

## **MAY 6 2020 MEETING OF THE BOARD OF DIRECTORS NEWBERRY STATION HOMEOWNERS ASSOCIATION, INC.**

This meeting of the Board was done by video-conferencing due to the state of emergency declared by the Governor of Virginia on March 12, 2020; said emergency making it both unsafe and impracticable for the Board to assemble in a single location.

Notice of the meeting was posted on the Newberry Station Homeowners Association web site and invited all members of the Association to join the meeting on a computer or tablet via <https://global.gotomeeting.com/join/> or by calling on a mobile device: 1 (872) 240-3412. The Board also posted its agenda for the meeting on that same web site. The notice further invited members to post comments or suggestions to the web site prior to the meeting using the web site's "Contact Us" menu for consideration by the Board.

It should be noted that the Board regularly uses this web site to provide notice of Board meeting dates; and that this web site has been publicized numerous times over recent years in mass mailings to members conveying notices of annual meetings and separate mailings of the budget for the coming year.

### **I. Call To Order 7:08 PM**

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

Pool/Clubhouse Committee Attendees:  
Sean Carey  
Sam Mikhail

Management: Fred Bell

### **II. Minutes, Ratifications, And Schedule**

**A.** Mr. Miller moved to accept the minutes of the March 4, 2020 Board meeting; Ms. McCullough seconded. Passed unanimously.

**B.** The Board by unanimous consent had voted via email on March 30, 2020 to approve the following contracts with Professional Grounds (with 44142 to be paid out of Reserve Funds as an erosion control project).

#44140 \$675 Cut flush 2 large dead Leyland Cypress in between Shannon's Landing and Trestle Court. Haul all debris offsite.

#44141 \$875 Cut flush one Austrian Pine behind Shannons Landing near the storm water inlet and remove stump; remove one weak spruce in between Shannon's Landing and Trestle Ct; cut flush one small pine to the left of 8270 Shannon's Landing Way; remove the dead spruce and stump to the right of 8230 Shannons Landing; remove the dead spruce and stump to the left of 8229 Shannons Landing Way; remove the leaning "Rose of Sharon" by the pool path; remove the "Volunteer Pear" going up pool path.

#44142 \$3,154 At the sewer inlet behind Hamilton install 0.5 tons of #57 stone over fabric to hide/better bury the exposed pipes; at the end of Trestle (within the storm water facility, extend the River Stone Swale on the right side another 30' (the river stone will be covered with Chicken Wire); at the end of Trestle (within the storm water facility), create a River Stone Swale to on the left side of the concrete culvert to mimic the one on the right -- the swale will be approximately 21' long x 6 wide and also covered with chicken wire.

C. The Board ratified the President's \$150 credit card purchase from Professional Grounds, Inc., to remove large sticks in the common area.

D. Due to the Governor's declaration of a State of Emergency extending through June 10, 2020 and in view of the fact that the Board needs at least a two week period prior to an annual meeting to secure proxies by face to face visits with members of the Association, Ms. McCullough moved to postpone the Annual Meeting to Wednesday, July 8, 2020; seconded by Mr. Farlander. Passed unanimously.

Mr. Miller will post notice of the postponement on the web site; Mr. Bell will email blast the notice to Association members. The notice will tell members that one purpose of the annual meeting will be to fill two seats on the Board (one vacant), and invite members to submit nominations for the seats.

### **III. Community Forum**

No comments or suggestions were posted on the web site; no members joined the virtual meeting.

### **IV. Report of Clubhouse/Pool Committee**

**A. Status of the pool management contract and the contract for various improvements to the pool, including steps, plastering, and other items:** The Committee reported that all work has been completed; however, given the State of Emergency, there is no good information at this time regarding when the Association can open the pool. Hence, the Committee advised that the Board not sign a pool management contract at this time. The Board tasked Mr. Bell to request a proposal from KR Jenkins to keep the pool safe and secure until a pool management contract is awarded; with due consideration to hiring Sean Carey for that purpose; the Board tasked the Committee to submit an itemized list of equipment (e.g., a pool vacuum) and related supplies that can be furnished to Mr. Jenkins and succeeding pool management companies; Association

furnished property both enhancing the quality of the pool and minimizing the cost of future pool management contracts.

