

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

Board of Directors Meeting Minutes

November 22, 2010

The regularly scheduled meeting of the Board of Directors for November was held on Monday, November 22, 2010. The meeting was called to order at 7:08 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, John Peterson - Treasurer, Ken LaVolpe - Secretary, Leslie Thornton- Member-at-large and Greg Lawrence - Capitol Management

APPROVAL OF MINUTES:

The minutes for the October 25, 2010 Board meeting were reviewed in advanced and approved during the meeting.

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. Overall, calls for service are up slightly but reportable offenses are down for the year. With the upcoming holiday season residents are advised to remain observant of their surroundings while at home or out shopping. Keep vigilant of items in plain sight in vehicles and homes.

RESIDENTS OPEN FORUM:

Sherwin Lee of 3825 Courtland Circle: Wants to show support for the towing company to come through the neighborhood in the late evening through early morning hours to find people without parking permits. Sherwin notices that people come in after the evening checks. Enforcement recommended for 11pm to 6am. Discussion on some of the items

Move to: Request towing company to enforce parking permit hang tags and tow violators nightly from 11 p.m. and 6 a.m.

Moved by: Jack Stevens

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

WEB SIGNS PRESENTATION:

Web Signs recommended 3 inch thickness to match the existing brick boarder. Some minor maintenance is required, generally painting with latex paint. Lewis asked about water getting between the sign and the brick. The letters are engraved into a Styrofoam block which is contoured to meet the contour of the fence. It is then coated with a protective coating. Web Signs also stated that the sign that it could easily cleaned by hand and washed with soap and water.

COMMITTEE REPORTS AND DISCUSSION:

Landscape Committee – Leslie Thornton:

1. Walked the community with Nestor from Valley Crest to. The decision was to wait for the spring to reconsider what to plant. There should also be consideration to getting a nursery to complete some design work for the entire community..
2. All planting has been completed for the year.
3. Greg and Nestor had some discussion about the stock of plants were not quite up to par and that in the future we need to dictate the requirements of our community to him.

Architectural Review Committee – Jack Stevens

Jack will begin serving as Board Liaison to the ARC.

Parking Committee – Lewis Jackson:

1. One vehicle was ticketed for parking in the fire lane
2. Ken asked what happens if the towing company tows a car that is not in violation. Greg and Lewis explained that the towing company takes a photo of the violation onsite prior to towing. If someone is towed and they feel it was unjust they contact the management company and if it cannot be resolved it will be brought to the parking committee and the Board.
3. Leslie asked what about towing contractors? Henry's towing is contracted to tow vehicles that are in violation of the parking policy. Leslie will draft some verbiage for the newsletter or other communication telling residents that contractors and other home service providers are included in parking regulations.

Newsletter Committee – Lewis Jackson:

Lewis spoke with the Chairman of the Committee, who does this for a living and has some ideas about how to modernize the newsletter a bit. He and Lewis are working on coming to an agreement on the direction of the

Community Relations Committee – Ken LaVolpe:

1. Committee members spent time meeting with ARHA, including their strategic planning session
2. Committee members attended the Mayor's Quality of Life meeting where there is something really important about to become public about graffiti. The local COPs officers have developed a really good graffiti eradication method.
3. The Arlandria Action Plan Advisory Group met earlier this month and we presented there. A follow-up meeting is scheduled. The notes from the meeting are online at: alexandriava.gov/arlandria.

FINANCIAL REPORT – Greg Lawrence, Capitol Management in John Peterson's absence

Investments:

On October 31, 2010, the Association had operating and investment funds totaling \$554,740.68. There are \$395,280.81 in laddered CDs and investment funds.

Balance Sheet:

The year-to-date Accounts Receivable Residential Assessments account as of October 31, 2010 was \$109,777.

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$117,770 which is \$3,766 above the budgeted amount of \$114,004. The year-to-date expenses are \$111,249 which is \$2,755 under the budgeted amount of \$114,004.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$6,570. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

OLD BUSINESS:

1. Monument signs - the board overall feels confident with the one more proposal for the same type of sign is required.
2. Snow Removal contract - Discussion about the costs and the increases in hourly rates. Overall we are pleased with the service that the company provided

Move to: Approve snow removal contract with Management negotiating better terms on behalf of the Board.

Moved by: Jack Stevens

Seconded: John Peterson

For: All

Against: None

MOTION PASSED

3. Landscape Company RFP's – Leslie is reviewing the preliminary RFP submissions. To be discussed at next Board meeting.
4. Les Lee Contract - Details are being finalized
5. Reserve study – The last reserve study was conducted in 2008. The association is fully compliant and does not need to conduct a new study at this time.
6. ARC Nomination - Pat McHugh was unanimously approved by electronic vote for the ARC committee.
7. Community Directory – will be tabled and discussed at the January Board Meeting.
8. 3922 Charles Avenue – The association removed a common area tree that was rubbing against the home.
9. 3902 Elbert steps - had some work done to them but they are not repaired the owner remains in violation.
10. Preliminary Architectural Assessment Letters

Move to: Approve the draft Lenox Place at Sunnyside Preliminary Architectural Assessment Letters
Moved by: Lewis Jackson
Seconded: Jack Stevens
For: All
Against: None
MOTION PASSED

NEW BUSINESS:

1. 2011 Coupon Books

Move to: Issue coupon books in lieu of monthly statements beginning January 2011
Moved by: Lewis Jackson
Seconded: Jack Stevens
For: All
Against: None
MOTION PASSED

2. 2011 Annual Budget

Move to: Approve the 2011 Budget as drafted.
Moved by: Lewis Jackson
Seconded: Leslie Thornton
For: All
Against: None
MOTION PASSED

3. Church Contribution

Move to: Approve Beverly Hills United Methodist Church contribution of \$500.00.

Moved by: Ken LaVolpe

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

4. 2011 Board Schedule - summarizes key 2011 dates and is for Board use only; it will not be disseminated or published on the website.

5. Soil Remediation at the North Gate

Move to: Accept proposal 56990 from Valley Crest for erosion control not to exceed \$5,000

Moved by: Lewis Jackson

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

6. North Gate Light Repair – The light is controlled by the city and it has been called into Dominion Power and has a work order.

7. Fall Flower Proposal – Valley Crest’s flower proposal in the amount of \$1,605 was unanimously approved electronically prior to the meeting.

ADJOURN

Move to: Adjourn at 9:08 p.m.

Moved by: Lewis Jackson

Seconded: John Peterson

For: All

Against: None

MOTION PASSED

Minutes prepared and submitted by: Ken LaVolpe, Secretary
Minutes to be approved at the January 24, 2010 Board Meeting