

LENOX PLACE SUNNYSIDE

Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, August 22, 2016

CALL TO ORDER

The August meeting of the Board of Directors was held on Monday, August 22, 2016. The meeting was called to order at 6:30 p.m. by Margo Gorra-Stockman at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Jim Rorke, President (2017) – Present by
Facetime/phone
Margo Gorra-Stockman, Vice President (2016) –
Present

Mark Makaray (2016) – member at large - Present
Bella Vulchanova, Treasurer (2018) – Present
Heather Herndon, Secretary (2018) – Present
Billy Omohundro, Capitol Companies – Present

COMMUNITY OFFICER

Sgt. Jose Garcia, Alexandria Police Department:

- One call since last meeting on August 1; Petty larceny of a vehicle – reminder to keep cars locked and items out of sight.
- Jim reported that the RAIDS system seems to be reporting more activity – is there an increase in activity? Can the police increase patrols? Sgt. Garcia stated that overall the offenses are down in Arlandria and within Lenox Place at Sunnyside are very low.
- Police non-emergency number is 703-746-4444 – call if something is stolen from a car or garbage can is stolen or to ask for service for fire lane violations, illegally parked cars, commercial vehicles (painted sign advertising business), out of state plates, etc.
- Jim has requested that the Alexandria Police provide additional patrolling of Elbert Avenue regarding illegally parked cars.

OPEN FORUM - 5 minutes per household

Homeowners:

Beth and TJ Turgeon (3809 Elbert Avenue) Homeowners are requesting to have a tree planted outside of their house to replace bushes. Dead bush on the street in front of 3809 Elbert Avenue needs to be removed. Tree behind house, outside of fence, is dead and needs to be removed. Requesting irrigation to be installed for each end unit on Elbert Avenue. Requesting mailboxes on Elbert to be replaced.

Board – Trees in the neighborhood will be reviewed and those, on HOA property, that are dead will be removed. In the past, the HOA has not replaced plantings and landscaping adjacent to individual townhouses. Homeowners can change the landscaping adjacent to their houses.

Board - Mailboxes on Elbert Avenue will be monitored and reevaluated in 2017.

Approved Meeting Minutes – August 1, 2016

Jim moved to approve, as amended, the August 1, 2016 meeting minutes, Bella seconded, Mark abstained as he was not on the board for that meeting, motion passed.

FINANCIAL REPORT – Omohundro /Vulchanova

July 2016 Financial Notes

	Budget	Actual	Variance	Annual Budget
Income Totals- Monthly	\$12,620.83	\$12,372.02	(\$248.81)	\$151,450.00
Income Totals- Year to Date	\$88,345.81	\$86,294.49	\$2,051.32	\$151,450.00
Expense Totals- Monthly	\$12,620.83	\$10,149.96	\$2,470.87	\$151,450.00
Expense Totals- Year to Date	\$88,345.81	\$111,842.99	(\$23,497.18)	\$151,450.00

	This Month	Last Month	One Year Ago
Cash Balance	\$37,239.15	\$42,288.88	\$93,301.31
JMB, BOA & CO- Reserves	\$565,095.36	\$565,093.34	\$519,447.19
Receivables	\$12,620.83	\$12,391.95	\$12,028.04

Bella reported that:

- Billy has added the Monthly and YTD Expense Budget Actual Totals and Variances to the summary table which will be provided to the board each month. Billy will remove the Monthly and YTD Income Budget Actual Totals and Variances from the table.
- This month our net income is positive \$2,222.06 due to deferred landscape invoice and audit expense for 2015.
- Billy contacted legal and they are working on the previous snow invoice, but no update on the \$1500 refund due. Board requested Billy put additional pressure on both legal AND the snow removal company to pay this money owed, since the situation has been dragging on for several months
- The CD at Capital One expiring 5/2017 is only earning 0.3% - Billy will look into the exit fees and available rates to open new CD.
- Bella has requested that Management prioritize getting quotes for a new Reserve study as soon as possible so that the Board can order a new study prior to end of September.
- Audit has been reviewed and the auditing company will be selected for next fiscal year in September. It is noted that the audit was received very late this year due to a transition of management representatives.
- Advised that any major landscaping requests should be deferred to next fiscal year due the current financial position.

