

**LENOX PLACE**  
**S U N N Y S I D E**  
**HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting Minutes**

February 22, 2010

The regularly scheduled monthly meeting of the Board of Directors for January was held on Monday, February 22, 2010. The meeting was called to order at 7:03 p.m. by Jack Stevens at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

**BOARD MEETING ATTENDANCE:**

Present: Jack Stevens -President, Kevin Beekman -Vice President, Melissa Russell -Secretary, Lewis Jackson-Member at-large, Bob Mikulski -Genus Property Management

Absent: Tom Fitzgerald-Treasurer

**MEETING MINUTES:**

The minutes for the January 25 2010 Board meeting were reviewed in advance by all present Board members.

Move to: Approve the Board meeting minutes from January 25 2010.

Moved by: Kevin Beekman

Seconded: Jack Stevens

For: Kevin Beekman, Jack Stevens, and Melissa Russell

Against: Lewis Jackson feels that the financial management is a priority and details should be included. Kevin agrees, but feels that editing the minutes to include finance details would not accurately reflect the discussion and believes we can better address it going forward.

MOTION PASSED

**GUEST SPEAKERS:**

Sergeant Jose Garcia, Alexandria City Police Department gave the community an update on recent law enforcement activity in the Sunnyside area and Alexandria City in general. The Robbery Suppression unit is still working.

He told us about the new Residential Police Officer (RPO) Officer Carl Wortham - a SWAT team member. It was learned during an ARHA discussion, they are currently selecting the workforce unit that will be the RPO residence.

**RESIDENTS OPEN FORUM:**

There were no residents present for public forum.

**COMMITTEE REPORTS AND DISCUSSION:**

Landscape Committee:

1. Nathalie Simon telephonically participated in the meeting. She addressed the question as to who is responsible for replacing the fallen trees, particularly in the flower beds around the townhouses. The reading of the Declarations suggests that the HOA is responsible for the area from the brick front of a unit to the street, but that has not been the policy. The HOA maintains the flowerbeds but does not replace shrubs except for common areas. However, we have replaced and maintained trees. We may need to address the attorneys for resolution. It would be good to learn whether our reading is correct: are we responsible or is the policy okay as stands. The secondary question is whether or not we can establish some standard as to whether shrubs are replaced. How do we formalize any deviation?
2. Over 35 trees have sustained damage. Some need to be replaced while some need only pruning. The Committee also needs to prioritize how and when the trees are treated. For example, there is a white pine that has fallen and damaged the fence. It is overhanging the sidewalk into the street. It was suggested that Les Lee could pick up limbs that are loose and can be disposed of. Also, he can cut down the fallen tree on Old Dominion. The landscape committee is following up with a prioritized list and accompanying map.
3. The Committee will have to look at available funding in the budget. That currently includes: \$8000 in tree maintenance and reserve, \$6000 unspent in '09 landscaping, and \$8000 earmarked in 2010 for tree maintenance. This year there is also \$17,000 in discretionary landscape funds. During the month, as bids come in, the Committee will know what money they have to spend and from what fund. They can address this by e-mail as an emergency. They're looking at \$17,000 in the budget.

Actions -

1. Defer landscape questions to Ken Chadwick
2. Nathalie to provide tree damage list and map to landscape committee prior to getting bids for landscape.

Neighborhood Watch Committee:

Kevin is the NWC liaison. Donations question for Chadwick.

Newsletter Committee:

Melissa is the BOD liaison.

Community Relations Committee:

We discussed the Arlandria Implementation Group. The Group presented ideas including: traffic calming at two major intersections and redesign of the old Duron paint store site. Jim Mathews' idea of wholistic development of the entire 45 acre area was discussed. This committee could do good things with a wholistic approach. Jack liked the ideas. Lewis thought it was a great idea. There will be three meetings scheduled per year.

