

NEWBERRY STATION HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING

**November 6, 2019**

**I. Call to Order**

A. The meeting was called to order at 7:12 PM.

B. Roster

Board Attendees	Brandon Farlander Michael Miller Mark Dalton Susy M. Mikhail Alana McCullough
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Pool/Clubhouse Committee	Sean Carey Samuel Mikhail
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Management	Fred Bell David Ciccarelli
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**II. Approval Of Minutes**

Mr. Dalton moved to approve the minutes of the October 2, 2019 meeting; Mr. Farlander seconded. Approved unanimously.

**III. Pool/Clubhouse Committee**

Mr. Carey and Mr. Mikhail reported that they had opened the current security system; three cameras are operational but the quality is not sufficient to identify miscreants' also the computer hard drive is not operable. They researched various systems and concluded that the Association can acquire an 8 HD camera system for less than \$2,000 and that committee members could install the equipment. They also recommended buying a wifi router and wiring both for the benefit of Association members using the pool and clubhouse and also to provide Board members with real time access to camera views on their cell phones. Mr. Miller moved to approve an expenditure not to exceed \$2,500 for the security system, wifi, and related cables; Ms. Mikhail seconded. Approved unanimously.

**IV. Contracts**

**A. Retaining Wall Contracts**

At the September meeting, the Board approved award of a contract with Professional Grounds, Inc., to landscape the area above the retaining wall at a price of \$10,258.90, with the proviso that Mr. Bell try to negotiate a better price before award. On October 20, 2019, Mr. Farlander signed the contract for the landscaping at a price of \$ 9,357.90, to be paid out of Reserves.

## **B. Swing Sets**

Mr. Bell reported that Sentry fixed the swing sets; and that he has scheduled an inspection by of the playgrounds by All Recreation of Virginia to give an estimate for general maintenance.

## **C. Maintenance of Club House and Pool**

At the September meeting, Mr. Bell submitted a quote from Pope's Air Conditioning for \$800 per year for two inspections per year. Mr. Bell obtained a quotation from Northern Virginia Air Condition, Inc. (NVAC), for \$350 to provide two complete semi-annual inspections in early Fall and early Spring; and quarterly changes of the filters. Mr. Miller moved to accept the NVAC offer; Mr. Farlander seconded. Approved unanimously.

## **D. Grounds Maintenance Contract**

The contract with Professional Grounds, Inc., expires on January 1, 2020. Professional Grounds has already submitted an offer; Mr. Bell has solicited additional offers Environmental Enhancements and Bright View; bids due by the end of November.

## **V. Budget**

The Board reviewed the draft budget and determined that several of the line items that were represented as being over budget actually were not, owing to various expenditures having been treated as operating expenses that in fact had been in the Board minutes characterized as reserve expenditures. The Board went through the line items and determined that total projected operating costs can be covered without raising the monthly assessment of \$130. Mr. Miller moved to continue the monthly assessment at \$130 and approve the budget as presented. Mr. Farlander seconded. Approved unanimously.

With respect to potential reserve costs, the Board did the walkthrough on Columbus day and identified a number of priorities for reserve expenses in the next calendar year. Mr. Miller reported that a new Reserve Study (or rather an update to the prior studies) is due next calendar year; such study being another Reserve expense; and that the Board's priorities should be forwarded to whomever authors the Study.

## **VI. Inspections and AECC**

Mr. Bell reported that as of the date of the Board all inspections had been completed; violation notices have been mailed (the last sent 11/4); reinspections will take place November 19. Mr. Bell included a final inspection report and owners who have responded by email to violations.

## **VII. Executive Session and Closing**

A. Mr. Dalton moved to enter Executive Session, Mr. Miller seconded. Approved unanimously.

B. Mr. Dalton moved to close the meeting; Ms. Miller seconded. Approved unanimously.