

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

**I. Call To Order 7:23 PM**

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

Pool/Clubhouse Committee Attendees: Sean Carey and Sam Mikhail

Management: Fred Bell

**II. Minutes**

Mr. Farlander moved to accept the minutes of the August 5, 2020 Board meeting; seconded by Ms. McCullough. Passed unanimously.

**III. Budget**

Mr. Bell presented a draft budget for 2021. Mr. Miller moved to accept the budget; seconded by Ms. McCullough. Passed unanimously.

**IV. Audit Report**

The Board debated the auditor's finding of "As of December 31, 2016 and 2015, the Association had designated \$437,914 and \$410,033, respectively, for replacement reserves. The designated replacement reserves were not fully funded due to deficit in unappropriated members' equity." Mr. Miller questioned the words: "the Association had designated", given that the Board had never designated any particular dollar amount for replacement reserves and instead had dutifully budgeted the dollar amount annually recommended in the 2014 Reserve Study for Reserves; and that the amount of money in the Reserve account has tracked well with the amount the Reserve Study's cash flow analysis said should be in the bank each year. Ms. McCullough noted that, according to the auditors, in past years the Board had used reserve funds to cover operational losses; that being the cause of the deficit. Ms. McCullough will talk further with the auditor regarding the designation; Mr. Bell will invite Mr. Budnik to the November meeting to talk about the relationship between the Reserve Study and the Audit report, given that each document has a different take on what the necessary levels of reserve amounts, and how to reconcile the differences.

**V. Curbs And Striping**

Mr. Bell provided an offer from USA Contractors to clean and power wash curbs throughout the entire property; repaint parking numbers, and restripe the parking bays. Total Price: \$15,838.

The specification erroneously called for painting “visitor’s parking” on all overflow parking bays rather than the several parking bays interspersed among assigned parking spaces. Ms. Mikhail pledged to work with USA Contractors to correct that and any other errors; Mr. Bell will solicit offers from several other firms.

## **VI. Renting The Clubhouse**

One of the residents wished to rent the clubhouse but agreed to instead hold a party entirely outside the clubhouse. The Board tasked Mr. Bell to determine what it would cost to sanitize the clubhouse for rental, given the guidelines from the Commonwealth of Virginia on COVID 19 requirements for same. This cost would need to be added to the price of renting the clubhouse.

## **VII. Towing**

There are complaints that the towing company is not in evidence. The Board tasked Mr. Bell to obtain a report on how often the towing company sent its truck into the Association roads last month; should be on site at least once a week.

## **VIII. Trees**

Mr. Bell reported that the arborist would be on site the following day.

## **IX. The Shed On Raceway Farms**

Nazim T. Arda, owner of the property on 6752 Blanche Drive, had filed a request with the Fairfax County Board of Zoning Appeals, for a special permit to permit his shed to remain 1.3 feet from the rear lot line and 1.5 feet from the west side lot line with height of 13.8 feet; well over the County’s limit of 8.5 feet for a shed in that position. Last September, the Board went on record in opposition to waiving the requirements of the County Code with respect to the shed. Mr. Farlander moved to reconsider the Board’s position in light of changes to the shed proposed by Mr. Nazim; there was no second; the motion died on the table.

## **X. Contracts**

### **A. Proposals For Pool Erosion**

The Board tasked Mr. Bell to determine what Mr. Budnik would charge to act as the Association’s agent in negotiating contracts with Ridge and Professional Grounds; if reasonable, to authorize Mr. Budnik to act as the Association’s agent for that purpose.

### **B. Swings**

The Board tasked Mr. Bell to obtain a definitive date from VA Playground for installation of the new swing sets.

### C. Landscaping Proposals From Professional Grounds, Inc.

1. 44576: Redo the flower bed at the intersection of Newington Road and Hamilton Court \$1,740.48; 44576: Create a flower bed at the entrance to Shannons Landing Way (SLW) to mimic the flower bed at the Hamilton Court entrance. \$3,048.96
2. 45510: Install 2 Thuja (aka Green Giants) between Trestle Ct. and SLW), 1 Muskogee, Natchez (aka Crape Myrtle) at end of Trestle Ct.; 1 Quercus Coccinea (aka Scarlet Oak) at 8218 Stationhouse Ct. \$1899.44
3. 45514: Add new fabric and gravel where tree was uprooted behind Trestle and SLW; Redo Stone Swale between Trestle Ct. and SLW. \$ 1,611.39.
4. 45512: Clear all brush behind 6754 Blanche Dr. and plant 8 Green Giants spaced 10 ft. apart. \$2984.73
5. 45553 Remove the Oak tree in front of 8359 Station House Court. \$2,250

The Board tasked Mr. Miller to discuss the contractor's stump removal practices; why an option at times; not an option at other times; not mentioned at all at other times.

Mr. Farlander moved to accept proposal 44576; Mr. Miller seconded. Approved unanimously.

The Board tabled all other proposals; 45514 to determine whether any discount applies given that larger replacement stones are necessary because some of the previous stones were washed away; 45510 to discuss alternative plants with the contractor; the others to discuss with the arborist.

### **XI. Clubhouse**

A. 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.

B. The Board tasked Mr. Bell to initiate winterization by K. R. Jenkins.

C. Mr. Miller moved to accept an offer of \$700 to replace the counter top in the clubhouse with a granite top; Mr. Dorrity seconded. Passed unanimously.

## **XII. Annual Inspection Violation Notices**

Mr. Bell reported that 22 lot owners have not done the work required to correct violations noted in the last annual inspection. The Board tasked Mr. Bell to have the Architectural and Environmental Control Committee (AECC) review inspection notices before sending them to lot owners; and to schedule hearings at the November meeting for those lot owners whose infractions are serious enough to warrant enforcement measures.

## **XIII. Closing**

Mr. Miller moved to close the Board meeting; Mr. Farlander seconded. Passed unanimously.