Architectural Review Committee:

1. Jack is the new ARC liaison, assuming responsibility so Lewis can address the HOA website.

Parking Committee:

1. Lewis Jackson is the parking liaison.

**FINANCIAL REPORT:**

Investments:

On January 31, 2010 the Association had operating and investment funds totaling \$540,863. There is \$503,061 in laddered CDs and investment funds. Total operating assets has a balance of \$37,802.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of January 31, 2010 was \$10,980.

Accrued Reserves total \$503,061 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 \$11,282 which is \$2.00 above the budgeted amount of \$11,280. The year-to-date expenses are \$7,260 which is \$67 under the budgeted amount of \$7,327. This is a result of under expenditures on grounds maintenance and snow removal fees. However, the snow removal bill for February has not been received.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$69.00. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

**OLD BUSINESS:**

1. Bob reported that we don't need permits for signs on Elbert Avenue and Shorter Lane. The proposal is still pending. The potential vendor did not attend the meeting. Bob provided the point of contact information to Melissa for follow up and check for lighting for sign as well. The contact is 703-549-7446 Robert at Old Town Signs.
2. Kevin and Melissa had suggested changing the LPAS meeting in November in order to attend the ARHA board meetings and stay on top of the development and additional housing coming into the community. Alternate dates and locations include Jack Taylor's conference room. Kevin will check with Jack Taylor. Bob will look into the third Thursday at the church. Charles Barrett elementary School is a potential site as is Eaton Square. Jack will check Charles Barrett and Eaton Square.
3. ACC Inspections still not attached/ updated.
4. Website is on hold. The Welcome Packet needs to be more comprehensive. It needs more work. We need to go through it again as a group.

5. The house at 3914 Charles Avenue underwent a quick sale. The sale price was \$471,900. The house at 3807 Courtland Circle is undergoing foreclosure.
6. Placement of the dog poop sign, near Judy Connelly's house, was delayed due to snow. Lewis will mark the area, with spray paint, when the snow clears.
7. Status was requested about the trash can outside the house on Elbert Avenue. We ran out of recourse because she's maxed out on fines from violations. The matter should be referred to Chadwick for legal action.

**NEW BUSINESS:**

1. Fire at 3817 Charles Ave. The response by the Alexandria FD was excellent. We need to draft a letter to the Alexandria Fire Department.
2. It was suggested that we need to change the snow removal contract to reflect Reagan International as the snow measurement point for activating snow removal. The sidewalk snow removal was a necessary evil. The fire was a good example of the potential liability.
3. Welcome Packet. The newer, nicer Welcome Packet will be available on the website.
4. A car/truck backed into the wrought iron railing beside the front steps at 3909 Charles Avenue. The owners had sent an email asking if anyone had any information about a vehicle in that area. Kevin suggested owners call non-emergency numbers.
5. Bob noted that we should generate and submit any questions that we might have for the Chadwick firm's brief to the Board. **Have questions compiled by end of next week!**
6. Jack has previously expressed concern with some of the actions taken by the Architectural Review Committee and the lack of BOD meeting minutes to support those actions. He convened the ARC to discuss the issue of white vinyl windows as installed by Charles Armentrout at 3818 Charles Avenue.

Move to: Approve white as an acceptable color on the exterior of vinyl windows. The surrounding trim will be the same as the house trim color.

Moved by: Jack Stevens  
Seconded: Melissa Russell  
For: All  
Against: None  
MOTION PASSED

Actions:

1. Jack Stevens is to write an update to the ARC Guidelines.
2. Bob Mikulski is to write a letter stating that Mr. Armentrout is not in violation.

The Board adjourned the ARC and resumed the regular Board meeting.

Adjournment

Move to: Adjourn at 9:17 p.m.  
Move by: Kevin Beekman  
Seconded: Lewis Jackson  
For: All  
Against: None  
**MOTION PASSED**

Minutes prepared by: Melissa Russell - Secretary

Minutes will be approved at the March 2010 Board of Directors Meeting.

Submitted by: Melissa Russell - Secretary