

DECEMBER 2, 2020 MEETING OF THE BOARD OF DIRECTORS NEWBERRY STATION HOMEOWNERS ASSOCIATION, INC.

I. Call To Order 7:05 PM

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

Management: Fred Bell

Meeting called to order at 7:02

II. Minutes

Ms. Farlander moved to accept the minutes of the November 11 Board meeting; seconded by Mr. Dorrity seconded. Passed unanimously.

III. Forum

There was a complaint about commercial vehicles: the Board advised residents to contact Sentry if they see a car in numbered parking spot that is not parked properly under the Association's policy on "*Motor Vehicles and Parking*". However, the Board noted that vans are not necessarily prohibited under that policy; the policy prohibits the parking of commercial vehicles as defined in Fairfax County Code (i.e., "*any vehicle which bears or displays indicators that the vehicle is designed or used for commercial purposes, regardless of capacity, or is licensed as a "for hire"*") and vehicles "*visibly laden with supplies and equipment for construction, electrical work, plumbing, painting, and/or other such trades*".

A complaint was again raised regarding the removal of the parking space at the head of the staircase from Shannons Landing Way to Hamilton Court: That the Board should have made the decision as part of a regular meeting documented for the record in the minutes of the meeting so that the community would have an opportunity to comment on that decision; that parking spaces are at a premium especially during a pandemic; and that any crosswalk at that point would not meet Government standards for such crosswalks. The Board is considering its options on this matter and will reconsider the question at the January meeting.

A question was raised about storm water management with respect to the new house on 6825 Hamilton Road; the property adjacent to the Fairfax County easement on Ona Drive opposite Association property on that street. This is another matter the Board plans to investigate.

[Subsequent to the meeting, Mr. Miller raised this question with Mr. Budnik, the Association's civil engineer. Mr. Budnik provided a web site for securing the storm management plans for that property.]

IV. Clubhouse

A. Electrical Panels And Related Work

Mr. Carey reported on progress in replacing the clubhouse electrical panels and the related work necessary to bring the pump room into compliance with County Code to permit that work to be done. Mr. Carey working on contracts to convert one of the clubhouse meeting room bathrooms into a storage closet for the main water heater (which would be moved from the pump room into that closet); move the pump for the wading pool into the space vacated by the water heater; which would then meet County Code requirements for the open space in front of the electrical panels.

Current status of water heater relocation: All Plumbing, Inc. has provided one bid for relocating the water heater; \$1,400 plus an additional \$2,600 to redo the trap. Mr. Carey has solicited an additional bid from PMG Plumbing, Inc.

Current status of electrical rework: One bid is in from Power Systems Electric Corporation; Mr. Bell is soliciting a second from Professional Electric, Inc.

Current status of relocating the pump for the wading pool: Need to solicit a bid for that purpose from KR Jenkins, Inc.

B. Current status of other matters.

1. Mr. Carey reported that Mr. Jenkins plans to retighten the tarp; his sewer has been sick and not able to sew the flap protecting the stairwell into the pool; hopes to do so next week. KR has not yet removed the debris. The Board tasked the Clubhouse Committee to contact Mr. Jenkins to fish or cut bait on removing the debris; if the debris is not removed, the Board will have Progrounds remove it at Mr. Jenkin's expense.

2. On December 11, 2020, Verizon to install the router for Wi-Fi coverage of the clubhouse, this will among other things allow Board members to remotely access security footage from the new cameras at the clubhouse.

3. Mr. Carey and Mr. Mikhail and in process of installing the new countertop in the sink of the clubhouse meeting room; work should be completed later in the week following the Board meeting.

Mr. Farlander moved to award gift cards of \$500 each to Mr. Carey and Mr. Mikhail as thanks for their efforts at rebuilding the sink; acquiring and installing the security equipment, repairing and repainting the clubhouse windows, repainting the school bus building at the entrance to the development, keeping leaves off of the tarp covering the pool, and the like. Mr. Dorrity seconded the motion; passed unanimously.

V. Landscaping Contracts

A. Erosion Control at 8229 Shannons Landing Way

Professional Grounds, Inc., has submitted several proposals to deal with erosion in the area immediately north of 8229 Shannons Landing Way. This was prompted by complaints from the owner of that property, Mr. Evan Martucci, who petitioned the Board at this meeting; his property is downstream from properties to the south of his lot and consequently water from those properties pools in his backyard and spills over into a hollow on Association property from which there is no outlet.

The Progrounds proposal:

- 1. Install two 12" x 12" Drain boxes behind 8229 Shannon's Landing. Drainboxes will be connected to 4" Triple Wall pipe and MUST run on homeowner side of the fence [because of the steep slope to the immediate east of the lot and utility boxes in that area].*
- 2. Pipe will then exit under the side of the fence and another 12" x 12" drainbox will be installed where standing water exists.*
- 3. Triple Wall pipe will then run another 60' and daylight in a curb cut at the street. Sidewalk and Curt will be cut and repaired using concrete.*

According to the Digital level there is 11" of "Fall" from the side to the street. It may drain a little slow but should drain well!

