

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.  
MINUTES OF THE MEETING OF OCTOBER 20, 2009  
(Held in the Community Center)

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Mr. Crooks.

ATTENDANCE

In attendance at the meeting were:

John Crooks, President  
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

Absent:

Wanda Walsh, Administrative Assistant

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 SEPTEMBER 10, 2009  
WORKING SESSION

Mr. Martocci made a motion to accept the minutes of the September 10, 2009 working session as written and Mr. Rose seconded the motion. The motion carried with a unanimous vote of the Board Members.

READING AND APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2009  
BOARD MEETING

Mr. Martocci made a motion to accept the minutes of the September 15, 2009 Board Meeting and Mr. Frye seconded the motion. The motion carried with a unanimous vote of the Board Members.

READING AND APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2009  
EXECUTIVE SESSION

The Board Members reviewed the September 15, 2009 Executive Session minutes silently. After that review Mr. Crooks made a motion to accept the minutes as written, Mr. Martocci seconded the motion.

During a discussion of the minutes Mr. Frye, Mr. Crooks and Mr. Rose all made motions to make clarifying amendments to the minutes. Each of those amendments was approved by a unanimous vote of the Board Members.

By a unanimous vote of the Board Members the amended Executive Session minutes were approved.

HOMEOWNER'S FORUM

Neal McBride made the Board aware of some of the impacts that the current financial times may have on the Fairfax County School budget noting that some of the proposals being looked at to balance the budget include reverting to half day kindergarten, increasing class sizes and the possibility of closing some schools. Mr. McBride noted that it was the last of these proposals that had him concerned as the need to close schools could result in the County making the decision not to build new schools such as the South County Middle School. Mr. McBride further noted that attendance at this budget meeting was very light and urged the Board Members to consider attending upcoming sessions to let their opinions be heard.

Mr. McBride noted that it was his understanding that the land swap between the Fairfax County Park Authority and the schools has been approved and the paperwork signed.

Mr. McBride also made the Board Members aware of a "listening session", scheduled by the new head of the Park Authority, which will be held on October 22<sup>nd</sup> at the Laurel Hill Golf Course clubhouse. He urged residents and Board Members to attend.

TREASURER'S REPORT

Mr. Cooper reported that the Association's accounts had the following balances as of October 20, 2009:

- Operating Account \$ 35,031.26
- Lockbox Account \$170,628.09
- Reserve Checking \$197,590.79
- T-Bills \$900,000.00
- CDs \$300,000.00

## NEW BUSINESS

### Request for Addition of a Second Assigned Parking Space on Grandview Ct.

Mr. Crooks made the Board aware of the fact that Grandview Ct. was the only townhouse court in the community that only had one assigned parking space. He reviewed for the Board the process established for requesting a second parking space. Mr. Crooks noted that, in the past, there had been interest in the addition of a second assigned space, but residents had been unable show that a majority of the court was in favor of the proposal. He noted that a recent petition drive had resulted in the needed simple majority in favor of the addition of a second assigned space and recommended that the Board assign the second space as requested by the majority of the court.

Mr. Crooks made a motion to approve the addition of a second assigned parking space on Grandview Ct. and Mr. Martocci seconded the motion. The motion carried with a unanimous vote of the Board Members.

### Review and Vote on Administrative Resolution 09-34 Pertaining to Increasing the Assessment Ceiling

The Board reviewed the language of Administrative Resolution No. 09-34. Mr. Frye made a motion to adopt the Administrative Resolution as presented and Mr. Martocci seconded the motion. The importance of annually increasing the assessment ceiling to allow the Board flexibility in times of inflation was discussed. A vote was taken and the motion carried with a unanimous vote of the Board Members.

### Review and Vote on Administrative Resolution 09-49 Pertaining to the Application of Excess Membership Income

The Board reviewed the language of Administrative Resolution No. 09-49. Mr. Martocci made a motion to adopt the Administrative Resolution as presented and Mr. Rose seconded the motion. A short discussion explaining the tax reduction benefits of the Administrative Resolution was held. A vote was taken and the motion carried with a unanimous vote of the Board Members.

OLD BUSINESS

Review of Administrative Resolution 09-53 – Standards for Single Family Detached and Townhome Decks

Mr. Crooks reviewed for the Board Administrative Resolution No. 09-53 noting that it combined the current standards for single family detached home decks and townhome decks into one document. He noted that changes were highlighted in grey and that the language in Section III was new.

Mr. McBride, Chairman of the Architectural Review Committee (ARC), noted that the committee is recommending the addition of 11 more colors to the list of approvable colors bringing the total of approvable colors for the staining of both townhome and single family home decks to 14. He also noted that the committee is in favor of semi-transparent stains but is opposed to allowing “solid” stains or the painting of decks.

Mr. Frye asked several questions of Mr. McBride regarding the inspections process and the rationale for not allowing “solid” stains. Mr. McBride noted that “solid” stains are currently not allowed on the single family home decks and the committee wanted to keep the requirements for both townhomes and single family homes consistent.

