

NEWBERRY STATION HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING

October 6, 2010

I. Call to Order

A. The meeting was called to order at 7:37

B. Roster

Board Attendees Brandon Farlander
 Michael Miller
 Todd Austin
 John Saulsbery

Management Brandi Langeneck, Community Manager

II. Hearings On AER Violations

The Board conducted hearings on violations. Ms. Langeneck will send a letter to those owners who failed to show for the hearings. The letter will notify them that the Board, among other things, reserves the right to assess violaters \$10 per day for up to 90 days, not exceeding \$900, if the violations are not fixed by November 1, 2010.

III. Approval Of Minutes

Mr. Farlander moved to approve the minutes of the September meeting. Mr. Saulsbery seconded. Approved unanimously.

IV. Loan

Mr. Farlander and Mr. Miller met with representatives from M&T bank and signed documents related to the loan of \$280,000 from the Bank.

V. Road Construction

Mr. Miller entered into the record minutes from the October 5 preconstruction meeting (Attachment) with the following participants.

- Mr. Miller, Secretary, Board of Directors
- Mr. Budnik, P.E., Principal, Community Association Engineering (CAE)
- Mr. Brian Cramp with Cardinal Management
- Mr. Mike Kuhn, Commonwealth Paving, Inc

Key notes —

- Construction will begin on Monday, October 18 and proceed in seven phases through November 12 (weather permitting).
- Work will be performed on week days from 7:00 AM to 6:00 PM [probably 7:30 to 8:00 and out by 5:30 most days].
- Safety is the responsibility of the contractor, who will ensure access for emergency vehicles at all times.
- Inspections will be performed by Community Association Engineering (CAE).
- Prior to paying each invoice, CAE will review the contractor's progress and recommend the amount to pay based on progress (said recommendation to be provided only to Cardinal, not to the contractor).
- Commonwealth will submit a change order (estimated cost: \$500) for putting a conduit under the parking lot for the clubhouse.
- Commonwealth is also open to a contract modification for asphaltting a trail from Shannons Landing Way to the clubhouse.

Action Items

1. Notice To The Community And Others.

The Board approved a notice to the community of the construction project that had been drafted Ms. Langeneck. This notice will be mailed to all members of the Association. In addition, the Board members volunteered to hand deliver notices to the affected members of each phase of the project. Commonwealth will post signs, phase by phase, several days prior to the beginning of each phase warning residents of coming no parking zones; and post no-parking signs.

Ms. Langeneck will notify the School Board, Association contractors, and the Post Office to alert them to the construction.

2. Preconstruction Meeting With ProGrounds and Bartlett.

Ms. Langeneck will arrange a meeting between Commonwealth, ProGrounds and/or Bartlett to determine what roadside vegetation needs to be trimmed to make way for the road crews and schedule the trimming.

3. Overnight Parking.

Where can residents park cars during road construction? Ona, Newington, and Hamilton Roads are all public roads available for parking. In addition, Mr. Miller volunteered to contact the property managers for the parking lots of the industrial complexes on the far side of Cinder Bed road, to request permission for overnight parking during the five to six week period of road construction. Ms. Langeneck will likewise contact the Fairfax County park authority for permission for for overnight parking at the Levelle Dupell park. The Board will also contact Fairfax County police to arrange for increased patrols of the public roads during construction.

4. Photos Or Videos of Current Curbs, Gutters, Mailboxes, Et. Al.

Mr. Budnik, at the preconstruction meeting, strongly recommended that we photo or video the streets [mainly the curbs and gutters] as documentation of “before status” to compare with “after status”; as the basis for determining and documenting substantive damage (if any, hopefully none) to curbs, sidewalks, mailboxes, etc. caused by Commonwealth. Mr. Saulsbery volunteered to photo those portions of the curbs, gutters, et. al. that are currently in a state of disrepair, with the caveat that Commonwealth agree in advance that those were the only sections in disrepair prior to construction (or if that is not feasible, to photo or video the entirety).

5. Towing

Ms. Langeneck will arrange for towing of cars which need to be moved prior to construction.

6. Asphalt Trail From Shannons Landing Way To The Clubhouse

Ms. Langeneck will contact the Fairfax County Maintenance And Storm Water Management Division to obtain permission to put a four foot asphalt trail atop the dams surrounding the storm water drain ponds. [Mr. Budnik believes this can be done without obtaining permits; just a matter of obtaining permission; and that permission can be obtained within a week.]

7. Master List Of E-Mails

Ms. Langeneck will provide Commonwealth with a master list of all persons who should be copied on communications from Commonwealth regarding this project (including all members of the Board).

VI. Storm Drainage Pipe Behind Shannons Landing Way

The County of Fairfax Department of Public Works And Environmental Services has requested permission to perform site work and submit zoning applications for the Newberry Station HOA, with respect to installing storm drainage pipes on the flood plains behind Shannons Landing Way.

Mr. Budnik, the Association’s community engineer, has advised us to not permit this. He is concerned that this project will remove trees along a thirty foot wide stretch of land along Newington Road, never to be replaced. The Board will arrange a meeting with the owners of lots on Shannons Landing Way to discuss this and other concerns about this County project, as a preliminary step towards meeting with County officials to present alternative approaches for channeling water from the Levell Dupell park and the bus garage properties.

VII. Tree Trimming

Mr. Tedla Haile petitioned the Board to remove a pine tree behind 6911 Trestle Ct. On a motion by Mr. Farlander, seconded by Mr. Miller, the Board approved his petition unanimously, with the caveat that Mr. Farlander will meet with Bartlett to determine what other trees need removing or trimming at the same time.

VIII. Other Projects

The Board briefly discussed priorities for other projects that need funding out of Reserve Funds, now that the Board knows exactly what will be necessary for road construction.

IX. Decorum at Open Forums

Mr. Saulsbury brought to the Board's attention the need for decorum at open forums, to ensure that residents understand their responsibilities for speaking with courtesy and respect when addressing Board members, the Board's Management Agent, and each other.