

**JULY 1, 2020 MEETING OF THE BOARD OF DIRECTORS NEWBERRY STATION
HOMEOWNERS ASSOCIATION, INC.**

I. Call To Order 7:07 PM

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

Pool/Clubhouse Committee Attendees:
Sean Carey

Special Guest Matt Szramoski, Newington Civic Association

Management: Fred Bell

II. Minutes

Mr. Miller moved to accept the minutes of the June 3, 2020 Board meeting; Ms. Mikhail seconded. Passed unanimously.

III. Report of Clubhouse/Pool Committee

A. Pool Opening.

A number of residents at the meeting petitioned the Board to reopen the pool in a manner that conforms to the Phase III Guidelines of the Commonwealth of Virginia:

- ✓ *Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.*
- ✓ *Post signage to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, and staying home if sick (samples at bottom of this document).*
- ✓ *Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed.*
- ✓ *Indoor and outdoor swimming pools may be open at up to 75% occupancy, if applicable, provided ten feet of physical distance may be maintained between patrons not of the same household. Free swim is allowed.*
- ✓ *Swimming instruction and water exercise classes must be limited to allow all participants to maintain ten feet of physical distance where practicable. Parents or guardians may support a participant during class, and instructors may have contact with swimmers when necessary.*
- ✓ *Seating may be provided on pool decks with at least ten feet of spacing between persons who are not members of the same household.*

- ✓ *All seating (including lifeguard stations) must be cleaned and disinfected between uses.*
- ✓ *Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.*
- ✓ *Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.*
- ✓ *Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Children should be screened per the CDC guidance for screening children. Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.*

Several members of the Board, along with Mr. Carey, expressed concern about whether and how these policies can be implemented in a pool of our size; and also the potential liability to the Association if anyone contends that they acquired the virus in the pool (especially if there are violations of these policies). Another unknown is whether pool management companies will actually be willing to enter into such a contract given these policies and at a price that is affordable.

The Board said that under no circumstances should the pool be open to non-residents; and that no guests should be allowed. Persons from the same household could swim and gather within ten feet of one another, but otherwise swimmers would need to be ten feet apart at all times both in and out of the pool. And there would need to be some sort of reservation system allotting given sections of the pool and one or two hour time slots per household; and no more than one household at a time in the small children pool.

The Board agreed to further deliberate on this matter and schedule an open meeting on July 8; in the interim Mr. Farlander agreed to contact pool management companies to determine whether any would be willing to enter into a Phase III contract and under what terms and at what price. Mr. Bell will seek advice from the Association attorney on potential liability.

B. Clubhouse and Pool Maintenance.

Mr. Farlander moved to accept the offer from Power Systems Electric Corp. of \$394.45 to (1) replace the existing digital time clock with (1) new Intermatic T101 manual time clock and (2) replace existing time clock box being used as a junction box with a 8"x8" metal box to enclose the wiring. Mr. Miller seconded the motion; passed unanimously.

Mr. Farlander reported that the Association cannot replace electrical boxes in the pump room until the hot water heater is removed to one of the clubhouse restrooms and the pump for the children pool is then repositioned away from the boxes at the distance required by County code. This would be done in the Fall at the earliest, so no action is required by the Board at this time.

IV. Management Report

A. Status Of Annual Inspections.

A resident complained that his violation notice failed to identify the problem and rather dictated a solution. Mr. Bell will send a revised notice to that resident; Mr. Miller volunteered to provide Mr. Bell with templates used in past years for violation notices that are problem oriented.

B. Replacement Of The Swing Sets.

Ms. Mikhail moved to accept the offer from VPS Recreation, Inc. of \$13,753 to replace the swings and associated tot lots (this being a Reserve Expense). Ms. McCullough seconded the motion; passed unanimously.

C. Repainting Yellow Curbs; Markings In The Streets; And Additional Stop Signs.

Ms. Mikhail and Mr. Bell will revise the statement of work for USA Contractors and solicit a revised offer for the next Board meeting.

V. Proposed Contracts

A. Proposals For Pool Erosion

Having secured reviews of the technical proposals from Mr. Budnik, the Board tasked Mr. Bell to authorize Mr. Budnik to act as an agent of the Board in negotiating and obtaining best and final offers from Ridge Limited Co. and Professional Grounds, Inc.

