

LENOX PLACE SUNNYSIDE

Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, November 27, 2017

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Margo Gorra-Stockman, President, at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Margo Gorra-Stockman, President (2019)
Jim Rorke, Vice President (2020)
Bella Vulchanova, Treasurer (2018)
Heather Herndon, Secretary (2018)
Jon Greger, Board Member (2020); as of 7:45 pm

Elizabeth Stulga, Capitol Property Management
Lewis Jackson, Homeowner
Jen Dodson, Homeowner, Chairperson of the
Budget Committee

Management representative – Elizabeth Stulga can be reached at 703-707-6404, email: estulga@capitolcorp.com.

Homeowners can bring issues that need to be escalated to the Board to Elizabeth. Homeowners should bring items to Elizabeth first so that she can assist during the month between Board meetings.

HOMEOWNER FORUM - 5 minutes per household

Homeowner brought up various concerns (irrigation maintenance status, voting on motions via email, approval timing of the 2017 Budget, possible short term rentals, and timely posting of all committee meeting minutes) and requested status on lights on Elbert (signage) as well as Charles Avenue pole.

Jen Dodson

- Stated that Budget Committee meeting minutes are available to the Board for posting on the website.

COMMUNITY OFFICER

No report

Approved Meeting Minutes

October meeting minutes, approved unanimously, as amended.

November 13, 2017 meeting minutes, approved by majority of Margo, Heather, and Bella, as amended.

COMMITTEE REPORTS

A. **Landscape Committee** – Jim Rorke

- a. Committee has not completed tree trimming analysis, will complete in February.

B. **Architectural Review Committee** – Margo Gorra-Stockman

- b. No report

C. **Parking** – Jim Rorke

- c. No report

D. **Community Relations** – Bella Vulchanova

- a. No report, Spring newsletter will be planned

E. **Budget Committee** – Bella Vulchanova

- a. No report

FINANCIAL REPORT – Stulga /Vulchanova

Elizabeth discussed the latest financial report – currently have a trending surplus for 2017 which will be allocated after end of year bills are paid and income statement is finalized.

Ratification of items taken outside of meetings.

- *No items were taken outside of meetings.*

OLD BUSINESS

None

NEW BUSINESS

2018 Budget:

Elizabeth presented the *draft* 2018 Budget that included increases of 1%, 2.5%, and 4% for review, she had previously sent copies to the board for preliminary review.

Jen Dodson presented the Budget Committee thoughts regarding particular line items and categories; fixed contracts (landscape, snow, management company), discretionary spending (National Night Out, Yard Sale, printing based on double sided), and legal with regard to the declaration changes.

Board reviewed and provided edits to each line item of the proposed 2018 budget to ensure that each line was understood and discretionary spending would continue to be monitored carefully while maintaining the level of service for the community.

Heather moved to approve the amended 2018 Budget (see Appendix) and set 2018 assessments to \$1320/year, equivalent to \$110/month per lot, reflecting a 2.8% increase from 2017 assessments; Annual Assessment is equal to the maximum approved in November, 2016. Jon Greger seconded, motion passed unanimously.

Executive Session

Heather moved to go into executive session to discuss and select officers at 10:10pm, Jim seconded, motion

passed unanimously.

Heather moved to come out of Executive Session at 10:38 pm Margo seconded, motion passed unanimously.

The Board has determined the 2018 Officers; President – Margo Gorra-Stockman (2019), Vice President - Jim Rorke (2020), Treasurer - Bella Vulchanova (2018), Secretary - Heather Herndon (2018), Member at Large - Jon Greger (2020).

Discussed cancelling the December 18, 2017 meeting as there are no urgent pending issues. No resolution made during the meeting

ADJOURN

Heather moved, Margo seconded, motion passed unanimously to adjourn at 10:45 pm.

Next Meeting will be Monday, December 18, 2017, 6:30 pm, at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305

Appendix – Approved 2018 Operating Budget

Account	2018 Budget
Landscape	\$ 37,440.00
Water/Sewer	\$ 2,100.00
Electrical Utility	\$ 3,000.00
Bad Debt	\$ 100.00
Snow Removal	\$ 12,500.00
Exterior Maintenance	\$ 4,000.00
Electrical Maintenance	\$ 3,500.00
Landscaping Non-Contract	\$ 8,000.00
Litter Control	\$ 2,000.00
Parking lot/Repair Maintenance	\$ 500.00
Irrigation	\$ 1,000.00
Tree Maintenance	\$ 3,000.00
Insurance Property	\$ 2,900.00
Audit Expense	\$ 2,350.00
Income Tax, Federal	\$ 460.00
Income Tax, State	\$ 300.00
Bank Charges	\$ 100.00
Legal	\$ 3,000.00
Legal Declaration	\$ 1,500.00
Management Fee	\$ 18,635.00
Meeting Expense	\$ 550.00
Social Expense	\$ 1,700.00
License/Fees and Permits	\$ 200.00
Misc Admin	\$ 100.00
Postage/Courier	\$ 1,500.00
Printing	\$ 3,000.00
Website	\$ 500.00
Subtotal:	\$ 113,935.00
Reserve	\$ 45,935.00
Operating Reserves	\$ 6,770.00
Subtotal:	\$ 52,705.00
total	\$ 166,640.00