Bark Tree Court

A water drainage problem on Bark Tree Ct. was brought to the attention of the office staff by the resident of 8281 who said that the entire row of six townhouses (8277-8287 Bark Tree Ct.) have a regular problem with standing water in their backyards due to runoff from the common ground. The resident of 8281 felt that there is a bad erosion problem under the foundation of the shed of two adjoining neighbors. Mrs. Jackson informed the Board that Springfield Nursery had been asked to look at the area and recommend an option for correcting the water drainage problem (proposal provided to the Board).

The Board reviewed the specifics of the drainage control project recommended by Springfield Nursery. The proposal noted that, to channel water flow away from the backyards of the six units, a drain swale will be excavated approximately 4' wide by 6" deep and would extend behind each of the six units. Grading would be done between the rear property lines and the new drain swale to direct water away from the individual backyards. The proposal indicated that gravel will be installed to allow water to drain while improving the foot path. A sketch was included with the proposal which diagrammed the flow of the water following the excavation. It was noted that none of the work done by the Nursery in the common ground would correct any of the standing water or drainage issues which exist in the backyards of the six units.

During the discussion, the Board questioned why a swale with gravel would be installed versus a swale with sod. They questioned where the water is being directed, whether water would become trapped, and whether a drainage pipe would have to be installed in a curb area to direct water out into the parking lot. The Board also felt that it would be helpful to have Miss Utility mark the area, have Springfield Nursery come back out, and plan the project so that the swale is constructed away from wires with grading done accordingly so that the swale is out farther on common ground and away from the backyards.

Discussion of Renewal of South County Federation Membership

Mrs. Jackson informed the Board that a request to renew the membership in the South County Federation had been received at a cost of \$25. Mr. Crooks asked if the Association gets any benefit out of the membership. Mr. Martocci explained the benefits of the membership and noted that it provides a direct link to Supervisor Hyland and the other members of the Board of Supervisors.

Mr. Cooper made a motion to renew the membership in the South County Federation at a cost of \$25; Mr. Rose seconded the motion. A vote was taken on the motion, and the motion passed with a unanimous vote.

OLD BUSINESS

Continued Discussion of Issuing Free Guest Passes During Pool Registration

Mrs. Jackson reminded the Board that she had been asked to see if it was possible to give a certain number of free guest passes to each resident who registers for the pool using the database to track the number used by each residence. Mrs. Jackson noted that she had spoken with Jerry Ammann who said that it can be done, although it would take between 4-6 hours to complete the coding that would be necessary. Mrs. Jackson made the Board aware that they would need to be prepared to pay between \$250 and \$350 for Jerry's time.

Mrs. Jackson informed the Board that they need to consider the loss of income in guest pool passes if they choose to provide each residence with free passes. The Board examined the 2010 budget noting that \$8,000 in pool income was projected, a large portion of this income coming from the purchase of guest pool passes. The Board discussed the loss of income and the fact that issuing free passes had not been budgeted for in 2010. Mr. Crooks made a motion to approve the issuance of five free guest passes for each household that registers to use the pool in 2010. Mr. Martocci seconded the motion. A vote was taken on the motion, and the motion failed with every member of the Board voting against the motion.

Mrs. Jackson suggested that the Board consider the use of free guest pool passes as an incentive to get residents to register early in 2011. Mr. Crooks made a motion that the Finance Committee be instructed to consider the idea of free guest passes to the membership and evaluate the impact on the budget if offered in 2011. Mr. Martocci seconded the motion. A vote was taken on the motion with Mr. Crooks, Mr. Martocci, Mr. Rose, Mr. Frye, and Mr. Bailey voting in

favor of the motion. Mr. Cooper voted against the motion. The motion carried with a majority vote of the Board Members present.

Discussion/Decision on Going Out to Bid on Trail Repair Work

Mr. Rose was asked for an update on the preparation of the bid specs for the area of hazardous trails close to Magic Leaf Rd. Given the weather, Mr. Rose noted that he has not been able to proceed with the work that is necessary in the preparation of the specs for the needed repairs. Mr. Crooks noted that the bid specs have to be ready relatively soon in order to go out to bid on the project and have the work completed in the spring.

BOARD ITEMS

Mr. Cooper made Mrs. Jackson aware of several other covenants-related issues pertaining to a neighboring property.

Mr. Crooks noted that a response had been prepared for the Parkdale Ct. petition signers who asked that assessments not be increased in 2010. Mr. Crooks reminded the Board that a copy of the letter had been sent to them electronically.

Mr. Crooks informed the Board that he had received a call from a resident on Rainbow Bridge Lane regarding the Fairfax Times and Examiner newspapers. The resident complained that the papers are never picked up by residents and asked if the Association can do anything to prohibit the delivery of these newspapers in the community. Mr. Crooks noted that individual residents can stop the delivery of the newspapers but he did not feel that it was appropriate for the Association to do so. Mr. Crooks further noted that information on how to cancel delivery of the newspapers would be posted on the website and an article would be included in the next newsletter.

Mr. Crooks noted that, as part of the Annual Election meeting, he will have to present a President's Report and asked for input on talking points. It was the consensus of the Board to have Mr. Crooks include the following in his report: (1) the deck/fence standards which were changed and how they will affect covenants enforcement, (2) automation improvements (updated website/electronic bill paying), (3) status of the trails, and (4) snow removal (what the Association plows versus what streets VDOT is responsible for).

ADJOURNMENT

Mr. Martocci made a motion to adjourn the meeting; Mr. Cooper seconded the motion. Following a unanimous vote of the Board Members present, the meeting was adjourned at 8:40 p.m.