

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.  
MINUTES OF THE MEETING OF NOVEMBER 3, 2009  
(Held in the Community Center)

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  
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

Arriving late:

Robert Cooper, Treasurer

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

READING AND APPROVAL OF THE MINUTES OF THE OCTOBER 6, 2009  
BOARD MEETING

Since the minutes of the October 6, 2009 Board meeting had been emailed to the Board for review prior to the meeting, Mr. Rose 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. The minutes were approved as written by a unanimous vote of the Board Members present.

READING AND APPROVAL OF THE OCTOBER 6, 2009 EXECUTIVE SESSION

Since the minutes of the October 6, 2009 Executive Session 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. The minutes were approved as written by a unanimous vote of the Board Members present.

#### READING AND APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2009 BOARD MEETING

Since the minutes of the October 20, 2009 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. Rose 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. McBride provided the Board with a pamphlet detailing an upcoming Community Relations Breakfast designed to report the various additions and projects scheduled to begin in 2009 as part of the Ft. Belvoir expansion project.

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

Mr. McBride also provided the Board with a handout which outlined \$123 million in possible 2011 budget cuts to FCPS programs. He noted three possible cuts which he felt were of particular concern to our residents because of the impact they could have on the Newington Forest Elementary School: (1) the increase in class size, (2) the reduction in the number of schools with full-day kindergarten programs, and (3) the reduction in the number of Instructional Assistants.

#### TREASURER'S REPORT

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

- Operating: \$93,920.88
- Lockbox: \$111,969.46
- Reserve: \$197,954.96
- T-Bills: \$900,000.00
- CDs: \$300,000.00

Mr. Martocci asked if any of the T-Bills were up for renewal, and Mr. Cooper responded yes. Mr. Cooper noted that three \$200,000 T-Bills were due to mature on November 12<sup>th</sup>, November 19<sup>th</sup>, and December 17<sup>th</sup> respectively.

NEW BUSINESS

Review of Statistics to Support Late Pool Registration Fee

Mrs. Jackson reminded the Board that the staff had been asked to keep track of the number of residents that were registered late for the pool over the summer months as well as the amount of staff time dedicated to pool registration. Mrs. Jackson reviewed the Post Pool Registration Tracking Form which was provided to the Board. The Tracking Form was designed to track the number of residents who registered late as well as the time required by the staff to explain the late registration procedures to residents or perform the actual registration process. Mrs. Jackson explained that the tracking form notes that between 40 and 41 man hours were spent over the course of the summer to handle late registration although she knew that the numbers were underestimated. Mrs. Jackson recommended continuing to charge the \$50 late registration fee as residents are given the opportunity to register early in the months of March and April (express registration) or to register in May during the week of pool registration.

In the discussion that followed, Mr. Cooper reminded the Board that it is not just the time the staff devotes to pool registration but the time needed to bounce back and forth between registering residents for the pool and returning to work on other Association business. Mr. Crooks noted that a previous Board set the late registration fee at \$50 to encourage residents to register for the pool during the week of pool registration when the staff has volunteers available to assist in registering residents. Mr. Crooks also noted that the dates for registration are advertised to the members as well as the fact that \$50 (per family) would be charged for any resident who misses registration. Mr. Crooks tabled further discussion on the fees for the 2010 swim season until January.

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

Mrs. Jackson made the Board aware that the rule barring guests before July 10<sup>th</sup> is an old rule from years ago when the pool was constantly hitting capacity. The idea of the rule was to ensure that the people who paid for the pool were the ones using it. Mrs. Jackson felt that the rule is not one that the Association needs any longer as the number of people using the pool has steadily dropped over the years.

In order to change the no guest rule, Mrs. Jackson made the Board aware that a sentence would have to be stricken in Policy Resolution No. 11 (Pool Rules), the change would have to be advertised in the newsletter, and once residents had been given an opportunity to comment, the Board could vote to implement the change. Mrs. Jackson felt that this issue

could also be tabled until January when the Board could discuss all of the pool issues at the same time.

A brief discussion was held during which Mr. Martocci asked if there are any limits on the number of guests that can be brought into the pool by a resident, and Mrs. Jackson responded no. Ms. Alqahtani asked about the guest fee charged at the pool, and Mrs. Jackson responded that all fees charged at the pool are determined by the Board. Mr. Crooks asked that the issue be placed on the agenda in January for further discussion.

#### Discussion of Instituting Pool Passes for Grandchildren

Mrs. Jackson made the Board aware of the request from long-time residents to institute a pool pass 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 seems to no longer be an issue, Mrs. Jackson felt that each grandchild could be issued a pass.

