

# LENOX PLACE

S U N N Y S I D E

*Homeowners Association, Inc.*  
**Board of Directors Meeting Minutes**  
**Monday, February 25, 2013**

## CALL TO ORDER

The regularly scheduled meeting of the Board of Directors for February was held on Monday, February 25, 2013. The meeting was called to order at 7:15 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

## BOARD MEETING ATTENDANCE

Lewis Jackson, President – Present  
Jack Stevens, Treasurer – Present  
Rose Bailey, Capitol Companies – Present

Sven Dharmani, Vice President – Present  
Ken LaVolpe, Secretary – Present  
Jim Rorke, Member-at-Large – Present

## LAW ENFORCEMENT REPORT

- Sgt. Jose Garcia from the Alexandria Police Department was present and provided general updates for the Arlandria City Manager area.
- 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.

## OPEN FORUM

No residents present.

## APPROVAL OF MEETING MINUTES

The November 26, 2012 and January 28, 2013 Board of Directors Meeting Minutes were reviewed by each Board Member.

Move to: Approve amended Meeting Minutes from November 26, 2012 and January 28, 2013.

Moved by: Jack Stevens

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

## FINANCIAL REPORT

On December 31, 2012, the Association had:

### INVESTMENT

<b>Investment Funds</b>	\$509,796.00
<b>Operating Assets</b>	\$34,502.00
<b>Total Investments</b>	<b>\$544,298.00</b>

### BALANCE SHEET

<b>Accounts Receivable</b>	\$11,285.00
<b>Accrued Reserves</b>	\$596,577.00

## INCOME STATEMENT

	<b>Budget</b>	<b>Year-to-date</b>	<b>Variance</b>
<b>Income</b>	\$11,660.00	\$11,897.00	\$ 231.00
<b>Expenses</b>	\$11,660.00	\$13,412.00	(\$1,572.00)

## LANDSCAPE SERVICE PROVIDER Q&A

### PALMER PROPERTY MAINTENANCE, LLP

Neil Brady from Palmer Property Maintenance provided a general overview of the proposal.

### M&M PROFESSIONAL LANDSCAPING, INC.

Shannon Reed from M&M Professional Landscaping provided a general overview of the proposal.

## COMMITTEE REPORTS

### LANDSCAPE COMMITTEE – RORKE

- Dog dropping seem to be increasing. Having other dog owners report issues to a board member or Capitol Management.

### ARCHITECTURAL REVIEW COMMITTEE – JACKSON

- Nate & Blair Petrillo, 3802 Charles – Replace all front windows with color matching (non-white) vinyl windows – Approved
- Sherwin Lee, 3825 Courtland – An issue with an approved noncompliant garage door window was corrected.

### PARKING COMMITTEE – JACKSON

- No Report

### NEWSLETTER COMMITTEE – JACKSON

- No Report

### COMMUNITY RELATIONS COMMITTEE – LAVOLPE

- No Report

## OLD BUSINESS

- a. Landscape Service Proposals  
Move to: Approve Palmer Property Maintenance proposal dated 01/31/2013 including the changes as noted by Capitol for a yearly contract amount not to exceed \$38,500.00.  
Moved by: Jack Stevens  
Seconded: Ken LaVolpe  
For: All  
Against: None  
MOTION PASSED
- b. Monument Lighting  
Installations are still in progress and will be completed shortly
- c. Trash Can Violations  
Capitol took a survey of the property and will be sending letters.
- d. ARC/Welcome Packet Revisions  
Nothing additional
- e. Brick Wall Repair and Cleaning  
In progress
- f. Retaining Wall/Sidewalk Repair  
Capitol is receiving proposals.

## **NEW BUSINESS**

- a. Annual Inspections  
Will occur in April on schedule
- b. May Board Meeting Date  
Is currently scheduled for Memorial Day, the board and Capitol will review calendars to reschedule.
- c. Annual legal briefing  
Capitol will contact Chadwick Washington to schedule a presentation to the Board.

## **ADJOURN**

Move to: Adjourn at 9:08 pm

Moved by: Ken LaVolpe

Seconded: Jim Rorke

For: All

Against: None

**MOTION PASSED**

Next Meeting – Monday, March 25, 2013