B. Landscaping Proposals From Professional.

1. 44984: Provide and install 3 6' Green Giant Trees behind 8335 Stationhouse and in front of the shed on 6752 Blanche Drive (spaced 8 to 9' apart. \$1,699.98 (from the line item for Common Area Tree Maintenance). Nazim Arda, the owner of the shed on Blanche Drive attended the Board meeting and volunteered to pay half the cost. Mr. Farlander moved to split the cost with Mr. Arda; provided Mr. Arda provides a letter of commitment prior to June 8. Ms. McCullough seconded the motion; passed unanimously.
2. 44576: Redo the flower bed at the intersection of Newington Road and Hamilton Court \$1,740.48. The Board tabled consideration of this proposal until the Fall; tasked Mr. Bell to solicit a proposal for a comparable flower bed at the intersection of Newington

Road and Shannons Landing Way.

3. 44971: Elevate street trees and few lower limbs off mature trees over roads. (from the line item for Common Area Tree Maintenance). \$720. Mr. Miller moved to accept this proposal. Ms. McCullough seconded the motion; passed unanimously.
4. 44972: Cut flush dead Maple to right of 6920 Hamilton and Elevate Oak along pool road behind Trestle; also grind stump of maple, removing grindings to grade. \$980.00 The Board tabled this proposal, pending an explanation from Professional Grounds, Inc. regarding the need for grinding the stump vs. other cut flushes that did not involve this cost.
5. 44973: Spray roads with roundup after curb area painted. \$225.00 2. Remove storm damaged fallen limbs and debris \$175.00. Mr. Miller moved to accept both proposals. Ms. McCullough seconded the motion; passed unanimously
6. 44974: 1. Remove and regrade sedimentation occurring around Trestle Court outfall. Area is approximately 16' x 16' 2. Disturbed areas will have seed and Curlex erosion control fabric installed. \$973.36. Mr. Miller moved to accept this proposal; to be paid out of Reserves as an erosion control project. Ms. McCullough seconded the motion; passed unanimously.

C. Repairs to retaining walls

Mr. moved to authorize Steven Dorrity to spend an amount not to exceed \$800 for minor repairs to retaining walls and other erosion control measures on Association property behind 6906 and 6909 Hamilton Court. Ms. Mikhail seconded the motion; passed unanimously.

VI. New Business

A. Status of Audit Report

Mr. Bell provided a draft of the Audit for years 2018 and 2019. Mr. Miller raised concerns about the Audit's language on unappropriated members' equity; noting that the Association had not, as alleged, "designated \$396,043 and \$491,843, respectively, for replacement reserves." That also page 3 of the April 30, 2020, letter speaks to an "unappropriated members' equity deficit of \$189,933", and that as a consequence of this deficit "the Association has not fully funded its replacement reserves." Yet, as the draft audit report noted elsewhere, the 2014 replacement reserve study commissioned by the Association had recommended a yearly contribution of \$84,400 to replacement reserves and that the Association had budgeted \$88,000 during 2019 for the reserves, along with another \$444 from interest income. Thus, the Association is fully satisfying reserve replacement requirements in terms of expected reserve expenses; the unappropri-

ated members' equity deficit has never been linked by any auditor to expected reserve expenses. Also the report opines that an update to the 2014 reserve study is in order; the report should reflect the fact that the Association in 2020 did obtain an updated study which is still under review by the Board. Ms. McCullough will work with the auditor to clarify these and other matters.

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

C. Review of the draft 2020 Reserve Study update.

D. Updates to the Newberry Station web site.

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

Mr. Miller moved to again table items B through E.

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

Matt Szramoski gave a rather depressing account of past efforts at traffic calming; with a concern that to press the County may endanger efforts to keep the County from implementing its Comprehensive Plan notion of expanding Newington Road thus adding even more commuter traffic into the mix.

G. Communications Committee

Ms. Mikhail petitioned the Board to re-establish the Communications Committee and nominated Steven Dorrity to head it. Mr. Miller will send the past charter for that Committee to Mr. Dorrity; he will work with Ms. Mikhail to recruit additional members for the Board to appoint. Mr. Dorrity and Ms. Mikhail will also work on a new version of the Whistlestop for the annual meeting members's package; and also plans for digital version of that publication.

VII. Closing

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