

# LENOX PLACE

S U N N Y S I D E

*Homeowners Association, Inc.*  
*Board of Directors Meeting Minutes*  
**Monday, February 24, 2014**

## CALL TO ORDER

The regularly scheduled meeting of the Board of Directors was held on Monday, February 24, 2014. The meeting was called to order at 7:13 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

## BOARD MEETING ATTENDANCE

Lewis Jackson, President – Present  
James Mehta – 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.
- Sgt. Garcia would like to remind residents that during the holiday season petty crime increase. Residents should not keep any items of value in their car on the street or on private property, park in well-lit areas of parking lots and always be mindful of their surroundings.

## OPEN FORUM

- Earnest Howard – 3812 Charles – Requested additional information based upon his recent request to Capitol.
- Jack Stevens – 3834 Charles – Asked about what areas of the property will be included as part of the paving/concrete work.
- Terrence Kee - 3924 Charles – Asked about tree which will need to be removed.
- John Stevenson - 3906 Charles – Requested issues regarding legality of issuing fines and requested updates from our legal counsel.

## APPROVAL OF MEETING MINUTES

The November 24, 2013 Board of Directors Meeting Minutes were reviewed by each Board Member.

Move to: Approve Meeting Minutes from November 24, 2013.  
Moved by: Lewis Jackson  
Seconded: Ken LaVolpe  
For: All  
Against: None  
Motion PASSED

The January 27, 2014 Board of Directors Meeting Minutes were reviewed by each Board Member.

Move to: Approve Operational Meeting Minutes from January 27, 2014.  
Moved by: Lewis Jackson  
Seconded: James Mehta  
For: Jackson, Dharmani, Rorke, Mehta  
Against: None  
Abstain: Ken LaVolpe  
Motion PASSED

## FINANCIAL REPORT

For reporting period ending January 31, 2014, the Association had:

ASSETS		RESERVES	
Operating Assets	\$49,874.20	Total Reserves	\$588,966.72
Investment Funds	\$512,962.95		
Accounts Receivable	\$3,116.12		
<b>Total Assets</b>	<b>\$516,079.07</b>		

## INCOME STATEMENT

Reporting Period	Budget	Actual	Variance
<b>Income</b>	\$12,271.50	\$12,026.02	(\$245.48)
<b>Expenses</b>	\$12,271.50	\$9,356.01	\$2,915.49
We have a reporting period surplus of			\$2,670.01
Year-to-date	Budget	Actual	Variance
<b>Income</b>	\$12,271.50	\$12,026.02	(\$245.48)
<b>Expenses</b>	\$12,271.50	\$9,356.01	\$2,915.49
Overall, we have a year-to-date surplus of			\$2,670.01

## COMMITTEE REPORTS

### LANDSCAPE COMMITTEE – RORKE

- o Spoke with Palmers about upcoming work for the property.
- o Recommendation to include information in the newsletter for residents to provide lot specific landscaping requests and what is and is not covered as part of our landscaping services.

### ARCHITECTURAL REVIEW COMMITTEE – JACKSON

- o Process improvements and tracking will be needed to be more transparent
- o Sven will be the board liaison

### PARKING COMMITTEE – JACKSON

- o No report

### COMMUNITY RELATIONS COMMITTEE – LAVOLPE

- o Four Mile Run Park Plan Public Hearing was on 2/23/2014
- o Arlington approved the bus lane and station construction linking the Pentagon to Potomac Yard. Metro will operate the bus line replacing the 9Y service when it is fully operational.
- o Construction of the new Giant Food within Potomac Yard has begun.

## OLD BUSINESS

- HOA Bylaw update  
Most recent version has been provided with updates from legal counsel for our review. Feedback from Board Members will be received by March 10, 2014.
- Parking Lot & Concrete Repair  
The paving company is working to update information and their quote and outline all areas which will be impacted.
- Landscape Architect  
Three proposals were presented to the board.

- d. Audit Discussion  
Move to: Transfer \$18,110.00 from the operating fund (account 3200) to the equity fund (account 3900), as recommended by auditors.  
Moved by: Ken LaVolpe  
Seconded by: Lewis Jackson  
For: All  
Against: None  
Motion Approved

## NEW BUSINESS

- a. Lighting Repair  
  
Move to: Approve PSE proposal dated February 21, 2014, not to exceed \$1,270.43  
Moved by: Lewis Jackson  
Seconded: Ken LaVolpe  
For: All  
Against: None  
Motion PASSED
  
- b. Landscape update  
Additional landscape walk around will occur as part of landscape architect efforts.

## EXECUTIVE SESSION

Entered into Executive Session to discuss home owner violation at 8:57pm and ended at 9:21pm

Move to: Enter into Executive Session  
Moved by: Lewis Jackson  
Seconded: Ken LaVolpe  
For: All  
Against: None  
Motion PASSED

Move to: Have legal draft letter to homeowner providing valid options to resolve the issue.  
Moved by: Ken LaVolpe  
Seconded: James Mehta  
For: All  
Against: None  
Motion PASSED

## ADJOURN

Move to: Adjourn at 9:34pm  
Moved by: Ken LaVolpe  
Seconded: Lewis Jackson  
For: All  
Against: None  
Motion PASSED

Next Meeting –Monday, March 24, 2014