

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

Board of Directors Meeting Minutes

June 27, 2011

The regularly scheduled meeting of the Board of Directors for April was held on Monday, June 27, 2011. 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, Ken LaVolpe – Secretary, Leslie Thornton-Member-at-large (via conference call) and Mike Peterson - Capitol Management

Absent: John Peterson - Treasurer

Approval of Minutes:

The minutes for the May 23, 2011 Board meeting were reviewed in advance by each Board Member.

Move to: Approve Meeting Minutes for the May 23, 2011

Moved by: Lewis Jackson

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

Alexandria City Law Enforcement Report:

- Lieutenant Janice Parker Alexandria Sheriff's Office was present reporting on the status of the Sheriff's Office. Noting the work crews that are currently operating throughout the city. Lt. Parker noted that the work crews work in coordination with the City department of Parks and Recreation to help keep parks clean.
- Sgt. Jose Garcia from the Alexandria Police Department was present and provided general updates for the Arlandria City Manager area. Overall reportable crimes are down 22% for the same reporting period last year.
- APD continues to stress that residents 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:

- No residents wishing to speak during the open forum.

Committee Reports:

- A. Landscape Committee – Leslie Thornton:
 - The chairwoman has submitted her resignation.
 - Working on some landscaping designs and documentation describing exactly what the committee wants.
 - There are several projects on the table for the committee and will require a large amount of effort from committee members.

- B. Architectural Review Committee –Jack Stevens:
 - The committee did not hold a June meeting but did electronically review 2 variance requests.
 - 3830 Elbert Avenue (LaVolpe) Approve new front door color but are pending approval for new door hardware color.
 - 3807 Courtland Circle (Gorra-Stockma)- Conditional approval for replacement of 14 windows in a color that matches the current trim color (Sandpiper).
 - Committee is continuing work on clarifying siding and paint specifications; this includes working with the vendors/manufacturers.

- C. Parking Committee – Lewis Jackson:
 - There are issues with Henry's not reporting to the HOA when a vehicle is towed. The notification is to include the date/time/location as well as a photo of the violation.
 - The committee is also looking into parking signage on upper Charles.

- D. Newsletter Committee – Lewis Jackson:
 - The committee is fully functional and working on the summer 2011 Edition for August distribution, after national night out.

- E. Community Relations Committee – Ken LaVolpe:
 - Nothing to report

Financial Report – Lewis Jackson for John Peterson

Investments:

On May 31, 2011, the Association had operating and investment funds totaling \$549,117. There are \$530,516 in laddered CDs and investment funds. Total operating assets has a balance of \$18,601.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of May 31, 2011 was \$54,900.

Accrued Reserves total \$535,820 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 \$55,567 which is \$1,434 below the budgeted amount of \$57,002. The year-to-date expenses are \$57,618 which is \$615 over the budgeted amount of \$57,002.

Overall there is a negative variance between year-to-date income and expenses in the amount of \$2,050. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Old Business:

- A. 2011 Yard Sale
 - o Yard sale was very well trafficked and most residents had a good positive experience.

- B. Parking Policy Resolution
 - o The parking policy has been modified to reflect updated notification guidelines. New guidelines require 24 hour notice prior to towing for long-term parking violations. Violation notices will be placed on vehicles. The revised policy has been reviewed by the Board electronically and discussed in previous meetings.

Move to: Approve Parking Resolution 2011-01
Moved by: Lewis Jackson
Seconded: Jack Stevens
For: All
Against: None
MOTION PASSED

- C. Violation Policy
 - o Final signatures obtained.

- D. End Unit Garage Driveway Aprons

Approximately eight end unit townhomes have driveway aprons that are not fully functional. The current shape causes residents to drive over curbs and onto grass. Several residents have attempted to remedy this on their own with little consistency and limited success. The current situation is an extreme eyesore, causes car damage and detracts from the overall aesthetic appeal of the community particularly during the spring real estate season.

 - o Three quotes have been submitted. The board will be reviewing these for future action
 - o At this time the board would like to push this project start date past National Night Out (August 2nd)

- E. 2011 Annual Architectural Inspections.
 - o Capitol Management has completed the follow up and provided a detailed report of both closed and outstanding findings.
 - o Second notices will be sent in coming weeks

- F. VC Design Project
 - o Ongoing work.

- G. Landscape Repair Projects
 - o Board is continuing to wait on proposals.
- H. Sod Repair
 - o Sod is being addressed but is an ongoing process. Greenlink has committed to returning these areas to pre-electrical installation condition.
 - o Ongoing watering of the sod seems to be helping the sod take.
- I. Park Benches
 - o The black benches are out of stock therefore a new motion was made for the new color benches
 - o Locations will be north gate(1), courtyard(1)

Move to: Install two, four foot (4ft) composite benches, cedar color planks with black legs.

Moved by: Lewis Jackson

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

New Business:

A. June Quick Flower Installation

The Board unanimously approved the \$1,200.00 Spring Flower installation proposal submitted by Davey Commercial Grounds Management (DCGM) electronically on June 10, 2011.

Moved by: Lewis Jackson

Seconded: John Peterson

For: All

Against: None

MOTION PASSED

B. Elbert Driveway Reimbursement

- o Discussion Tabled for the July meeting.

C. Reserve Study

- o Request made to the Capitol to have the previously received proposals updated for price and content.

D. Private Property and Fire Lane Signage

- o Lewis presented standard sign options for no parking/fire lane as well as no trespassing. Signs are standard and would be installed on existing poles.

Move to: Purchase 2-No parking fire lane, 6-Private Property signs for a total of \$350.00

Moved by: Lewis Jackson

Seconded: Ken LaVolpe

For: All

Against: None

MOTION PASSED

- E. National Night Out Tuesday, August 2 2011
- o John Peterson, Treasurer will chair this event this year.

Move to: Provide a budget amount of not to exceed \$1,500 for the 2011 National Night Out.

Moved by: Lewis Jackson

Seconded: Leslie Thornton

For: All

Against: None

MOTION PASSED

- F. Fall Pruning/Arborist Review

- o Requesting Capitol provide quotes for Fall pruning as well as an arborist to come on the property and evaluate

- G. Landscape Contract Vendor

- o New proposals required.

Adjourn:

Move to: Adjourn at 8:00 p.m.

Moved by: Jack Stevens

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

Minutes prepared and submitted by: Ken LaVolpe, Secretary
Minutes to be approved at the July 25, 2011 Board Meeting