

LENOX PLACE
SUNNYSIDE
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting Minutes

October 25, 2010

The regularly scheduled meeting of the Board of Directors for October was held on Monday, October 25, 2010. The meeting was called to order at 7:01 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Present: Lewis Jackson - President, Ken LaVolpe - Secretary, Leslie Thornton- Member-at-large and Greg Lawrence - Capitol Management

Absent: Jack Stevens – Vice President, John Peterson - Treasurer

APPROVAL OF MINUTES:

The minutes for the September 27, 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. Specifically, he noted that the Alexandria Crossing development has exceeded expectations and that the Alexandria Residential Housing Authority (ARHA) has installed cameras at the West Glebe Alexandria Crossing location that can read license plates. The Police Department will have access to this system.

RESIDENTS OPEN FORUM:

Susan Swift of 3836 Charles Avenue: Mentioned that she and Jim Rorke of 3805 and 3816 Charles Avenue would be willing to co-chair the landscaping committee. She also noted that the committee needs more volunteers and forward thinking participants. Susan also requested that we move landscaping committee up in the agenda. Lewis agreed that we certainly need people to commit to the landscaping committee and really start moving items in the spring. Susan stated she felt it is still worth it for the Landscape Committee to meet in the winter to strategize so that more items can be tackled as soon as the weather clears. She also stated that there is a need to treat several trees that have insect problems and they will need to be treated or replaced.

An unnamed resident inquired about the status of the Annual Architectural Inspections. Capitol Management indicated that the review is nearly complete and that additional communication regarding the ARC process will be distributed in the near future.

COMMITTEE REPORTS AND DISCUSSION:

Landscape Committee – Leslie Thornton:

1. Stated that the last Landscape Committee meeting was canceled and that several members had recently resigned. Additionally she noted that several committee members had expressed concern about the level and quality of service of Valley Crest. Susan wanted to know if the Board or the Landscaping Committee would take the lead evaluating our current vendor and identifying potential replacements. Lewis stated the Board and management will take the lead role in identifying landscape companies to send RFPs, and that ideally the Landscape Committee will participate in the final selection process.
2. Drainage issues and turf restoration behind homes near the rear north gate continue to be problematic and needs to be promptly addressed.

Action: Greg Lawrence – Capitol Management will follow up with Nester and Santos for proposals to be reviewed at the next board meeting to address soil remediation and drainage.

Architectural Review Committee – Lewis Jackson in John Peterson’s absence:

The ARC currently has 2 members on the committee. There will be a nomination under new business which hopefully will allow for the committee to be functional.

Parking Committee – Lewis Jackson:

1. Currently 54 requests for parking passes have been processed- Capitol has worked to turn all requests for parking permits around the same day.
2. The data collected via this process will be used to create a community directory for those residents who authorize the release of their information.
3. The parking policy is actively being enforced – all vehicles must display a valid hang tag at all times.
4. Leslie – requested that additional language be included in the upcoming President’s Letter to insure that homeowners/residents understand the current parking policies and procedures.

Newsletter Committee – Lewis Jackson:

The committee has a Chairperson and member -we just need to push forward on getting a newsletter produced.

Neighborhood Watch Committee:

Need and status of this committee to be discussed further in the future.

Community Relations Committee – Ken LaVolpe:

1. Arlandria Plan Implementation Group - Open house meeting on November 2nd at St Rita's
2. Farmer's Market -The last market is next Sunday October 31st.
 - Working with park designers to fit market into future park plans.
 - EBT for low income families
 - New small business initiatives (prepared ready to eat foods)
3. Four Mile Run Park
 - Architects Group (Architects Anonymous) won award from American Institute of Architects for plans for old Duron building.
 - Talking with Art Commission on mural for building
4. Development
 - Hear that discussions about redevelopment of Arlandria Shopping Center continue
 - Calvert approvals have gone through, UDR may start discussions about Presidential Greens
 - Alexandria Council & Arlington Board met to discuss transportation across the borders nearby and about how to proceed jointly with stream restoration at 4MR
 - Vice Mayor Donley and Councilman Krupicka are talking to city staff about changes to zoning to help Arlandria plan proceed.

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

Investments:

On September 30, 2010, the Association had operating and investment funds totaling \$544,954. There are \$514,257 in laddered CDs and investment funds. Total operating assets has a balance of \$30,697.

Balance Sheet:

The year-to-date Accounts Receivable Residential Assessments account as of July 31, 2010 was \$98,797.