**B. Revisions to the pool policy.** Tabled.

**C. Status of clubhouse and bus stop repairs, the report of Sam Mikhail:**

1. Items Completed: With respect to the clubhouse:

- Power wash Exterior building and sidewalk. Sean already did. No Cost.
- Paint entrance Area. No Cost, Sean did it with paint we had in the pool house.
- Paint Old windows gray instead of white to help seal them to offset the cost of replacement for another year. But they do need to change; they are single pane glass and rotted. Sean used his paint to do this already. No Cost.
- Clean up entrance area. Reworked behind desk area. Pained Desk. Sean Completed and painted. No Cost.

2. Items Planned: With respect to the clubhouse:

- Move Bike Rack closer to entrance. No Cost.
- Power wash steps by Entrance, and Pool Area. Sean/I and perhaps one more person can use my power wash, Sean's and Alana and we can do this over a few days when the weather gets better. No Cost
- Purchase Plastic Blue floor like the exiting one on the interior instead of the mat on the outside. Please provide where we bought existing one to get cost.
- Install 5 new recessed LED lights by entrance area (interior). \$170 (wires/fixtures)
- Install 2 New lights by Entrance (Exterior). \$100 (wires/fixtures)
- Redo Pool Signs; Sam Can recreate the signs and update design/size. No Cost. Then we need to obtain quote based on sizes/# of signs. \$TBD
- Painting Exterior door to match shutters. Sean is painting on 4/27. Brandon is getting paint for Sean. \$30.

With respect to the Security Cameras:

- The System is @ Brendan's house.
- Sean and I verified that the wires the system comes with will be enough and no additional wires needed.
- DVR Lock box and Monitor are purchased, awaiting delivery
- Monitor support and HDMI, I have ones that I think will work, we will text prior to

making a purchase

Camera locations: please see below diagram and let us know if you have any suggestions/revisions you want to make

1. Large Red Triangles – New Exterior Cameras
2. Small Yellow Triangles – New Interior Cameras
3. Yellow Circles – Old Cameras to be used in interior to reduce blind spots

Installation: Weather is getting better, we anticipate sometime in May

With respect to the Bus Stop:

Remove and replace all rotted wood with plastic. \$150.00-\$300.00. Hard to tell before we open up and see the extent of the rot.

Paint only replaced pieces and touchup where needed. \$50.00

Caulk where needed. \$25.00

Power wash the whole station. Cheapest option is to ask the occupant of the neighboring house on Hamilton Court or across the street from Shannon's Landing to provide access to water, and we use the hose from the pool. Can the board organize this? This would be step 1 before we remove rotten wood.

Labor by Sean. \$500.00

Mr. Miller moved to authorize all of the expenditures proposed by the Committee for planned work with a not to exceed amount of \$1,200 for repairs to the Bus Stop; Ms. Mikhail seconded. Passed unanimously.

## **V. Management Report**

A. As directed by the Board, Mr. Bell revised the 2020 budget to add \$2,045 to the line item for the Professional Grounds contract resulting from the invasive vines addendum; and lower the amount in the line item for trees by that same amount.

### **B. Status of annual inspections.**

Mr. Bell reported that he has finished inspecting 90 homes; with inspections slowed by the impact of the State of Emergency. He plans to complete inspections and send violation notices by May 22, 2020.

**C. Solicitation of proposals to scrap and repaint the yellow markings on curbs for no-parking areas; repainting markings in the streets, and add more stop signs.**

Mr. Bell has received one proposal from Ploutis Contracting; is waiting on two additional proposals. The Ploutis proposed statement of work:

- 1. Provide all tools and ladders necessary to do painting/sign installation.*
  - 2. Scrape all loose flaking paint and sand same areas*
  - 3. Materials by: Sherwin Williams in the same colors to match existing*
- Option A - All Yellow Curbs in Newberry Station – Hamilton Ct., Trestle Ct., Ainsley Ct. & Station House Ct.:*
- Apply 2 coats yellow curb paint to all previously painted yellow curbs. Our price for the above work is ... \$11,500.00*
- Option B – Street Signs:*
- Install 7 streets signs in locations specified by management.*
- Management to purchase signs – Ploutis contracting to install signs only. Our price for the above work is ... \$1,975.00*

The Board expressed concern that all offerors commit to scraping and sanding the curbs; seeing how that step was neglected by the prior contractor. And also that the offerors observe the signage map provided by Ms. Mikhail. The Board directed Mr. Bell to confirm that map and assure that it is provided to all offerors.