In the discussion that followed, Mr. Crooks questioned how the Board would make the determination of the fee to be charged for the pass. Ms. Alqahtani noted that there would be no way to track whether grandchildren who live nearby are using the pool all summer long. Ms. Alqahtani also questioned the sensitivity of recognizing one group over another. Mr. Frye made the suggestion that a certain number of guest passes be given to each family during pool registration. That way, there wouldn't be the concern over who was using the pool (a grandchild versus the parent of a resident). Mr. Crooks once again asked that the issue be tabled until January for further discussion.

#### OLD BUSINESS

##### Report on Townhouse Decks: How Many Qualify for a Variance Under New Deck Standards/Remaining Issues

A handout was provided to the Board summarizing the townhouse deck staining issue. The entire townhouse community was surveyed and it was determined that 86 decks were found to not be in compliance with the covenants of the community due to the fact that the decks had either been stained or painted. Following the Board's decision to allow staining and increase the allowable color palette, 84 of the 86 decks found were brought into compliance. Of the two remaining decks, one was found to be in need of maintenance and the other was a composite deck which contained a color which did not fit into the broadened color palette.

Mr. Crooks made the Board aware that they had been provided with a copy of three separate letters which were drafted by him and reviewed by the attorneys. The first letter (Deck Standard Compliance) would be mailed to the 84 homes whose decks were brought into compliance by the action of the Board. The second letter (Deck Standard Compliance – Maintenance Required) would be mailed to the one home that had the deck which had been painted tan and was in need of maintenance. The letter outlined options available to the homeowner to bring the deck into compliance. The third letter (Deck Standard – Variance) would be mailed to the one home with the composite deck that had the color that would not fit into the expanded list of approved stain colors. The letter informed the homeowner that the deck would be granted a variance until the deck required maintenance at which time it would have to be brought into compliance using the standards in place at the time.

In the discussion which followed, Ms. Alqahtani asked if a deck survey of the single family homes would be conducted. Mr. Crooks responded that the staff would continue inspecting detached home decks when properties are inspected for the preparation of the Virginia Property Owner's Disclosure Packet (sale of the home), when responding to a complaint, or if the deck can be seen from the street during an annual street inspection. Ms. Alqahtani felt that the Board should take the same approach with single family properties as was done with townhouse properties to make it equitable.

**RECESS INTO EXECUTIVE SESSION TO DISCUSS DECK STAINING WAIVER REQUEST – 8126 WILLOWDALE COURT**

The Board recessed into Executive Session at 8:35 p.m.

**RECONVENE / CONTINUED DISCUSSION/DECISION ON WAIVER REQUEST**

The Board meeting was reconvened at 8:45 p.m.

Mr. Crooks made a motion that the property owners of 8126 Willowdale Ct. be required to bring their deck into full compliance with the newly adopted community-wide deck appearance standards by staining all portions of their deck to match the current color of the decking and handrails. Mr. Crooks further motioned that all work must be accomplished by May 1, 2010. Mr. Rose seconded the motion. A vote was taken on the motion and the motion passed with a unanimous vote.

**CONTINUED REVIEW OF DRAFT 2010 BUDGET**

The most recent version of the draft 2010 budget (which included the changes made at the previous meeting) was provided to the Board. With no further

discussion, Mr. Crooks encouraged each member of the Board to email the entire Board if they should have any further questions/concerns.

#### BOARD ITEMS

Mr. Rose provided the Board with information he had acquired during discussions with contractors regarding the failed sections of asphalt trail behind 8357 Magic Leaf Rd. Mr. Rose determined that 75 feet of asphalt would need to be removed, trenches would have to be dug and filled with gabion baskets measuring 3' wide x 3' tall x 6' long, and the soil taken out would be used to backfill the area. All work would have to be accomplished using small equipment and when the weather permitted.

Mr. Frye asked if the handyman was able to locate the eroded area he brought to Mrs. Jackson's attention located near Hickory Ridge Ct. Mrs. Jackson responded that he was not able to find the area in question and suggested that he and Mr. Frye meet.

Mr. Crooks reminded the Board of their decision to allow a second assigned parking space on Grandview Ct. Mr. Crooks made the Board aware that the packet of instructions and supplies would be delivered to the resident who spearheaded the project in the next day or two.

Mr. Crooks asked that a report on the annual street by street inspections be provided to the Board at the next meeting. Mr. Crooks noted that he would like to be informed as to whether every street would be inspected by the end of the year and he would also like to receive an estimate on how far behind the inspectors are on the follow-up inspections.

#### 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 9:05 p.m.