Income Statement Report:

The Income Statement Report reflects a year-to- date income of \$106,641 which is \$4,037 above the budgeted amount of \$102,604. The year-to-date expenses are \$103,161 which is \$557 over the budgeted amount of \$102,604.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$3,480. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

OLD BUSINESS:

1. Architectural Inspections – Almost complete. The majority of violations are related to wood rot at doorway thresholds, dormers and bay windows.

Given the time of year Capitol recommends that we give residents until spring to complete repairs and then in April readdress and reevaluate. Lewis – recommends that we send out notifications now and call them Preliminary Architectural Assessments. The assessment will give each residence advance notice of potential architectural violations. The formal and binding Annual Architectural Inspection process will be conducted in the spring of 2011 and every spring thereafter.

Move to: Send Preliminary Architectural Assessments in November and follow- up with formal Annual Architectural Reviews in the spring of 2011.

Moved by: Lewis Jackson
Seconded: Ken LaVolpe
For: All
Against: None
MOTION PASSED

2. Parking Registration – Ongoing, to be discussed in further detail at November Board Meeting.
3. Mail Box Painting – All mailboxes were painted. Over the next two years, the Board shall consider mailbox replacement.
4. Doggie Station – Installed and seems to be serving the community well
5. Community Directory – Ongoing, to be discussed in further detail at November Board Meeting.
6. 3902 Elbert Steps Repair – Some updates have been made to the steps but it unknown if the repairs are any better. Capitol will review the completed work in more detail.
7. Less Lee Contract - Jack is taking lead on this and lawyers have reviewed. It will need to be addressed at the next meeting.
8. Stone Mason / Signage - Review of signage proposals. Board would like to view a local example or a sample of materials to be used.

NEW BUSINESS:

1. Variance Requests – The Board of Directors, acting on behalf of the ARC, considered five variance requests:
 - 3905 Charles Avenue submitted a variance request to install a roof mounted attic fan on the rear of the residence.

Move to: Approve variance request for 3905 Charles Avenue.

Moved by: Lewis Jackson
Seconded: Leslie Thornton
For: All
Against: None
MOTION PASSED

- 3825 Charles Avenue submitted a variance request to replace all windows and sliding doors with matching cream color composite wood replacement windows.

Move to: Approve variance request for 3825 Charles Avenue.

Moved by: Lewis Jackson
Seconded: Leslie Thornton
For: All
Against: None
MOTION PASSED

- 3804, 3806 and 3846 Charles Avenue individually submitted variance requests to replace windows with white vinyl wood replacement windows.

Discussion: White windows are not allowed on Zone 1 townhomes. In effort to expedite administration and help homeowners meet the federal tax credit deadline, we could conditionally approve the variance request contingent upon the installation of non-white color matching windows with a sample submission.

Move to: Conditionally approve variance requests for 3804, 3806 and 3846 Charles Avenue with color match contingency and sample submission requirement.

Moved by: Lewis Jackson
Seconded: Leslie Thornton
For: All
Against: None
MOTION PASSED

2. Reserve Study – Ongoing, will discuss in greater detail at November Meeting.
3. Snow Removal Contract – Ongoing, will discuss in greater detail at November Meeting.
4. Landscape Contract Update

Move to: Request capitol to provide three (3) preliminary proposals for landscaping company to be brought to November meeting.

Moved by: Ken LaVolpe

Seconded: Lewis Jackson
For: All
Against: None
MOTION PASSED

5. Welcome Packet – Draft copies of the revised 2010 welcome packet were sent to all active board members electronically on October 6th and hard copies were available at the Board meeting.

Move to: Approved the revised welcome packet dated November 2010.

Moved by: Lewis Jackson
Seconded: Ken LaVolpe
For: All
Against: None
MOTION PASSED

6. Prune common area tree behind 3922 Charles Avenue. The tree is drooping and rubbing against home.

Move to: Retain Santos Landscaping to prune or remove tree fees not to exceed \$500.

Moved by: Lewis Jackson
Seconded: Ken LaVolpe
For: All
Against: None
MOTION PASSED

7. ARC Nomination – Pat McHugh – Due to time constraints this matter will be handled electronically after the meeting.

ADJOURN

Move to: Adjourn at 9:05 p.m.

Moved by: Lewis Jackson
Seconded: Leslie Thornton
For: All
Against: None
MOTION PASSED

Minutes prepared by: Ken LaVolpe – Secretary

Minutes to be approved at the November 22, 2010 Board Meeting

Submitted by: Ken LaVolpe, Secretary