

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
MINUTES OF THE MEETING OF SEPTEMBER 15, 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 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
Wanda Walsh, Administrative Assistant

Arriving late:

Robert Cooper, Treasurer

HOMEOWNER'S FORUM

Frank Stone, father of the owner of 8192 Curving Creek Ct., was in attendance representing his son. Mr. Stone noted that he was at the meeting to question why his son received a letter regarding his deck being stained when the deck was made out of a composite material. Mr. Stone noted that he had given the deck to his son's family as a gift in 2007.

Mr. Crooks explained the current deck standards and that it was recently noted that there were a number of decks not in compliance with those standards. He noted that the Board and the Architectural Review Committee were in the process of reviewing the standards and that the evening's meeting was part of that review process.

Jean Wright, 8230 Burning Forest Ct., noted that she had stained her deck and that it was her opinion that staining or painting a deck enhanced the value of a property.

Ash Etemadi, 8124 Willowdale Ct., noted that he had stained his deck in 2000 but that the stain has faded since that time.

Diana Kilbarger, 8019 Steeple Chase Ct., noted that she had a deck built in 1990 and had clear coated it at first but later stained it to ensure the color on her upper and lower deck would match. It was Ms. Kilbarger's opinion that deck staining should be allowed as it enhances the appearance of the decks.

Elizabeth DeLaBarra, 8126 Willowdale Ct., noted that she came to the meeting to hear the comments and find out if the Board had made a final decision with regard to the status of her stained deck.

Mr. Crooks noted that, because the Board is still in the process of reviewing the matter of deck staining for townhouse properties, a decision regarding her deck had not been made. He further noted that, until such time as the staining of townhouse decks is resolved, Mrs. DeLaBarra would not be expected to take any action regarding her deck.

Neal McBride made the Board aware of an upcoming Fairfax County Park Authority meeting at which the land switch needed to provide property on which to build the South County Middle School would be addressed. He urged the Board to send a letter, or speak at the meeting, in support of the proposal.

Mr. McBride also noted that the Virginia Department of Transportation (VDOT) recently looked at adding signal lights at the intersection of Southrun Rd. and Silverbrook Rd. as well as at the intersection of Newington Forest Ave. and Pohick Rd. Currently neither location falls within the parameters required by VDOT for the installation of signal lights. Mr. McBride presented to the Board for consideration a proposed letter to be sent by the Association to the Fairfax County Department of Transportation (FDOT) urging that the County review the situations at both intersections.

Mr. McBride also requested that the Board consider, during their budget deliberations, the addition of a shade system, such as a "funbrella", at the pool. He noted the importance of shade to protect residents from overexposure to the sun.

Louisa Yabes, 8100 Parkdale Ct., noted that she had come to hear the discussion on townhouse deck staining. She received a letter about her deck and she noted that she has not stained her deck but had it cleaned and clear coated.

NEW BUSINESS

Architectural Review Committee (ARC) Recommendations on Townhouse Deck Staining

Mr. McBride, Chairman of the Architectural Review Committee (ARC), reported that it was the recommendation of the ARC that townhouse owners be allowed to stain their decks using a semi-transparent stain in the same color palette as that allowed for the single family detached homes. He noted that the committee did not feel that the painting of decks was appropriate because of the potential maintenance issues created by painting.

Discussion of Concrete/Curb & Gutter Repairs

Mrs. Jackson made the Board aware that, although she had contacted several companies, she had only one bid for concrete repairs. That bid was from Alba Construction who has done previous concrete work in the community. She noted that the sidewalk repair bid was at the same cost per square foot as the last time the company did repair work, while the cost per linear foot of curb and gutter had increased by \$5.00 per linear foot.

The Board held a short discussion at which it was noted that the Board would like to get a few more bids. It was also noted that all but \$230 of the current proposal was covered by the budget line item. Mr. Martocci made a motion to accept the Alba Construction proposal to do the work for a cost of \$15,230.00, if no other bids could be acquired by September 25, 2009. The motion was seconded by Mr. Frye, and the motion was approved after a unanimous vote of the members present.

Discussion/Vote on Gypsy Moth Contract

Mr. Crooks reviewed for the Board the two proposals submitted by National Gypsy Moth Management Group (NGMMG). The first proposal was for a three-year extension of our monitoring contract with the company at a cost of \$5,390 per year for each of three years. It was noted that this is the only company in the area that the Association is aware of that does this type of monitoring.

It was noted that the 2009 NGMMG report shows a decrease in the gypsy moth populations in the community although there is one hot spot in the Rushing Creek Ct. area. Mr. Crooks noted that, based upon the latest survey, NGMMG is recommending a fungal release for this area of the community in the spring of 2010 at a cost of \$3,500.