Mr. Martocci made a motion to adopt Administrative Resolution 90-53 as presented and Mr. Cooper seconded the motion. During the discussion that followed the motion, Mr. Frye noted that he was not comfortable with some of the wording in the Administrative Resolution. He noted that he felt the color palette was not inclusive enough and that the Board needed to be sure that colors on all of the townhouse decks that are currently stained be included.

Ms. Alqahtani noted that she felt it would be helpful for the Board to have more time to review the Administrative Resolution. She also noted that the ARC had worked for some time on this issue and she felt it important that the Board not rush into approving the Administrative Resolution.

An extended discussion was held regarding how decks that didn't fit into the recommended color palette would be handled. Mr. Crooks noted that it was his feeling that each property owner whose deck didn't comply should receive a letter advising them that they would be given a variance until such time as the deck required maintenance. At that time the deck would have to be brought into compliance with the standards in place at the time of its repair or replacement. It was also noted that the variance would convey to a new owner of the property. During the discussion

several Board Members expressed their concerns about the proposed variance process.

Mr. Frye made a motion to table the adoption of Administrative Resolution No. 53 for further review and Ms. Alqahtani seconded the motion. Mr. Frye noted that he wanted to give more thought to enforcement implementation and wanted to see the planned enforcement action in writing. A vote was taken on the motion to table the discussion. Ms. Alqahtani, Mr. Frye and Mr. Bailey voted in favor of the motion. Mr. Rose, Mr. Martocci, Mr. Crooks and Mr. Cooper voted against the motion. The motion to table the discussion failed.

During further discussion it was reemphasized that the wording in the Administrative Resolution was taken directly from the current standards for single family and townhome decks and that in addition to allowing one more color for composite material the only substantive change was the addition of Section III having to do with appearance. The Board then undertook a review of each section of the Administrative Resolution. The consensus of the Board was that Section I was acceptable. Section II was also approved by consensus.

During the discussion of Section III Mr. Frye suggested that the Board add language that would allow both "solid" stains and painting for decks. After a discussion, during which Mr. Cooper noted that he was opposed to allowing either as he felt it allowed property owners to hide the true condition of their decks, Mr. Cooks made a motion to add "solid" stains to the list of allowable stains. Ms. Alqahtani seconded the motion. A vote was taken and Ms. Alqahtani, Mr. Bailey, Mr. Frye and Mr. Rose voted in favor of the motion while Mr. Crooks, Mr. Cooper and Mr. Martocci opposed the motion. The motion was approved by a majority vote.

Ms. Alqahtani made a motion to extend the allowable colors to include Cape Cod Grey. Mr. Bailey seconded the motion. A vote was taken and Ms. Alqahtani, Mr. Bailey and Mr. Frye voted in favor of the motion while Mr. Crooks, Mr. Cooper, Mr. Martocci and Mr. Rose voted in opposition to the motion. The motion failed.

Mr. Martocci made a motion to approve Administrative Resolution 09-53 as amended and Ms. Alqahtani seconded the motion. Mr. Crooks, Mr. Martocci, Mr. Rose, Mr. Bailey, and Ms. Alqahtani voted in favor of the motion while Mr. Cooper and Mr. Frye voted in opposition of the motion. The motion carried and the amended Administrative Resolution was adopted.

## CONTINUED REVIEW OF DRAFT 2010 BUDGET

### Continued Discussion of Springfield Nursery's Requested Addendum to Contract to Allow for Leaf Removal

The Board briefly discussed Springfield Nursery's proposed addendum and the fact that work wouldn't be done until 2010 and, if the addendum is to be approved, funding would need to be added to the 2010 budget to cover the cost.

### Continued Budget Discussion

Noting that Mr. Frye had raised the issue of adjusting the budget lines pertaining to snow removal due to the latest forecasts that predict a harsher winter, the Board agreed that it is difficult to predict the weather and the effect it might have on the budget. The Board then determined that they would like to leave the snow budget lines as currently funded.

Mr. Crooks noted that he was concerned about the \$5.60 increase in assessments faced by the townhome owners and that there were several accounts that appeared to need adjusting. The Board reviewed the proposed budget as follows:

- Board Expense line was decreased from \$5,330 to \$5,000
- Office Expense – Postage line increased from \$3,000 to \$3,500 due to increases in postage costs
- Printing Expenses line was decreased from \$2,000 to \$1,500
- Common Tree Removal line was decreased from \$25,000 to \$20,000
- Pool Supplies line was decreased from \$1,200 to \$1,000
- Community Center Bathhouse Reserve line was decreased from \$75,000 to \$70,000
- TH Facilities Maintenance and Repair was decreased from \$500 to \$300

## BOARD ITEMS

Due to the lateness of the hour, discussion under Board Items was not held.

## ADJOURNMENT

Mr. Martocci made a motion to adjourn the meeting and Mr. Rose seconded the motion. The motion carried with the unanimous vote of the Board Members and the meeting was adjourned at 10:04 p.m.