

**August 10, 2022 Meeting
Of The Board Of Directors
Newberry Station Homeowners Association, Inc.**

I. CALL TO ORDER 7:13 PM

Board Attendees: Brandon Farlander
Mark Sajbel
Michael Bauer
Michael Miller

Management: Lisa Horton

Pool/Buildings Committee Co-Chair: Sean Carey

Special Guest: Greg Budnik, the Association's community engineer

II. MINUTES

Mr. Sajbel moved to accept the minutes of the June 1, 2022 and July 23, 2022 Board meetings. Mr. Farlander seconded the motion. Passed unanimously.

III. CONTRACTS

A. SIGNS

Mr. Farlander had volunteered to inventory all signs that need replacing and report the findings to Sentry. Mr. Farlander has completed the inventory; still needs to forward the inventory to Ms. Horton for the change order. Mr. Bauer requested an additional "No Outlet" sign at the entrance to Shannons Landing Way.

B. POOL/CLUBHOUSE CONTRACTS

The Board at its September meeting had accepted an offer of \$980 from All Plumbing to remove the electric hot water heater and reconfigure the water supply under the pantry sink. At the October meeting, the Board deferred implementation of the contract until the Spring. At the March meeting, the Board had directed Ms. Horton to proceed with the contract. However, Mr. Carey had recommended that the contract be further delayed until we consult with KR Jenkins regarding if and where a valve may be necessary for shutting off water from the main heater into the locker rooms during the winter. After that conversation, Mr. Carey asked that the work be postponed until September and recommended that All Plumbing be tasked to work with him on (1) revising the specifications for the work and (2) write a change order to incorporate revised specifications and make any necessary adjustment to the price. The Board directed Ms. Horton to

contact the plumber for that purpose. At the August meeting, Mr. Carey reported that he had tracked and labeled every pipe under the pantry sink. In the course of doing that, Mr. Carey found that the sink is connected to two Fairfax County Water Authority (FCWA) meters, one of which is not functional. However, it is not readily apparent which meter functions and which does not. Therefore, he recommended that the plumbing repairs be further delayed until he has had the FCWA solve this mystery (so we know which meter can be disconnected as a necessary prerequisite for any plumbing work).

C. BOLLARDS

On July 22, 2022, Mr. Farlander sent a petition to Supervisor Storck requesting help in formulating a proposal for consideration by the Fairfax County Maintenance and Stormwater Management Division (MSMD) to, at Association expense, remove the MSMD gate that blocks access to an asphalt trail linking the townhouses along Shannons Landing Way to our pool and clubhouse and replace the gate with with removable bollards. On August 1, 2022, the Board received a copy of an email from MSMD's Peter Vigliotti to Supervisor Storck's office stating that "The County does not object to the HOA removing the referenced gate and installing removeable bollards along the delineated walkway, provided that the removeable bollards conform to the Public Facilities Manual, Plate 11-8. Copy attached. Please ask the HOA to notify the County when the bollards have been installed. Staff will install a county lock on the bollards." The Board directed Ms. Horton to incorporate this task in the RFP for the asphalt work as an option. The RFP should require the contractor to contact MSMD directly to obtain written confirmation of the MSMDs concurrence that the planned work will satisfy all MSMD requirements.

D. REPAIRS TO SIDEWALKS AND ASPHALT TRAILS

Mr. Budnik presented the Board with several alternatives for soliciting offers. The Board settled on an RFP that would identify quantities, in terms of square feet of asphalt trail to lay, sidewalk slabs to grind, and sidewalk slabs to replace. The Board would in fact prefer two RFPS, one for grinding to be awarded first and the other for the asphalt trails and sidewalk slab replacements. The RFPS will invite offerors to submit unit prices. The Board planned to meet the following Sunday for a preliminary remarking of the work to be done; Mr. Budnik will meet with members of the Board the following Tuesday for final markings as the basis for specifying the quantities of work to be done. Ms. Horton will finish the bidders list, and the bidders will be invited to a prebid site visit.

E. ARBORIST

Ms. Horton provided the Board with a copy of the Proper Tree Care LLC report. The Board asked Ms. Horton to prepare an RFP conveying the findings of the report to would-be offerors and requesting unit pricing for all work recommended in the report, including separate prices for the specified (a) tree removal (b) pest treatments, (c) fertilizing, (d) Cambistat application and (e) pruning.

F. FREE BOOK CABINET

Ms. Horton reported that the Sentry has had turnover in their handyman staff support but will install soon. The question is, where exactly to put it. The Board's preference is under the eaves of the clubhouse main doors, with flagstones around the base of the cabinet.

