

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE MEETING OF JANUARY 19, 2010
(Held in the Community Center)

CALL TO ORDER

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

ATTENDANCE

In attendance were:

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

Absent:

John Crooks, President

Mr. Martocci 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 DECEMBER 8, 2009
EXECUTIVE SESSION

The minutes of the December 8, 2009 Executive Session were read silently by each member of the Board in attendance. Mr. Cooper made a motion to accept the minutes as read; 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. Ms. Alqahtani abstained as she was not present at the December 8th meeting. The minutes were approved as written by a majority vote of the Board Members present.

READING AND APPROVAL OF THE MINUTES OF THE JANUARY 5, 2010 BOARD
MEETING

Since the minutes of the January 5, 2010 Board meeting had been emailed to the Board for review prior to the meeting, Mr. Cooper 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. Ms. Alqahtani abstained as she was not present at the January 5th 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: \$88,029.41
- Lockbox: \$179,689.49
- Reserve: \$129,553.06
- T-Bills: \$1,000,000.00
- CDs: \$300,000.00

Mr. Cooper provided the Board with the dates that the next two T-Bills come up for renewal. Mr. Cooper informed the Board that he received an Interest Income statement and noted that \$4,186.60 was earned in interest on the T-Bills for the 2009 tax year. Mr. Cooper further noted that the Association spent \$1,335.00 in snow removal for the storm which occurred the first week of January.

NEW BUSINESS

Report on Santa's Secret Shop

Mrs. Jackson reminded the Board that Santa's Secret Shop was held on December 5th and that a total of 21 children attended the shop. Mrs. Jackson informed the Board that the Chair of the Secret Shop, Ginger Frye, had trouble finding volunteers to assist with the shop. As a result, two Board and three staff members (2 of whom brought their spouses) assisted. Given the lack of interest and the time involved prior to the shop on the part of the staff, Mrs. Jackson noted that she is recommending against holding the shop next year.

During the discussion that followed, Mr. Frye asked if the elementary school is holding a similar program. Mrs. Jackson responded yes and that she did not realize it until work had begun on holding our own shop. Mr. Cooper felt that the numbers might have been down because the shop has not been held for a number of years due to the renovations on the Community Center. Mr. Martocci asked if it is expensive to hold the shop and Mrs. Jackson responded that the Association didn't lose any money because everything is provided on consignment. The consensus of the Board was to make a decision later in the year as to whether the shop would be held in 2010.

Discussion/Decision on Account Write-Off Recommendations

A handout was provided to the Board which outlined seven properties in the community and the total amount to write-off for each property due to either foreclosure or the owner filing bankruptcy. Mr. Cooper made a motion to write-off a total of \$9,428.43 in uncollectible bad debts. Mr. Rose seconded the

motion. A vote was taken on the motion and the motion passed with a unanimous vote of the Board Members present. Mr. Crooks voted in favor of the motion by proxy held by Mr. Martocci.

OLD BUSINESS

Review of Draft Annual Meeting Agenda

A copy of the draft agenda for the Annual meeting was provided to the Board for review. Mr. Martocci reminded the Board that, due to the number of candidates running for the Board, a guest speaker would not be asked to attend the meeting. Mrs. Jackson made the Board aware that the Election Chairman will give each candidate 4 minutes to speak and following the introduction of each candidate a question and answer period will be held. Mrs. Jackson noted that there is nothing noted on the agenda under New Business and that this portion of the meeting would not be held unless there was something vital that would need to be discussed and decided upon that evening.

Continued Discussion of Possible Recipient of Community Service Award/ Decision on Recipient

Mrs. Jackson informed the Board that the staff is recommending Bob Burnham as a possible recipient of the Community Service Award. A handout was provided to the Board which detailed Bob Burnham's service to the community. Following a review of the handout, Mr. Martocci recommended presenting the award to Ginger Frye for her assistance as the chair of Santa's Secret Shop. Mr. Martocci then asked if there were any other possible recipients that the Board would like to recommend. With there being no other recommendations, the Board discussed Mrs. Frye's receipt of the award in 2003. Following that discussion, Mr. Martocci made a motion to award the 2010 Community Service Award to Bob Burnham. Mr. Frye seconded the motion. A vote was taken on the motion and the motion passed with a unanimous vote.

