

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

Board of Directors Meeting Minutes

July 26, 2010

The regularly scheduled monthly meeting of the Board of Directors for November was held on July 26, 2010. The meeting was called to order at 7:05 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, Lewis Jackson-Member at-large and Greg Lawrence –Capitol Property Management

Absent: Melissa Russell –Secretary

MEETING MINUTES:

The minutes for 28 June, 2010 were not provided and will be presented later after discussions.

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. Additionally, he noted a nationwide increase in larcenies – items stolen from cars. These items include computers, mobile phones, GPS units and license plates. To increase community awareness and to prevent crime, the Alexandria City Police Department has offered to conduct a community crime prevention inspection at Lenox Place. During an inspection, officers would externally assess parked vehicles and identify any potential areas of concern and provide feedback.

RESIDENTS OPEN FORUM:

Mr. Nathan Petrillo, 3802 Charles Ave., and Mr. John Peterson, 3918 Charles Ave., were present but did not have any specific comments.

COMMITTEE REPORTS AND DISCUSSION:

Landscape Committee:

1. Nathalie Simon-Beekman joined telephonically. She said that the Committee has been doing lots of work determining which trees need maintenance and what should be done. She

provided three proposals from Valley Crest. However, only Proposal #50608 is ready for consideration. She has asked Valley Crest to rework the others.

2. Proposal #50608 addresses the list of tree care concerns reviewed during a community walkthrough. The services range from taking down and disposing of wood and debris from four trees to shaping the line of magnolias in the strip between homes.

Move to: Approve Proposal #50608 for tree maintenance in the amount of \$2,252.

Moved by: Lewis Jackson

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

3. Beautification Awards. It was discussed and decided that the awards will be presented at National Night Out (NNO) on August 3, 2010.
4. Lists of desired maintenance. Nathalie asked Greg to provide the list stating various homeowners' desires for the maintenance in the beds around their home.

Neighborhood Watch Committee:

Kevin Beekman is the Board liaison.

Newsletter Committee:

Ms. Geri Schweider has volunteered to prepare a Newsletter. There was some discussion about whether a Newsletter would be mailed, rail-mailed, posted in display cases near mailboxes, or posted on the website. Feel it would be nice to have two issues per year which could be mailed. Lewis Jackson will provide a format. Mr. Nathan Petrillo, 3802 Charles Ave., also volunteered as that is part of what he does professionally.

Community Relations Committee:

Kevin Beekman provided a synopsis of several meetings.

1. Four Mile Run Restoration. The engineering work for a pilot project between Route 1 and Mt. Vernon Ave. has been completed. The cost is estimated at \$5-6M but the grant will only provide \$4-5M so some changes will have to be made.
2. Pedestrian Bridge at S. Eads Ave. There will be a competition for the design of the bridge. Funding is available to pay for the design but not for construction.

3. Flood map adjustments. Adjustments to the flood maps are pending but part of that depends on the outcome of the Four Mile Run restoration project.
4. Arlandria study. The study is slow moving. There is a major outreach to the Latino community. Plans for development concerning the Birchmere, Potomac Yard, and Arlandria are jelling.
5. Existing shopping centers. Redevelopment plans for the Arlandria Shopping Center are "iffy". The Calvert redevelopment plan is on the September docket.

Architectural Review Committee:

Jack Stevens, BOD Liaison, has continued discussions with Mr. Ken Chadwick. Ken stated that the ARC was properly constituted under the original documents. Therefore, the ARC should be reconstituted using those documents (HOA Bylaws, Declarations, and ARC Guidelines). Previously, John Peterson and James Russell had volunteered. This past week, Aaron West also volunteered. That is a sufficient membership to get the ARC restarted. The ARC Guidelines require some revision.

Move to: Reconstitute the ARC, with John Peterson, James Russell, and Aaron West as members, and John Peterson appointed Chairman.

Moved by: Jack Stevens

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

Parking Committee:

Lewis Jackson, BOD liaison, reported that two cars had been towed at the lower end of Charles Ave. during the past month. There is marked improvement in compliance with the parking rules.

FINANCIAL REPORT:

Investments:

On June 30, 2010, the Association had operating and investment funds totaling \$541,309. There are \$514,258 in laddered CDs and investment funds. Total operating assets has a balance of \$27,051.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of June 30, 2010 was \$65,880.

