

**October 13, 2021 Meeting
Of The Board Of Directors
Newberry Station Homeowners Association, Inc.**

I. CALL TO ORDER 7:09 PM

Board Attendees: Brandon Farlander
Mario Alberto Rivera
Mark Sajbel
Michael Miller

Pool/Buildings Committee Co-Chair: Sean Carey

Management: Lisa Horton

II. MINUTES

Mr. Sajbel moved to accept the minutes of the September 15, 2021 Board meeting. Mr. Rivera seconded the motion. Passed unanimously.

II. CAR THEFTS

Two cars were stolen from bays on Stationhouse Court late in the night on September 30 in front of the related dwellings. After discussion the Board decided to investigate the following potential actions to prevent future thefts.

- A. The Board will continue to encourage residents on the web and by email blast to keep their household exterior lights on all night.
- B. The Board tasked Ms. Horton to investigate the cost of installing unmanned gates at the entrances off Newington Road and Ona Drive (e.g., with the cross bars lowered at midnight but kept raised between the hours of 5:00 AM and midnight).
- C. The Board tasked Mr. Farlander to press Dominion Power to fix the four lights that are currently out.
- D. The Board will consider re-establishing a Neighborhood Watch Program and/or erect signs warning intruders of the existence of that Program.
- E. The Board will investigate the costs of putting a solar powered camera with a motion detector at each entrance to the community, installed on the school bus stop building on Stationhouse Court and on posts at the Hamilton Road entrance off Ona Drive and on the Shannons Landing Way entrance off Newington Road.

III. POOL/CLUBHOUSE

The Board instructed Ms. Horton to deduct monies from the contract with Paradise Pools for absent lifeguards.

Mr. Caret reported that KR Jenkins has closed the pool and attached the flap on the pool cover for the stairs.

The Board tasked Ms. Horton to have an HVAC expert work with Mr. Carey to examine the HVAC unit in the clubhouse attic; the question being whether and when and at what cost the unit needs replacement and whether the replacement unit can be located in the clubhouse hot water heater room rather than the attic.

The Board also tasked Ms. Horton to solicit offers for:

- Replacing the rotting drywall and insulation in the pump room (plywood would be acceptable as a replacement).
- Replace the three ceiling fans in the locker rooms.

The Board decided to defer replacing the attic insulation until the future location of the attic HVAC unit is determined.

The Board tasked Ms. Horton to have the electrician contact Mr. Carey to correct mismarkings on the circuit breakers in the new electric panels.

At the September meeting, the board had approved an offer from All Plumbing to remove the hot water heater and reconfigure the water supply under the pantry sink. Mr. Carey recommended that the work be deferred until the spring. The Board concurred.

IV. 2022 Budget

The Board tasked Ms. Horton to prepare a 2022 stay the course budget save for raising the monthly assessment by \$5.00 to cover the experienced inflation in the cost of the pool management contract. Mr. Miller reminded the Board that the 2021 budget was predicated on the \$34,000 price of the 2019 pool management contract with Paradise Pools; the actual price of the 2021 Paradise Pool contract was \$41,000.

The Board also tasked Ms. Horton to correct the classification of three Reserve Items having to do with the replacement of the electrical panels in the clubhouse, which were erroneously labeled “Electric repair” and assigned to 6305 “Common Area Maintenance”; and also with erosion control measures (labeled Drainage issue) also assigned to that operating line item. Moreover, four items of tree work had also been assigned to that operating line item which should have been assigned to 6240 “Tree trim and removal”. These were the subject of checks written in April and July 2021.

V. LANDSCAPING

A. New Trees

Professional Grounds, Inc., had submitted proposal 47622 at a price of \$7,670 to plant the following:

- 1. Provide and install one 7' Kousa Dogwood in the common area in front of 6900 Trestle (remove stump) and one 7' Kousa Dogwood in the common area on the side of 6918 Hamilton Court.*
- 2. Provide and install three 6' Thuja Green Giants. One behind 6908 Trestle and two behind 6912 Trestle*
- 3. Install one 2" Caliper Oak tree behind 8216 Stationhouse Court.*
- 4. Install four 6' Green Giants. Two behind 8335 Stationhouse Court (near shed) and two behind 8333 Stationhouse Court.*
- 5. Install 3 Hollies behind 6917 Trestle Court.*

Mr. Rivera moved to accept the offer to be paid out of the Reserve account; Mr. Sajbel seconded. Passed unanimously.

B. Tree Trimming

Professional Grounds, Inc., had submitted proposal 48113 at a price of \$1,475 to do the following trimming:

- 1. Remove Broken Limb off Maple tree in front of 6944 Hamilton.*
- 2. Deadwood Oak at 8340 Stationhouse.*
- 3. Remove lower dead limbs off oak at 8313 Stationhouse.*
- 4. Deadwood Red Oak on the Pool Road..*

Mr. Miller moved to accept the offer; Mr. Sajbel seconded. Passed unanimously.

C. Retaining Wall Replacement

Professional Grounds, Inc., had submitted proposal 48131 at a price of \$6,269 to do the following:

- 1. Demo existing failing split rail fence and timber wall located behind 6919 Hamilton.*
- 2. New wall will be constructed using 6x6 pressure treated timbers and be approximately the same height but 25' long.*
- 3. First course of timbers will be 1/2 sunken and secured using 24" Rebar. Five subsequent course will be stacked on top of the first course and secured using 8" Landscape spikes*
- 4. IMPORTANT-We will installed drainage behind the wall consisting of geotextile fabric, #57 gravel and perforated pipe.*
- 5. Area behind the wall will be backfill as needed and new split rail fence will be installed. New 2 rail split rail fence will then be installed consisting of 4 posts and 6 rails. Post will be set in concrete.*

The Board tasked Ms. Horton to refer this proposal to Mr. Budnik and obtain his advice on how to replace the retaining wall in question.

VI. MANAGEMENT REPORT

A. Repairs to Sidewalks and Asphalt Trails

The Board plans to mark sections of the sidewalks and trails that need repairs; Ms. Horton will then solicit an RFP from Mr. Budnik.

Mr. Sajbel asked that Ms. Horton ascertain whether Sentry has software for estimating the cost of projects such as this.

B. Annual Inspections.

Ms. Horton reported that all violations have been corrected

C. Benches

The benches are on order.

D. Mail Box Near 8219 Stationhouse Court

Repairs have been completed.

E. Arborist

Ms. Horton will solicit for the services of an arborist.

F. Audit

Ms. Horton provided the Board with the draft 2020 audit report for its review.

VII. HALLOWEEN

The Board had received the following message from Ms. Mikhail:

I was hoping to attend this Month's meeting to be able to present this to you in person but unfortunately, I have another event to attend. The homeowners of Hamilton Court between Stationhouse Court and Ainsley Court have all agreed to close the road to have a block party on Halloween Day (10/31). This effort will be led by me and Samuel. The idea is to invite the entire community and have a great time together and get to know each other. We are planning on having a Pumpkin carving contest, Kids and adults costume contest and House Decoration contest.

Mr. Miller put a resolution before the Board to authorize the block party; Mr. Rivera seconded. Passed unanimously.

VIII. CLOSE

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