

NEWBERRY STATION HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING

December 4, 2019

I. Call to Order

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

B. Roster

Board Attendees Brandon Farlander
 Michael Miller
 Susy M. Mikhail
 Alana McCullough

Management Fred Bell

II. Approval Of Minutes

Mr. Farlander moved to approve the minutes of the November 6, 2019 meeting, with a correction indicating that the last notices were sent on 11/14; and that re-inspections completed by 11/20 were limited to lot owners who had received notices of violations 30 days earlier. Mr. Miller seconded. Approved unanimously.

III. Contracts

A. Swing Sets

Mr. Bell has not yet received a response for the solicitation sent to All Recreation of Virginia for an estimate regarding general maintenance of the swing sets.

B. Bushes Adjacent To The Club House and Pool

Professional Grounds submitted an offer of \$825 to remove the bushes; \$1,551 to install a stone bed in their place alongside the clubhouse to better drain the area and protect from termites. The actual job number and scope of work:

“43794 Remove existing mulch one foot wide all along the pool building Mulch bed, dig down to about 3 inches depth. Install Landscape Fabric, and then install the river jack [stones 1-3” in diameter] to approximately 3 inches deep. Area is approximately 100 feet long.” Mr. Farlander moved to approve the offer, to be paid out of Reserves. Mr. Miller seconded. Approved unanimously.

C. Steps In Pool

The Board tasked Mr. Bell to solicit proposals to add steps to the pool; including KR Jenkins on the bidders list and add other pool construction companies.

D. Grounds Maintenance Contract

The contract with Professional Grounds, Inc., expires on January 1, 2020. Professional Grounds had submitted an offer; Mr. Bell solicited additional offers Environmental Enhancements and Bright View; with bids due by the end of November. Environmental Enhancements declined to bid; no offer yet recieved from Bright View. Mr. Miller noted the good working relationship the Landscaping Committee has had with Professional Grounds, the good past performance record of the contractor, and the fact that (perhaps due to the fact that contract had been competed) Professional Grounds held their price increase to 1%; Mr. Miller thereupon moved to accept the Professional Grounds offer. Mr. Farlander seconded. Approved unanimously.

E. Guard Rails On The Retaining Wall

The Board tasked Mr. Bell to solicit offers for Guard rails atop the new retaining wall; such rails to comply with County requirements (Section 1013 of County Code, which among other things requires that the guards not be less than 42 inches high above the adjacent walking surfaces). Preference would be railings that require minimum maintenance, such as black aluminum.

F. Reserve Update

The Board tasked Mr. Bell to order the five year update of the 2014 Reserve Study from Community Association Engineering, a division of GJB Engineering, Inc. The Board prefers that the update be completed by the end of February 2020; and that CAE be apprised of the Board's priorities (see minutes of the last meeting), including pool steps.

G. Pool Management

The Board tasked Mr. Bell to begin the steps of soliciting offers for managing the pool; with a proviso that opening and closing tasks remain assigned to KR Jenkins.

IV. Accounting

The Board tasked Mr. Bell to require Professional Grounds (and other contractors), when doing work authorized by the President, to mark on the invoices that the work was so authorized and the date of the authorization. And also record the President's direction regarding the funding source for the work (e.g., Reserves).

V. Inspections and AECC

The Board tasked Mr. Bell to make the Sentry inspection spreadsheet available to the AECC to provide the AECC with updates of the status of the annual inspections and re-inspections, including summaries of any violation notices and responses thereto. And also to email the AECC copies of door knocker curb appeal notices filed by Sentry and Board members. However, the Board deferred on providing acces to the names of lot owners, given that such information is only pertinent when a violation notice is contested or ignored.

Finally, the AER procedures require that Sentry refer to the AECC any lot owner who contests the findings of a violation notice or refuses to remedy the problems addressed by a violation notice. The AECC is responsible for responding to complaints through Sentry and determining which violations need by addressed by the Board.

VI. Street Lights

Ms. McCullough reported that the lights along the pool access road and asphalt trails near the clubhouse are not in sync with actual lighting conditions; that the same is true of lights in Shannons Landing Way. The Board tasked Mr. Bell to have an electrician examine the problem and recommend solutions.

VII. Executive Session and Closing

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

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