COMMITTEE REPORTS

A. Landscape Committee – Jim Rorke

- The landscape committee has three members, dead trees have been noted, Jim is proposing to walk the property to identify trees on HOA property that need to be trimmed and removed. He and Billy will look for proposals.
- Meeting will be held in the next month, date/time will be posted.

- Walk around of entire property with the Board to look at landscaping priorities will be held on Saturday, August 27th at 3:30 pm.
- Palmers will be looking at the Elbert Avenue – street side areas to propose sod and soil improvements.
- For 2016, money is very tight because of the snow storm costs.

B. Architectural Review Committee – Margo Gorra-Stockman

- TJ Turgeon submitted 5 requests during the meeting. Margo and Billy will be added to the email distribution list for incoming ARC requests.
- The next ARC meeting will be scheduled; date and time will be published.
- TJ Turgeon volunteered to be on the ARC, Aaron West is resigning from the committee.
- *Margo moved to accept TJ Turgeon on the ARC, Mark seconded, motion passed unanimously.*

C. Parking – Jim Rorke

- Sherwin and Howard have forms to post on cars that have improper/missing hang tags.
- Board members should be given tags to put on improperly parked cars.
- If a vehicle does not have a proper tag, then it should be towed, the LPAS hang tag needs to be visible.
- Consider putting up signs that the parking is only for Lenox Place residents with proper hang tag.
- Board discussed and will revisit and clarify a situation where a motorcycle owner had previously requested to park and was allowed by the HOA to park within the same reserved parking space as the homeowner’s car. The current parking regulations will be re-examined as a whole in determining how to meet regulations and conserve space.

D. Community Relations – Bella Vulchanova

- National Night Out headed by Jim went well, attendance was up from last year. Police did not bring armored truck this year because last year one resident complained about it being parked next to Courtland Circle.
- Next year the Board should request the police bring vehicles for the community to view, and request that all decisions about what the police do or do not bring go through the Board vs. one individual resident.
- Bella will help Dianne will review topics and deliver a newsletter every three months

OLD BUSINESS

A. Declaration Amendments

- The Board continues to review the amended Declarations, gathering questions to be addressed by the attorneys.
- A cover letter to be included with the mailing of the updated Declaration has been completed. This will be mailed out with a copy of the updated Declarations to all homeowners. Homeowners can send comments and questions to Capitol management (bomohundro@capitolcorp.com).
- An additional meeting will be scheduled in the fall to address homeowners’ comments and questions.
- An attorney and notary will be included in future meeting(s) so that homeowners can provide their vote (one vote per townhouse).

B. Newsletter – no update

C. 2015 Audit/Taxes

- a. 2015 Taxes – need to be signed by September 15th
- b. Audits will be voted electronically.

D. 2016/2017 Audit/Taxes

- a. Need to review and approve the proposal for the next audit.

E. Annual Inspection

- a. Completed by Capitol management, letters will be mailed out within the next few weeks.

F. Erosion Proposals

- a. Further discussion tabled for future meeting.

G. Landscape Proposals

- a. Tabled for future meeting, after the Board walk through on August 27.

NEW BUSINESS

A. Reserves Study Review

- a. Board is requesting an additional proposal for completing a Reserve study, including inflation rates.
- b. Currently one proposal has been received from Mason & Mason for the amount of \$2400 with an optional meeting costing \$425. Billy will look into getting an estimate from another company.

EXECUTIVE SESSION

Heather moved to go to Executive session, Jim seconded, motion passed unanimously at 8:25 pm

Margo moved, Bella seconded, motion passed unanimously to exit Executive session at 8:55 pm

ADJOURN

Heather moved, Margo seconded, motion passed unanimously to adjourn at 9:16 pm

Next Meeting – Annual Meeting, Monday, September 26, 2016, registration beginning at 7:00 pm with the meeting to begin at 7:30 pm at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305