

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

Board of Directors Meeting Minutes

March 28, 2011

The regularly scheduled meeting of the Board of Directors for March was held on Monday, March 28, 2011. The meeting was called to order at 7:06 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

Board Meeting Attendance:

Present: Lewis Jackson - President, John Peterson - Treasurer, Ken LaVolpe – Secretary, and Greg Lawrence - Capitol Management

Absent: Jack Stevens – Vice President and Leslie Thornton- Member-at-large

Approval of Minutes:

The minutes for the January 24, 2010 and February 28, 2010 Board meeting were reviewed in advance by each Board Member.

Move to: Approve Meeting Minutes for the January 24, 2010 and the February 28, 2010

Moved by: Lewis Jackson

Seconded: Ken LaVolpe

For: All

Against: None

MOTION PASSED

Alexandria City Law Enforcement Report:

- No representative present.

Residents Open Forum:

- No items to report

Committee Reports:

- A. Landscape Committee – Lewis Jackson for Leslie Thornton:
 - Nominations for the committee will be addressed under new business.
- B. Architectural Review Committee – Lewis Jackson for Jack Stevens
 - The committee is still working to finalize an ARC meeting date and time.
 - There is some uncertainty in the meeting schedule and minutes
 - Some resident ARC submissions are not being dealt with in a timely fashion.

- C. Parking Committee – Lewis Jackson:
 - o Adding a new member at this meeting to assist the committee.

- D. Newsletter Committee – Lewis Jackson:
 - o Committee is making some great progress

- E. Community Relations Committee – Ken LaVolpe:
 - o No report at this time.
 - o There are issues with parking on Old Dominion and Lewis has contacted Sgt. Garcia about the issues in this area. Frequently the parking in this area overflows and the City does not seem to be doing much to enforce it.
 - o Noise complaints with 3812 Old Dominion. Melissa will attempt to make contact with the property owner.

Financial Report – John Peterson

- o John and Capitol Management met before the meeting to review the Management Report and Income Statement to ensure that John has a complete understanding of each financial element and its implications.

Investments:

On February 28, 2011, the Association had operating and investment funds totaling \$559,460. There are \$529,229 in laddered CDs and investment funds. Total operating assets has a balance of \$30,231.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of February 28, 2011 was \$21,960.

Accrued Reserves total \$539,710 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 \$22,030 which is \$770 below the budgeted amount of \$22,800. The year-to-date expenses are \$19,163 which is \$3,637 under the budgeted amount of \$11,400.

Overall there is a positive variance between year-to-date income and expenses in the amount of 2,867. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Old Business:

- A. Monument signs
 - o It was expected that the sign would be installed by this time.
 - o There is an issue with the trim work. The vendor is having an issue fabricating what they had provided in their design and approved proposal.

- Greg from Capitol Management was at the manufacturer's plant and took pictures of the sign itself. Capitol is working closely with the manufacturer on this project and will keep the Board updated on the status.

- B. Formal Violation Policy
 - The policy was updated as per the approval from last month.
 - Lewis Jackson and Jack Stevens will be signing the policy in the next few weeks.

- C. 3912 – 3918 Charles Avenue Fence Replacement
 - Work will begin tomorrow 03/29/2011

- D. Monument Lighting
 - Lighting has been installed within the past few days. The contractor came back today to readjust the lights to reduce the spray on nearby homes.

- E. Landscape Contract Modification
 - The landscape committee will continue to make updates to this meeting.

- F. 2011 Annual Architectural Inspections.
 - A full review of all homes and areas has been assessed in detail.
 - The level of detail that is included is a great deal better than it has been in the recent past.
 - Violation letters will go out this week and homeowners will have until May 01, 2011 to complete repairs.
 - The board will work hard to ensure that all variance requests are approved in a timely matter.

Move to: Approve Capitol Management to send out the 2011 Annual Architectural Inspection letters and assessments.

Moved by: Lewis Jackson

Seconded: John Peterson

For: All

Against: None

MOTION PASSED

- G. Tree Pruning
 - The Board has received assurances that the Crape Myrtle's will grow back, we are being pro-active with the pruning exercise.
 - Capitol Management has confirmed with outside sources that the methods utilized for pruning are valid and the correct method of care.

New Business:

A. Landscape Committee Nomination (Stephanie Jackson and Betty Peterson)

- o The Landscape committee recommends the following for nomination to the Landscaping Committee
 - o Stephanie Jackson, 503 Shorter
 - o Betty Peterson, 3918 Charles

Move to: Approve Stephanie Jackson and Betty Peterson to the Landscape Committee and to Appoint Susan as chairperson of the Committee

Moved by: Lewis Jackson

Seconded: Ken LaVolpe

For: All

Against: None

MOTION PASSED

B. Community Irrigation

Capitol will get quotes from reputable vendors to assess the feasibility of installing a professional irrigation system that utilizes our existing infrastructure.

C. 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.

Capitol

D. New Park Benches

Capitol Management will get pricing and options with different Bench designs. The Board is considering purchasing three quality park benches – locations to be determined.

Adjourn

Move to: Adjourn at 7:49 p.m.

Moved by: John Peterson

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

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