G. PET WASTES

Mr. Miller still needs to contact Professional Grounds to follow up on an offer to provide information on the prices of pet waste stations and the cost of monthly maintenance.

H. SNOW REMOVAL

The Board tasked Ms. Horton to solicit a renewal of the snow removal contract from Professional Grounds, Inc.; given that the renewal reflects satisfaction with the contractor's past performance and history of being the lowest priced contractor.

I. SOLAR LIGHTS

The Board tasked Ms. Horton to research solar lights to illuminate the asphalt trail from Shannons Landing Way to the Clubhouse and other trails as well.

IV. LANDSCAPING PROJECTS

A. DRAINAGE EXTENSION

Pursuant to a request by the Landscaping Committee, Professional Grounds, Inc., had submitted proposal 45777 for \$1,709 to:

1. Connect 4" Triple Wall pipe near Ornamental Grasses and run pipe underground 60' and have it daylight into the woods in a pop up box.
2. Cut 18" Drainbox grate (every other slat) to make it wider to allow debris to flow through system better.

Mr. Bauer moved acceptance of this proposal, to be paid out of Reserves. Mr. Farlander seconded. Passed unanimously.

B. SOD FOR 8357 AND 8359 STATIONHOUSE CT.

To support the construction of the Retaining Wall behind Stationhouse Court, the Board had asked the lot owners of these properties for permission to use the unfenced path between their houses to access the Wall. This did damage to that pathway which the Association had never repaired. So, as the last and final task of the Retaining Wall project, the Board solicited an offer from the Association's Landscaping contractor, Professional Grounds, Inc., to do the following work:

1. Demo/till, scarify, and grade the area between 8359 and 8357 Stationhouse Court. Debris will be hauled offsite.
2. Provide and install 5 cubic yards of topsoil throughout the area (50/50 Topsoil/Compost Blend- By Dingo).
3. Install 1,800 square feet of Turftype Tall Fescue Sod.
4. Grind stumps just below grade near electric box (assuming no Ms. Utility Conflict)/

The total cost of this work: \$4,335 plus \$250 to grind the two stumps.

Mr. Miller moved to accept this proposal (to be paid out of Reserves), with a proviso that he send a letter to the two lot owners advising them that the Board will instruct Professional Grounds, Inc., to contract with them directly to perform the work. with the Board reimbursing the contractor if both lot owners are agreeable and willing to sign said contracts. Mr. Farlander seconded. Passed unanimously.

C. GRAVEL TOP DRESSING.

Pursuant to a request by the Landscaping Committee, Professional Grounds.Inc., had submitted proposal 50257 for \$2,050 for the following tasks:

1. Stone pathway between Trestle Court and Shannon's Landing Way will have a heavy top dressing of 21A Gravel to improve walkability and replace washed out material.
2. Stone pathway to the right of 8200 Stationhouse Court will have light top dressing of both 21A Gravel to improve walkability and replace washed out material

Mr. Miller moved acceptance of this proposal. Mr. Bauer seconded. Passed unanimously.

V. ANNUAL INSPECTION

Ms. Horton reported that annual inspections are underway and should be completed by the end of next week.

VI. CLOSE

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

ACTION ITEMS

POOL/CLUBHOUSE COMMITTEE

Contact the Water Authority to determine which water meter can be disconnected.

MR. FARLANDER

1. Forward the inventory of street signs that need repair to Sentry.
2. Work with Ms. Horton on researching two benches and two picnic tables

BOARD MEMBERS:

Find and post lawn signs regarding animal wastes.

SENTRY:

1. Work with Mr. Farlander on researching two benches and two picnic tables.
2. When the Board has provided an inventory of street signs that need repair, incorporate that inventory in the order from Signs By Tomorrow for Neighborhood Watch signs. Also add a no entry sign for Shannons Landing Way,
3. Obtain draft RFP from Mr. Budnik for needed repairs to sidewalks and asphalt trails, forward to the Board for review. Add an option for removing the gate at the head of the asphalt trail from SLW to the Clubhouse and replacing the gate with removable bollards (with the contractor obligated to obtain written confirmation from the County that the work meets their criteria).
4. Prepare an RFP to solicit offers to do the work specified in the Report from Proper Tree Care LLC; also incorporate findings of the Report regarding potential violations of AER rules on trees. The RFP should convey the findings of the report to would-be offerors and requesting unit pricing for all work recommended in the report, including separate prices for the specified (a) tree removal (b) pest treatments, (c) fertilizing, (d) Cambistat application and (e) pruning.
5. Finish the annual inspections.
6. Research solar lights for asphalt trails.
7. Obtain the snow removal proposed contract from Professional Grounds, Inc.
8. Arrange installation of the Free Book Cabinet.