To bury the pipe (60' or so) inside the lot owner's fence (we will go in flower beds, not under the brick) would cost \$1,350.00 and includes mulching the beds when done.

Mr. Miller noted that the Board had paid for erosion control work outside of several lots which had the same problem (being downstream from higher lots). However, he noted that the Association never paid for work inside the fence line of a lot. Mr. Martucci expressed willingness to pay for the work done inside his fence line; but asked the Board to research whether the Association has authority to pay for work done on his lot under the "*Amended And Restated Declaration Of Covenants, Conditions, And Restrictions, made this 31st. day of May, 1978, by Stations Associates*" (Declaration).

The Board tasked Mr. Bell to solicit a quotation from a second vendor for the work; Mr. Miller will research the Declaration.

B. Misc. Projects

Professional Grounds proposed to do the following work (order number 46057): 1. Remove Vines/etc. in common area "bed" behind 8339 Stationhouse; grade area and then add seed and straw. Dead trees will remain. 2. Add 0.25 tons of gravel behind 6910 Trestle where tree was uprooted. Cost for all work: \$825.43. Mr. Miller moved to accept the proposal; Mr. Farlander seconded. Approved unanimously.

VI. Other Contracts

A. Snow Management Contract.

Professional Grounds, Inc., submitted a snow management contract for 2020-2021. Mr. Miller reported that prices in the contract are identical to those for the prior year. Mr. Farlander moved to approve the contract, striking references to removing snow from sidewalks. Mr. Miller seconded; passed unanimously.

B. Swings.

The Board had tasked Mr. Bell to obtain a definitive date from VA Playground for installation of the new swing sets. Mr. Bell reported that VA Playground had been waiting for supplies to arrive; should install the week of December 10th.

C. Proposals For Pool Erosion

Professional Grounds had revised its proposal per a requirement from Mr. Budnik to deepen a swale; the revised price put it over that from Ridge. However, Mr. Miller expressed concern that the Ridge proposal was more vague than that of Professional Grounds. The Board tasked Mr. Bell to approach both Mr. Budnik and Mr. Ridge to obtain a proposal for doing the work with the same level of detail as that from Professional Grounds.

D. Towing.

Mr. Bell reported that the towing company had ceased doing runs because of the pandemic; the Board tasked Mr. Bell to assure that the towing resumes; and ask for a quotation regarding a retainer to assure more regular visits.

In the event that Board members come across a parked vehicle in a numbered slot that apparently is not in compliance with the Association's policy on "*Motor Vehicles and Parking*",

the Board will task Mr. Bell to send the lot owner a letter with a copy of the policy; accompanied by a warning that will the vehicle will be towed within a certain period (72 hours from the date of the letter). Mr. Miller volunteered to draft the letter.

E. Zoom.

Ms. Mikhail proposed that the Association establish a zoom account for \$150 for the year; this to allow zoom meetings that last beyond the 40 minute cap on free zoom accounts. Mr. Miller moved to accept the proposal; Mr. Dorrity seconded. Passed unanimously.

F. Curbs and Striping.

Mr. Bell obtained a second offer from Ploutis contracting for \$24,900; USA Contractors has yet to revise its \$15,838 proposal to remove the price for painting “visitor’s parking” on all overflow parking bays. Ms. Mikhail pledged to work with USA Contractors to correct that and any other errors; in addition, contract award is on hold pending the Board’s resolution of matters relating to the parking spaces reserved for crosswalks. In addition, the Board tasked Mr. Bell to re-inspect the prior work performed by USA Contractors before awarding a second contract to that firm.

VII. Audit Report

Ms. McCullough proposed making a journal entry before Sentry closes the FY2020 books to eliminate the unappropriated member's equity deficit of \$183,933. Several board members had participated in a call with the auditor on September 15, and the auditor suggested this course of action. Ms. Mikhail seconded the proposal; passed unanimously.

VIII. Annual Inspection Violation Notices

At the September meeting, Mr. Bell had reported that 22 lot owners have not done the work required to correct violations noted in the last annual inspection. The Board had tasked Mr. Bell to schedule hearings at the December meeting for those lot owners whose infractions are serious enough to warrant enforcement measures. However, the pandemic interfered with the Board’s ability to hold hearings, given limitations on the number of people that may enter the clubhouse meeting room. Mr. Bell therefore proposed an alternative: to invite every one of the 22 lot owners (plus any other lot owner for whom a hearing is necessary for other reasons) to virtual hearings; they can enter into a virtual waiting room to be called individually into the hearing.

The Board accepted this proposal; the hearings will be held starting at 7:00 PM on January 5, 2021.

IX. Close

Mr. Dorrity moved to close the meeting; Ms. Mikhail seconded. Passed unanimously.