

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.  
MINUTES OF THE MEETING OF JANUARY 5, 2010  
(Held in the Community Center)

CALL TO ORDER

Mr. Crooks called the meeting to order at 7:27 p.m.

ATTENDANCE

In attendance were:

John Crooks, President  
Joe Martocci, Vice-President  
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

Arriving late:

Robert Cooper, Treasurer

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 DECEMBER 8, 2009 BOARD MEETING

Since the minutes of the December 8, 2009 Board meeting had been emailed to the Board for review prior to the meeting, Mr. Frye made a motion to accept the minutes as presented. Mr. Martocci seconded the motion. With there being no discussion held to change the minutes, a vote was taken on the motion. The minutes were approved as written by a unanimous vote of the Board Members present.

HOMEOWNER'S FORUM

Mr. Neal McBride attended the meeting to make the Board aware that he received a call from Park Authority announcing a new plan that will cost \$12,000 to repair a section of eroded trail near Rainbow Bridge Lane beginning in the spring of 2010. Mr. McBride informed the Board that, during the conversation, he was provided with the details of the plan to repair approximately one-third of a mile of trail. It was the feeling of Park Authority that it would be easier to access the section of trail that needed to be repaired by using the Association's common ground, along the AT&T easement, near the tot lot located on Rainbow Bridge Lane. Mr. Crooks advised Mr. McBride that Park Authority

should send the Association a letter detailing the entire project so that the Board has the information needed to be able to make a decision on granting access.

At this point in the meeting, Mr. Cooper arrived.

Mr. McBride also made the Board aware of a Lyon's Club grant program which provides civic and homeowners associations with trees for planting on common ground. The material would be provided to the various organizations so that volunteers can be prearranged for the actual plantings. Mr. McBride noted that he will pass any information that he has on the grant program to Mrs. Jackson. Mr. Crooks felt that the Landscape Master Plan should be looked at to see if there are areas where trees could be added. It was later noted that the trees in questions are saplings which could only be planted in protected areas away from where children might be playing.

#### TREASURER'S REPORT

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

- Operating: \$137,461.50
- Lockbox: \$111,481.99
- Reserve: \$129,553.06
- T-Bills: \$1,000,000.00
- CDs: \$300,000.00

Mr. Martocci asked when the next T-Bills come up for renewal, and Mr. Cooper responded providing him with the dates.

#### NEW BUSINESS

##### Discussion/Decision on Request for Donation to South County's All-Night Graduation Party

Mrs. Jackson made the Board aware that a request for a donation to South County's All-Night Graduation Party was received. Following a brief discussion of the importance of the graduation celebration as well as the amount donated last year, Mr. Cooper made a motion to donate \$150.00 to South County's All-Night Graduation Party. Mr. Martocci seconded the motion. A vote was taken on the motion, and the motion passed with a unanimous vote of the Board Members present.

##### Report on December 19<sup>th</sup> Snowstorm

Mrs. Jackson reported that Springfield Nursery started plowing on Friday, December 18<sup>th</sup>, plowed all day and into the nighttime hours on Saturday, December 19<sup>th</sup>, and then returned on Sunday, December 20<sup>th</sup> to resume cleanup. Mrs. Jackson informed the Board that she ordered a front end loader which was brought into the community on Monday and Tuesday following the storm to move some of the snow. As a result of the blizzard, a total of \$8,665.00 was spent for snow removal. The end result is that in 2009 the townhouse snow

removal account is \$5,838.50 over budget and the common area snow removal account is \$2,853.50 under budget.

Mrs. Jackson made the Board aware that the Association office received approximately 25-30 calls from residents who were unhappy with how the plowing/snow removal was conducted on the courts following the blizzard.

#### Annual Election Meeting: Discussion of Possible Recipient of Community Service Award

Mr. Crooks directed the Board to start thinking about the possible recipient of the Community Service Award which is presented at the Annual Election meeting. Mr. Crooks felt that a decision on the recipient of the award would need to be made at the next meeting to give the staff ample time to purchase and engrave the plaque which is presented to the winner of the award.

Mr. Martocci asked if the Board should discuss the agenda for the Annual meeting. Mr. Crooks responded that this year's election meeting will be a little different in that there are 12 people running for 7 positions on the Board. Mr. Crooks felt that the Election Committee may want to change the election process due to the number running for a seat on the Board. Mr. Crooks also felt that it is too late to find a guest speaker for the Annual meeting. Due to the number of candidates running for a position on the Board, Mr. Crooks did not feel there was adequate time on the agenda to devote to a guest speaker.

Mr. Frye informed the Board that a number of years ago, the decision had been made to decrease the number of Board Members from 9 to 7. With there being so much interest this year, Mr. Frye asked if consideration should be given to expanding the number of Board Members from 7 back to 9. A discussion was held regarding the notification that would be needed to the membership to increase the number of directors to be elected at the Annual meeting. Mrs. Jackson reported that the election packet has already been prepared and is at the printer. Mrs. Jackson noted that the election packet needs to be mailed by January 15<sup>th</sup> and that she didn't think there was sufficient time to change the packet and still meet the mailing deadline.

