

NEWBERRY STATION HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING

**January 8, 2020**

**I. Call to Order**

A. The meeting was called to order at 7:12 PM.

B. Roster

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

AECC Comm. Annette Dalton  
Samuel Mikhail

Pool/Clubhouse Comm. Samuel Mikhail  
Sean Carey

Management Fred Bell

**II. Approval Of Minutes**

Mr. Farlander moved to approve the minutes of the December 4, 2019 meeting. Mr. Miller seconded. Approved unanimously.

**II. AECC and Pool/Clubhouse Committees**

Ms. Dalton, Chair of the AECC, and Mr. Mikhail, reported on progress being made by the AECC. The AECC is working on a cloud based data base for recording data on each unit; such as applications for architectural improvements and AECC decisions, along with baseline photos of the exterior of each unit. Mr. Miller promised to digitize applications received by the AECC since 2015 and forward to Mr. Mikhail AECC related information on each unit that has been collected in that period. Mr. Mikhail reported the results of his search for an on-line storage system and said that such a system could be had for under \$200. Whereupon Ms. McCullough moved to authorize the AECC to establish the data base (to be paid by Association credit card) at a not to exceed price of \$200. Ms. Mikhail seconded the motion. Passed unanimously.

At the November 6 meeting, the Board authorized the Pool/Clubhouse committee to expend an amount not to exceed \$2,500 for a security system, wifi, and related cables for the Clubhouse. Mr. Mikhail reported that the Committee is zeroing in on a nine camera security system; the Committee will meet with Mr. Farlander to use the Association credit card for the purchase. Once the system is in place, the Association will need to order internet service for the system; the Board tasked Mr. Bell to obtain quotations for that service.

#### **IV. Trash**

Nightengale Trash is not picking up large pieces of cardboard adjacent to trash bags on Tuesday, presumably because the cardboard is deemed a recyclable item for the Wednesday pick up. The Board tasked Mr. Bell to advise Nightengale that any item of trash on Tuesday be picked up immediately, saving nothing for Wednesday recycling.

#### **III. Contracts**

##### **A. Swing Sets**

Mr. Bell said that a report on the status of the swing sets is forthcoming from All Recreation of Virginia; but not yet in hand.

##### **B. Steps In Pool**

At its December meeting; the Board had tasked Mr. Bell to solicit proposals to add steps to the pool; including KR Jenkins on the bidders list and add other pool construction companies.

As of the date of the Board meeting, the only offer in hand was from Mr. Jenkins, at a price of \$22,000 plus \$1,500 for the architectural drawings and fees necessary to obtain a County permit. In addition, the Association would have to spend another \$21,500 to plaster (i.e., white coat) the entire pool -- although that is a Reserve task that the 2014 Reserve Study update had tentatively scheduled for 2020.

Mr. Farlander and Mr. Miller recommended a sole source award to Mr. Jenkins, in view of the urgency of completing work on the steps before the opening date in May of the pool and Mr. Jenkin's record of submitting prices well below those expected in the 2014 Reserve Study for poolwork undertaken by Mr. Jenkins and the high quality of that pool work.. For those reasons, Mr. Miller moved to make the sole source award, subject to preaward review of Mr. Jenkin's architectural drawings and schedule; Mr. Farlander seconded. During discussion of the motion, Ms. McCullough opined that the Board should abide by the Board's standard operating practice of obtaining three bids to assure adequate price competition and the best approach to the construction. The motion failed, three vote against. Whereupon the Board tasked Mr. Bell to solicit additional offers on an expedited basis.

##### **C. Guard Rails On The Retaining Wall**

Mr. Bell reported the following update of competition for the guard rails:

- USA Contractors — bid in progress
- Dolan Contractors — meeting on Thursday for bid
- 3rd bidder TBD.

#### **D. Reserve Update**

Mr. Bell has ordered the five year update of the 2014 Reserve Study from Community Association Engineering, a division of GJB Engineering, Inc. Mr. Bell and Mr. Miller met with GJB Engineering's Brian Cleary on January 6 for a postaward briefing -- the update to be completed by the end of February.

#### **E. Pool Management**

Mr. Bell reported that bidding process will soon be underway.

#### **IV. Accounting**

Mr. Bell has required Professional Grounds, when doing work authorized by the President, to mark on the invoices that the work was so authorized and the date of the authorization. And also record the President's direction regarding the funding source for the work (e.g., Reserves). Mr. Bell further stated that he will enforce this requirement when inspecting invoices before forwarding the invoices to Sentry's financial offices in Florida.

The Board further tasked Mr. Bell to advise Professional Grounds that, other than for urgent matters, the expected practice is for Professional Grounds to submit proposals for any and all work not within the scope of the contract to the Board before doing the work.

#### **V. Inspections, Hearings, and the AECC**

Mr. Bell has made the Sentry inspection spreadsheet available to the AECC.

Mr. Bell reported that five lot owners have been called to hearings at the February Board meeting related to failure to make timely payments of monthly assessments and/or AER violations.

#### **VI. Street Lights**

Mr. Bell reported that the lights owned by the Association along the trail to the clubhouse have been repaired. With respect to the lights owned by Dominion Energy, Mr. Bell will report problems to Dominion Energy. Ms. McCullough reported that the lights in Shannons Landing Way are still having problems. The Board tasked Mr. Bell to have an electrician examine the problem and recommend solutions.

#### **VII. Executive Session and Closing**

A. Mr. Dalton moved to enter Executive Session, Ms. McCullough seconded. Approved unanimously.

B. Mr. Dalton moved to close the meeting; Ms. McCullough seconded. Approved unanimously.