Accrued Reserves total \$546,021 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 \$71,197 which is \$2,795 above the budgeted amount of \$68,402. The year-to-date expenses are \$66,655 which is \$1,747 under the budgeted amount of \$68,403. There are some expenses which are not reflected due to the transitioning of accounts. This will be corrected in the July statements.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$4,542. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

OLD BUSINESS:

1. Stone Mason for signs on Elbert Ave. and Shorter Lane. It has been difficult to obtain proposals. Capitol is talking with several vendors. Greg will continue to seek proposals.
2. Lighting is out at entrance to Charles Ave. Capitol to send an electrician to fix it. It was fixed previously but then went out again.
3. Violations for ACC. A number of letters were sent. Most violators responded and will correct the deficiencies. Greg to reinspect to check for compliance.
4. Dog station - Les agreed to address trash receptacle as part of his responsibilities. However, in the past week, vandals stole the sign, returned it, and used it to destroy the waste receptacle. Currently there is no dog waste station. Greg was directed to find, procure, and install a sturdy receptacle. In addition, he will get information on the plausibility of a wireless, digital security camera to be used in the dog station area.
5. Website: online payment options, Welcome packet is being updated. Lewis has provided a draft website for testing. Initial impressions are that it is a great task.
6. 3902 Elbert Ave. There are problems with the steps. The bricks/stones are falling apart. The owner is a military member who is currently deployed. We need to find a way to pass the information to him.
7. Parking signage. The signs need to be replaced to correct the tow company's telephone. Greg will check with Henry's Towing as they have previously supplied signs.
8. Residents' phone list. The current phone list needs to be updated.

NEW BUSINESS:

1. Mailboxes. The mailboxes throughout the development are in need of repair, replacement, or painting. Capitol will check the reserve study to see if mail box replacement is funded. Meanwhile, Capitol should paint the mailboxes.

Move to: Approve funds for preparations for painting and then painting the mailboxes in Lenox Place at a cost not to exceed \$750.

Moved by: Lewis Jackson

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

2. Variance requests:

3802 Charles Ave. submitted a variance request to replace the roof shingles and associated plywood and repair the chimney boxes (2) including aluminum trim and vinyl siding.

Move to: Approve variance for 3802 Elbert Ave. to replace the roof shingles and associated plywood and repair the chimney boxes (2) including aluminum trim and vinyl siding.

Moved by: Jack Stevens

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

3900 Elbert Ave. submitted a variance request to extend the patio inside the security fence on the rear of the house.

Noted that work being done inside the security fence, below the top railing, is not within the purview of the ARC. Property manager was directed to write a letter thanking Mr. & Mrs. Randall for the notification and suggesting that the work can begin as scheduled.

3816 Charles Ave. submitted a variance request to replace the current garage door with a triple layer insulated steel door.

Move to: Approve variance for 3816 Charles Ave. to replace current garage door with a triple layer insulated steel door.

Moved by: Kevin Beekman

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

3922 Charles Ave. submitted a variance request to replace a storm door. Previously approved electronically.

Move to: Approve variance for 3922 Charles Ave. to replace a storm door.

Moved by: Jack Stevens
Seconded: Kevin Beekman
For: All
Against: None

MOTION PASSED

3819 Courtland Circle submitted a variance request to replace the current garage door with a triple layer insulated steel door. Previously approved electronically.

Move to: Conditionally approve variance for 3819 Courtland Circle to replace current garage door with a triple layer insulated steel door contingent on changing the windows from "Williamsburg 4" to "Full Vision".

Moved by: Kevin Beekman
Seconded: Lewis Jackson
For: All
Against: None

MOTION PASSED

3. National Night Out (NNO). The Board prepared a list of food, drinks, and service ware that needs to be purchased. A plan was prepared so that tables are set up, drinks are iced, and the Courtland Circle area is prepared. Although we have some volunteers, more are needed. Upon completion of NNO, an after-action report will be written as that will provide general guidance for next year's NNO.
4. Annual Registration. There is a requirement for annual registration of the LPAS HOA Board with the State Corporation Commission. The form was updated with the information on new Board members. Greg will complete the form, prepare the fee, and submit the form.
5. Audit Report. Capitol has contacted Ahlberg & Company (the auditors). Capitol will take action to change addresses on the letter and forms, provide copies of insurance declarations and respond to Ahlberg's questions so that the audit can be completed.
6. Les Lee's contract. We need to ensure that a proper contract is completed between Les and the LPAS HOA. The contract must specify duties, salary, responsibilities and rights, and a management point of contact to provide tasking. Jack Stevens is to ensure completion of the contract.
7. Chadwick's collection report. The Board discussed the report. Did not go into Executive Session as there were no other participants besides Board members. Directed Capitol to drop the last four entries as amounts due are less than \$1.50. As previously discussed, Capitol will also dismiss two late fees as part of the transition. Chadwick is to be directed to begin legal action against a second homeowner with a large total due. He had previously received a letter from Chadwick.

8. Selection of a replacement Board member. The Board has a vacancy since the resignation of Tom Fitzgerald. Leslie Thornton submitted a letter expressing her willingness and desire to serve on the Board.

Move to: Appoint Leslie Thornton to the LPAS Board of Directors to serve the balance of Tom Fitzgerald's term (through September 2011).

Moved by: Kevin Beekman

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

Move to: Adjourn at 9:50 p.m.

Move by: Kevin Beekman

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

Minutes prepared by: Jack Stevens for Melissa Russell - Secretary

Minutes will be approved at the August 23rd 2010 Board of Directors Meeting.

Submitted by: Melissa Russell - Secretary