

LENOX PLACE

S U N N Y S I D E

Homeowners Association, INC. Board of Directors Meeting Minutes August 27, 2012

The regularly scheduled meeting of the Board of Directors for August was held on Monday, August 27, 2012. The meeting was called to order at 7:00 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

Board Meeting Attendance:

Present: Lewis Jackson - President, Jack Stevens – Vice President, Kevin Naus - Treasurer, Ken LaVolpe – Secretary, and Jeffrey Lawrence - Capitol Management

Absent: Leslie Thornton- Member-at-large

Alexandria City Law Enforcement Report:

- Sgt. Jose Garcia from the Alexandria Police Department was present and provided general updates for the Arlandria City Manager area.
- Overall crime remains down year to date in the City.
- APD continues to stress that residents should not keep items of value in the car that can easily be seen, including GPS devices, sunglasses, owner's manuals and garage door openers that might be hanging from the visor. Please see Alexandria PD press release here:
http://alexandriava.gov/police/info/news_policedisplay.aspx?id=44202

Residents Open Forum:

- Earnest Howard - 3812 Charles Avenue - Letter to the board to request a response back on the letter sent on April 26 via FedEx concerning ARC request. Capitol will follow up with resident directly following meeting.

Approval of Minutes:

The minutes for the August, 27, 2012 and September 24, 2012 Board meeting were reviewed in advance by each Board Member.

Move to: Approve amended Meeting Minutes the August, 27, 2012 and September 24, 2012.

Moved by: Jack Stevens

Seconded: Lewis Jackson

For: Jack Stevens, Lewis Jackson, Ken LaVolpe

Against: None

Abstain: Jim Rourke

MOTION PASSED

Financial Report – Kevin Naus:

Investments:

On July 31, 2012, the Association had operating and investment funds totaling \$561,775.87. There are \$530,547.97 in laddered CDs and investment funds. Total operating assets has a balance of \$31,227.90.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of July 31, 2012 was \$79,163.00.

Accrued Reserves total \$533,778.74 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$82,021.66 which is \$816.34 below the budgeted amount of \$82,838.00. The year-to-date expenses are \$75,941.24 which is \$5,846.76 under the budgeted amount of \$81,788.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$5,030.42. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Committee Reports:

- A. Landscape Committee – Lewis Jackson:
 - Nothing additional to report.
- B. Architectural Review Committee – Jack Stevens:
 - ARC is looking for at least one more resident to join the ARC and would prefer to get a resident from Elbert to join to provide a broader prospective. Any interested resident please contact Aaron West at awwest5@gmail.com or at 703-638-5660
 - ARC monthly meeting July 17, 2012 including Pat McHugh, Nick Toaso, and Jack Stevens discussed the following VARs (Details are contained in the ARC monthly meeting minutes):
 1. 3915 Courtland: VAR dated 7/9/2012, replacement of existing ground-level wooden deck. ARC determined that the requested work does not fall under its jurisdiction as the deck is concealed by the fence. - Approval not required.
 2. 3803 Courtland: VAR dated 7/3/2012, requesting to repair and modify flashing on the roof as per previous work on other LPAS townhouses. Approved.
- C. Parking Committee – Lewis Jackson:
 - Annual parking permit application sent to residents.
- D. Newsletter Committee – Lewis Jackson:
 - Nothing to report
- E. Community Relations Committee – Jack Stevens:
 - Community Lodgings is renovating an existing 12 unit building on Notabene for use as transition housing.

Old Business:

- A. Elbert Driveway Price Negotiation
 - Tabled for this meeting.
- B. Major Landscape Repair Projects
 - The Board and the landscape committee have identified several landscape areas of concern including:
 - The North Gate Project – Complete
 - The “Triangle Area” Project –Complete
 - Drainage issues behind 3834-3846 Charles Avenue and Old Dominion – requires additional planning and study from a licensed engineer.
- C. Upper Charles Landscape Projects
 - Tom Fitzgerald had requested the replacement of the tree between 3909 – 3811 and the addition of some shrubs to reduce foot traffic between the houses as a path is being worn.
 - The Board reviewed Valley Crest’s and Montgomery Irrigation’s 2012 Turf Rejuvenation Proposals and noted similarities to a previously submitted Valley Crest proposal.
 - Move to: Approve Valley Crest’s Turf Rejuvenation Proposal (#83069) submitted August 24, 2012 at a maximum cost of \$5,500.
 - Moved by: Kevin Naus
 - Seconded: Jack Stevens
 - For: All
 - Against: None
 - MOTION PASSED**
- D. 2012 National Night Out
 - Jack Stevens prepared an after action report which was reviewed by the Board.
 - Board Secretary to file the report for historical record.
 - For next year there are several residents that would like to help out and will be included early in the planning process.
- E. Montgomery Irrigation Proposal
 - This will add irrigation to existing system along West Glebe and Charles Ave.
 - Create approximately 6 zones, 7 rotors, 48-4 spray heads
 - Montgomery will provide a pre-installation design so we can confirm the placement of heads and rotors.
 - Move to: Approve Montgomery’s Irrigation extension proposal submitted in August 23, 2012 for \$5,200, this motion overrides May 2012 and June 2012 irrigation expansion proposals.
 - Moved by: Kevin Naus
 - Seconded: Jack Stevens
 - For: All
 - Against: None
 - MOTION PASSED**
- F. Brick Fence Repair
 - Capitol, expects that this should be approximately a \$500 repair but will get additional information about power washing of the bricks and checking for any additional repair work.
- G. Elbert Garage Door Window Replacement
 - Capitol contacted the resident and they have agreed to allow the replace of the garage door panel.
- H. 3812 Charles – Multi-Color House
 - Tabled for this meeting

- I. Solar Panel Discussion
 - The drafting of an HOA Regulation is being done by the ARC. It will then be passed to the Board for action.
- J. Refuse Container Violations
 - Capitol will continue to monitor ongoing violations and site appropriate.

New Business:

- A. North Gate Area Usage
 - National Night out is focused on older children and it was brought up about having a swing set area installed in the north gate area.
 - There are issues related to liability
 - Capitol will research and provide rough order of magnitude on cost.
- B. Landscape Designer
 - There are several common areas which could be better utilized.
 - We had a landscape design last year but feel that the results did not match the design.
- C. Property Manager Transition
 - We will continue to be supported by Capitol but will be receiving a different property manager.
 - Randy Lyon will be our new property manager and will be at the Annual Meeting.
- D. Old Dominion Swale Project
 - Discussed under landscape areas

Executive Session

- A. Entered into Executive Session at 8:14pm and ended at 8:22pm

Move to: Continue with all actions from Executive Session
Moved by: Ken LaVolpe
Seconded: Jack Stevens
For: All
Against: None
MOTION PASSED

Adjourn:

Move to: Adjourn at 9:12 p.m.
Moved by: Ken LaVolpe
Seconded: Lewis Jackson
For: All
Against: None
MOTION PASSED

Minutes prepared and submitted by: Ken LaVolpe, Secretary
Minutes to be approved at the October 22, 2012 Board Meeting