Continued Discussion/Review of Change to Pool's No Guest Rule

A copy of Section VI (Guests) of Policy Resolution No. 11 (Pool Rules) was provided to the Board. The proposed changes appeared in red and indicated that guests will not be allowed to use the pool Memorial Day weekend and they would not be able to use the pool on weekdays until school is closed for the summer. Mrs. Jackson reminded the Board that the former rule stated that until July 10th guests were not allowed on holidays and weekends before 3 p.m.

Mr. Bailey asked why guests are not allowed on weekdays before school closes, and Mrs. Jackson responded that guests are not allowed because Swim Team uses the pool facility after school. With there being no further discussion, Mr. Cooper made a motion to publish the section pertaining to guests in the pool rules in the newsletter. Mr. Frye seconded the motion. A vote was taken on the motion and the motion passed with a unanimous vote. Mr. Martocci asked that the issue be placed on the agenda of the first meeting in March for further discussion and approval.

Ms. Alqahtani asked if the Board has considered reducing the pool's guest fee. Mrs. Jackson responded that the Board has not yet discussed any of the fees associated with the pool. It was the consensus of the Board to allow the newly-elected Board to make those decisions.

Review of Board's 2009-2010 Work Schedule/Accomplishments List and Schedule of Recurring Events

While reviewing the 2009-2010 Work Schedule/Accomplishments List, Mr. Frye asked if there was anything new to report on the status of the repair work to be done on the community's trails, and Mrs. Jackson responded no. While reviewing the Schedule of Recurring Events, Mr. Martocci asked if anyone had received any input on the resident directory which has not been published since 2007. Mrs. Jackson responded that a resident had come into the office asking for a new directory earlier in the day. Mr. Martocci noted that several of his neighbors have asked when a new directory would be published. The Board discussed the usefulness of the directory and the possibility of funding for it in 2011.

BOARD ITEMS

Mr. Martocci pointed out that the Board had been provided with the December Manager's Report as well as the minutes of the ARC's January meeting.

Mr. Frye asked if the position in the office has been filled yet. Mrs. Jackson responded that the resumes received thus far have not been good enough to warrant an interview. Mrs. Jackson informed the Board that an article looking for a replacement of one of the covenants inspectors will be in the February/March newsletter. Ms. Alqahtani asked if a bilingual candidate would be considered for the position, and Mrs. Jackson responded yes.

Mr. Bailey felt that there was a need to track the statistics of the election (how many residents actually took the time to vote). Mrs. Jackson responded that the Election Committee keeps track of the total number of votes received as well as the number of votes per candidate and that information is posted at the Community Center following the election. Mr. Rose asked how many proxies are usually received, and Mrs. Jackson responded approximately 5-10. Mrs. Jackson felt that more proxies are not received because residents are reluctant to give a proxy to someone else to vote as he/she wishes. As a result, more absentee ballots are received in the Association office.

Mr. Rose noted that a limb fell off of a tree and broke out the rear window of a car parked along Newington Forest Ave. Mr. Rose further noted that the vehicle is now covered with a tarp.

Mr. Martocci informed the Board that a petition was received in the Association office on January 8, 2010 from several of the homeowners on Parkdale Court. Mr. Martocci made the Board aware that Mr. Crooks would be responding to the petition and that he had asked Mr. Cooper to provide him with some of the budget numbers which would be included in his response to the homeowners. Mr. Cooper noted that none of the residents of Parkdale Court called the office during the budget planning process nor did they attend any of the Board meetings. Mr. Frye noted that the Board was sensitive to the economic

climate when considering the budget and felt that there was a need to discuss this at the election meeting. Mr. Frye felt that Mr. Crooks' response should encourage the signers of the petition to get more involved in the budget process as any input received from residents would be useful.

ADJOURNMENT

Mr. Rose made a motion to adjourn the meeting; Mr. Frye seconded the motion. Following a unanimous vote of the Board Members present, the meeting was adjourned at 8:25 p.m.