Mr. Martocci made a motion to renew the contract with National Gypsy Moth Management Group for a period of three years at a cost of \$5,390 per year as well as to authorize a fungal release in the spring of 2010 at a cost of \$3,500. The motion was seconded by Mr. Rose and was approved with a unanimous vote of the Board Members.

Discussion/Vote on Snow Removal Contract

Mrs. Jackson reviewed for the Board the Snow Removal Contract proposal from Springfield Nursery. She noted that the contract amounts outlined in the proposal are identical to last year's costs.

During a short discussion it was noted that the time and materials sheet notes that a fuel surcharge may be imposed if fuel rates continue to increase. Mr. Frye asked if we had information on the current base rate for fuel and at what price per gallon the fuel surcharge would be imposed. Mrs. Jackson was asked to contact the nursery to get more information regarding the fuel surcharge.

Review/Award Trash Removal Contract

The Board reviewed the summary of bids received on the Trash Removal Contract. It was noted that our current hauler, New Vision, was the low bidder. After a short discussion, Mr. Rose made a motion to award the three-year Trash Removal Contract to New Vision. The motion was seconded by Mr. Martocci and was approved with a unanimous vote of the Board Members.

Review/Award Financial Management Contract

The Board noted that there was only one bid received on the Financial Management Contract and that bid was from Goodman and Company, the Association's current contractor. It was further noted that the proposal reflected a reduction in yearly costs of \$4,320.

Mr. Martocci made a motion to accept the three-year contract proposed by Goodman and Company at a cost of \$48,000 per year. The motion was seconded by Mr. Rose and the motion was approved with a unanimous vote of the Board Members.

Review/Award Audit & Tax Preparation Contract

The Board reviewed the bids received for the Audit and Tax Preparation Contract noting that the bid from the Association's current contractor, DeLeon & Stang, appeared to be the best as it was for a fixed price

contract that included all of the work needed to do both the audit and prepare the Association's taxes.

Mr. Martocci made a motion to award a three-year contract for Audit and Tax Preparation services at a cost of \$5,450 per year to DeLeon & Stang. Mr. Rose seconded the motion and the motion was approved by a unanimous vote of the Board Members.

OLD BUSINESS

Update on Non-Judicial Foreclosure Proceedings – 8421 Great Lake Lane

Mr. Crooks brought the Board up to date on the status of the non-judicial foreclosure for this property noting that the owner had contacted the attorneys and was proposing a payment plan. It was noted that the attorneys had prepared a Confessed Judgment Promissory Note (CJPN) which had been sent to the property owner for signature. The property owner will have a short specific period of time in which to sign and return the CJPN along with the first agreed-upon payment to avoid further legal action being taken towards the non-judicial foreclosure.

Continued Discussion/Review of Policy Resolution No. 10 and Administrative Resolution No. 1 (Fence Standards)

The Board reviewed and discussed both the proposed changes to Policy Resolution No. 10 and the portion of Administrative Resolution No.1 dealing with fences. A decision was made to table this item for a future Board meeting after the Board Members had had the opportunity to review both items more closely.

Continued Discussion of Auditor's Recommendation to Reduce Credit Card Limit

Mr. Crooks informed the Board that the credit card limit would be reduced to \$5,000.

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 request.

Continued Budget Discussion

The Board reviewed several line items and determined that the following changes in the 2010 budget should be made:

- Sidewalk & Curb Replacement line should be increased from \$15,000 to \$18,000
- Tot Lot Mulching Line would be zeroed out since it was felt to be a reserve expense.
- It was noted that funding for the third phase of the common area cut back in the townhouse areas also needed to be added to the budget.

RECESS INTO EXECUTIVE SESSION TO DISCUSS PAYROLL

At 9:32 p.m. Mr. Crooks made a motion to recess into Executive Session to discuss the payroll lines of the draft 2010 budget. Mr. Martocci seconded the motion and the motion was approved by a unanimous vote of the Board Members.

RECONVENE

Mr. Crooks reconvened the general meeting session at 10:25 p.m.

Mr. Crooks made a motion to publish a summary of the draft 2010 budget, as discussed in both the general and executive sessions, in the October/November newsletter. Mr. Martocci seconded the motion and the motion was approved by a unanimous vote of the Board Members.

BOARD ITEMS

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

ADJOURNMENT

Mr. Rose made a motion to adjourn the meeting and Mr. Martocci seconded the motion. The motion carried with the unanimous vote of the Board Members and the meeting was adjourned at 10:32 p.m.