**D. Solicitation of proposals to deal with erosion of the areas surrounding the pool.**

The 2020 Reserve Study update included this passage: "We do note some serious erosion that is occurring around the pool deck perimeter. This erosion has caused significant undermining of the concrete pool deck in some locations. These deficient conditions should be investigated and remedial measures enacted as soon as possible to mitigate possible significant and costly damage to the pool facility. "

The Board has in hand a proposal from Professional Grounds, Inc. Mr. Farlander will send that proposal to the Association’s engineer, Greg Budnik, to determine (a) the cost-effectiveness of the proposal and (b) whether he can provide specifications for a solicitation for dealing with the erosion, to obtain offers from other firms in competition with that from Professional Grounds.

**E. The Ridge warranty; with respect to seeded grass areas and the wall itself.**

By a letter dated October 3, 2019, Ridge Limited Company committed to a “two year warranty on material, labor, settlement & grass germination where seeded & strawed. Also, the Ridge Limited Company will address any bulges in the wall with the HOA at Newberry Station.”

Mr. Miller has noted that the grass is not growing where seeded and strawed. When Mr. Bell conveyed that problem to Ridge, Mr. Ridge noted that he had not seeded and strawed the grass area above the retaining wall. But that is not what is at issue. Mr. Miller will take photos of the area in question (which is the stretch of land between the sodded area and Blanche Drive). Mr. Bell will forward the photos to Ridge and seek resolution of the problem.

**F. Professional Grounds proposals for flower beds at the entrances of SLW and Hamilton Court; and for a swale to fix the drainage problem at the south end of the dry pond.**

The Board tabled consideration of these proposals pending review by the Landscaping Committee.

**G. Proposal from All Recreation of Virginia to bring the swing sets into compliance with County Code.**

All Recreation of Virginia, Inc., submitted a bid of \$14,859.00. The Board tasked Mr. Bell to request information on the quality of the proposed material and for a warranty on the work. The Board also tasked Mr. Bell to solicit offers from other firms, with the same askings.

**VI. New Business**

**A. Status of Audit Report**

The outstanding question: Disposition of \$1,339 in prepaid owner assessments carried over from prior year(s). Ms. McCullough moved to put those funds into the Association's Reserve account. Ms. Mikhail seconded; passed unanimously.

**B. Proposed revisions to the By-Laws regarding financial transactions.**

The Board tabled review of those provisions. Ms. McCullough and Mr. Miller will continue to investigate that and other potential changes to the By-Laws for consideration by members at the annual meeting.

**C. Proposed revisions to the parking policy.**

Mr. Miller had submitted changes to the parking policy to better express the purpose of the policy and simplify the language of the policy; these changes have no impact on the substance of the policy. Ms. McCullough moved to approve the revisions. Ms. Mikhail seconded; passed unanimously.

**D. Review of the draft 2020 Reserve Study update.**

The draft study, prepared by “Community Association Engineering” (CAE) had been forwarded by an email dated March 12, 2020, noting that “if we do not receive any questions or comments within three months from the date of this issue, we will consider the report final.” Mr. Miller subsequently asked for additional time, considering the State of Emergency. This was agreed to by CAE’s principal.

**E. Updates to the Newberry Station web site and other data bases.**

Mr. Mikhail reported, as directed by the Board, he has established shared cloud storage for board members and committees on Microsoft One Drive, with a 1 (One) Year membership started May 6. [www.Onedrive.live.com](http://www.Onedrive.live.com)

HOA Board User Access: [Newberrystationhoa@gmail.com](mailto:Newberrystationhoa@gmail.com)

AECC Committee User Access: [Newberrystationaer@gmail.com](mailto:Newberrystationaer@gmail.com)

Pool Committee User access:

[Newberrystationpool@gmail.com](mailto:Newberrystationpool@gmail.com)

Passwords will be forwarded to each committee separately

Ms. Mikhail will continue to work with Mr. Miller on revising the web site.

**F. Proposed revisions to the Covenants regarding parking, fines, and other matters.**

Mr. Miller will continue to research both the potential changes and the process for revising the Covenants.

**G. Traffic calming on Newington Road; whether and how to pursue solutions in addition to the stop signs.**

Ms. McCullough will continue to research and open dialogue with the Newington Civic Association.

**VII. Close**

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