While the Board decided to move on with the agenda, Mrs. Jackson was asked to research the question of how much time needs to be provided to the members of the Association to announce a change in the number of directors to be elected at the Annual meeting.

#### OLD BUSINESS

##### Status Update on the Association's Website

Mr. Crooks informed the Board that he had the opportunity to review the demo website which had been designed by Mrs. Mayfield during the holidays. Mr. Crooks informed the Board that he was very pleased with the information now being provided on the website and felt that it contained all of the information that the Board had discussed adding.

Mr. Crooks asked Mrs. Mayfield to email the link for the demo website to the other members of the Board so that they can review the information provided and report back with any changes that they would like to make by Thursday, January 7<sup>th</sup>. Mr. Crooks also noted that he would like to have the new website in place for resident use by Friday, January 8<sup>th</sup>.

## NEW BUSINESS

### Continued Discussion of Increasing the Number of Board Members

Mrs. Jackson reported that Article IV, Section 4.03 of the By-Laws, states that the number of Board Members to be elected must be specified in the notice of the Annual meeting sent to the members of the Association. Mrs. Jackson reiterated that the election packets and the Annual meeting notice are already at the printer and she did not feel that there was sufficient time to make changes to the packet and still have it ready for mailing on time.

Mr. Crooks polled the Board to see if there was interest in changing the election packet to be mailed to residents. The consensus of the Board was to consider changing the number of directors at a later time since the likelihood of errors occurring in the haste to edit and mail the election packet was too great.

### Continued Discussion of Pool's No Guest Rule (After School Closes and Prior to July 10<sup>th</sup>)

Mr. Crooks reminded the Board that the current pool rules state that, prior to July 10<sup>th</sup>, guests are not allowed on holidays and weekends before 3 p.m. Mr. Crooks further reminded the Board that the current conversations are on whether the Board should relax that ruling. In the discussion that followed, Mr. Martocci noted that most of the problems on the part of the lifeguards are with the guests not the residents. Mr. Frye pointed out that there is no longer the issue of overcrowding at the pool like in years past. Since usage of the pool has dropped off, he felt that a resident with a guest should not be turned away if the pool is not at capacity. Mrs. Jackson recommended to the Board that the no guest rule be kept in place for opening weekend (Memorial Day).

Mr. Crooks noted that any change made to the guest policy at the pool would change the policy resolution which would require publication before the pool opens for the season. Mrs. Jackson was asked to prepare the needed changes to the guest policy of the pool rules and have it available for further discussion at the next meeting.

### Continued Discussion of Instituting Pool Passes for Grandchildren

Mrs. Jackson reminded the Board of a request to institute pool passes for grandchildren. With many of the residents now having grandchildren who come to visit over the summer, the idea of a pass for grandchildren would prevent the resident from having to pay the guest fees. Since pool capacity no longer seems to be an issue, Mrs. Jackson felt that each grandchild could be issued a pass, at a cost of \$2.00 each, like a resident of the home.

Mr. Crooks reminded the Board that during their previous discussion, the concern of enforcement had been raised as well as the suggestion of providing a book of guest pool passes to each home that registers to use the pool. Mr. Frye felt that it was discriminatory to single out a group (grandchildren) to make pool passes for. He felt that the benefits should be offered to everyone, not just grandparents. Mr. Frye again felt that providing several guest pool passes to every home that registers for the pool would be the fair and equitable thing to do.

The Board discussed their concerns and potential problems that could occur with providing guest pool passes to a resident of the home during registration. The discussion turned from offering passes to a resident of the home to somehow linking to the database the number of guests that can be brought into the pool at no charge. The thought was that, when a resident enters the pool facility and his pool pass is scanned, the computer's database would somehow keep track of the number of guests that have been brought in free of charge. Mrs. Jackson was asked to consult with Jerry Ammann to see if guest passes could be keyed to the database's house address. Mr. Crooks asked that the issue be placed on the agenda of the first meeting in February.

#### BOARD ITEMS

Mr. Bailey and Mr. Frye noted that the Manager's Report being provided to them contained useful information. Mr. Frye questioned one item noted on the November Manager's Report.

Mr. Frye made Mrs. Jackson aware of English Ivy that is growing near 8500 Summer Breeze Lane to the basketball court located along Newington Forest Ave. Mr. Frye was concerned because the ivy is considered to be an invasive plant that could eventually dominate the area after killing surrounding trees and vegetation.

Mr. Rose asked why trash pickup has been delayed on the Newington Forest Avenue side of the community. Mrs. Jackson explained that some of the delays being seen in the community are due to routing changes as well as the weather.

Mr. Crooks passed out two handouts to the Board: (1) Board's 2009-2010 Work Schedule/Accomplishments List and (2) Schedule of Recurring Events. Mr. Crooks asked the Board to review both handouts and be prepared to discuss them at the next meeting. Mr. Crooks noted that the Board elected in February will make a decision on the list of accomplishments for 2010/2011.

#### 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.