

Lenox Place at Sunnyside Homeowners Association, Inc.

Board of Directors Meeting Minutes

Monday, October 26, 2009

The regularly scheduled monthly meeting of the Board of Directors for October was held on Monday, October 26, 2009. The meeting was called to order at 7:10 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 Bob Mikulski –Genus Property Management

Absent: Melissa Russell –Secretary (on military duty) and Tom Fitzgerald-Treasurer

MEETING MINUTES:

The minutes for May 18, June 22, and July 27 were provided at the last meeting. Genus was asked for copies for Lewis and Jack. Not available so Jack will contact Jim Rorke for copies. The copy of August 24 minutes included in the packet was not the correct version. Kevin will forward the correct version.

Move to: Approve the amended Board minutes from September 28, 2009 (amended to include a list of members present).

Moved by: Kevin Beekman

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

GUEST SPEAKERS:

Sgt. 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.

RESIDENTS OPEN FORUM:

The public forum opened at 7:12 p.m.

Mr. and Mrs. Nalli, 3804 Charles Ave, had three concerns:

1. ACC form – they had a question of terminology as they didn't understand the term "rake board". Bob explained that it was the outer board along the roof's edge. They had requested an extension for completion of repairs but hadn't heard anything. Bob noted that they should have received a post card response as he had seen the request. He'll check. In addition, he'll check some of the discrepancies to see if they're valid.

2. Speeders on W. Glebe – they’ve noticed excessive speed and some cars run the traffic lights. Sgt. Garcia noted that the Alexandria PD has been running radar but will see if he can get additional times on W. Glebe.
3. 2:00 AM police sirens – noted a number of late night sirens. Can the sirens be “quieter” during the late night? Sgt Garcia noted that it is state law that emergency vehicles must respond to emergencies with siren sounding and flashing lights.

Mrs. Judy Connelly, 3915 Charles, not present, had expressed a number of concerns to Lewis Jackson via email. They included: vehicle storage, reserved parking spaces, dog feces, lawn care in rear of homes between Courtland Circle and Charles Ave, and nonworking lock on the north path gate. Lewis presented the Items and they were discussed during the Committee Reports.

COMMITTEE REPORTS AND DISCUSSION:

Landscape Committee:

1. Tom remains as the BOD liaison to the Landscape Committee.
2. Swale – Jack had walked the swale during the weekend rain. It seemed to be draining very well. However, there are three backyards which do not drain into the swale immediately. Needs to be addressed. Some members have noted that the size of the rocks seems to be too large and could be a safety hazard. The additional drainage area that was dug out and seeded, between 3834 and 3836 Charles, should be sodded instead.
3. Lawn care – areas behind houses, between the wooden yard fences and the perimeter fences, are lacking in care. Debris, such as tree branches, is left lying instead of being picked up. Contract was checked and covers debris. Tom to talk with them.
4. Leaf pick-up – Kevin noted that an inordinate amount of leaves has accumulated on the west side of Elbert. Genus to check Valley Crest pick-up schedule. Kevin also noted that if the leaves were raked to the curb, the City would also pick them up.
5. Chairperson – the Landscape Committee should designate a chairperson. Tom to follow-up.

Neighborhood Watch Committee:

Kevin remains as the BOD liaison. Kevin noted that several houses on Elbert are under surveillance.

Newsletter Committee:

Melissa remains as the BOD liaison. There were discussions of items to be included in a Newsletter. They included: draining outside faucets, parking passes, dog feces problems,

reserved parking spaces, parking policy, contact information for the BOD, and including information on the ListServ. It was decided that this information would be provided now in a single sheet flyer to be drafted by Lewis. Lewis and Kevin will look into developing a website.

Community Relations Committee:

Kevin remains as the BOD liaison. As noted in previous emails, Melissa and Kevin will continue to work with the City on both ARHA matters and the new Task Force. The Task Force is revisiting the Arlandria Plan and considering redevelopment in the Arlandria area. Kevin and Mellissa will keep the BOD informed.

Architectural Review Committee:

Lewis will be the new BOD liaison.

Parking Committee:

Lewis Jackson will be the new BOD liaison.

FINANCIAL REPORT:

Investments:

On September 30, 2009 the Association had operating and investment funds totaling \$546,800. There is \$494,893 in laddered CDs and investment funds. Total operating assets has a balance of \$51,907.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of September 30, 2009 was \$59,306.

Accrued Reserves total \$494,893 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 \$102,628 which is \$75.00 above the budgeted amount of \$102,553. The year-to-date expenses are \$95,172 which is \$5,804 over the budgeted amount of \$89,368. This overage is a result of last winter's snow removal fees.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$7,456. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

OLD BUSINESS:

1. Easement 3801 Elbert – We need an agreement with the owner for an easement so that a new Lenox Place sign can be placed at the corner. OPEN
2. Owner correspondence – None
3. Pine Ridge – service tickets were provided for work completed.
4. Annual ACC inspections – an updated Excel report on the status of inspections was provided. The notebook containing the inspection worksheets is being passed around the Board. Lewis currently has it.
5. Annual calendar – the calendar for 2010 will be provided at the November meeting. Bob reminded the Board that there is NO meeting on 28 December (regular December meeting).
6. Stone Mason – Genus had been working with a stone mason for a design and quote for the sign at 3801 Elbert. The current one has become nonresponsive so Genus will contact another stone mason.
7. Lighting – Genus has been discussing moving of a light pole at 3900 Charles as a tree has grown up around it. Dominion construction department still has not provided an estimate. Genus to continue discussions. There is a second light behind 3915 Charles which needs some work.
8. ARC – A copy of the charter was provided to the new BOD members. This has not been approved by the BOD nor updated by the Attorney. Paul Cox provided copies of an updated Charter and some comments. As the new liaison, Lewis will review the charter and comments, provide that to the ARC members for comment, and provide an updated Charter at the next meeting.
9. Damaged fence – Work has been completed. Tire marks have been removed. CLOSED.
10. 2010 Annual Budget – With an underutilization of the Landscape and Tree maintenance budget, Genus revised the proposed budget and provided it for Board approval. The Board continues to study the proposed budget and will take action at the November meeting.

NEW BUSINESS:

1. Snow removal contracts – Kevin Beekman had solicited four proposals. He provided two more at the meeting (six proposals in total). Of the companies considered, Genus recommended Emery Snow Removal. After considering all of the proposals and the contractor's qualifications.

Move to: Accept and approve the Emery Snow Removal proposal.

Moved by: Jack Stevens

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED - The contract was signed and will be forwarded by Genus.

2. Board Books – Board books contain all pertinent reference materials and information of ongoing actions. Bob noted that books had been prepared for each BOD member. Jim Rorke and Paul Cox are to be contacted to return their copies.
3. Variance request to 3904 Charles – Kevin said he was unsure of the circumstances surrounding the approved the variance request. He'll check. If there was an email approval, then formal approval will be required at the November meeting.
4. Annual contribution to the Church – to be discussed at the November meeting.
5. Next meeting – Due to conflicts with meeting on November 23rd, BOD members are to be contacted to determine preference and availability to meet on the 30th instead. Jack is to contact all BOD members. Bob will contact the church to determine availability of the meeting room.

Move to: Adjourn at 10:15 p.m.

Move by: Lewis Jackson

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

Minutes prepared by: Jack Stevens, President

Minutes were approved at the November 30, 2009 Board of Directors Meeting.

Submitted by: Melissa Russell - Secretary