

**Lenox Place at Sunnyside**  
***Homeowner's Association***  
**Board of Directors Meeting Minutes**  
**Thursday, February 11, 2016**

**CALL TO ORDER**

The January meeting of the Board of Directors was held on Thursday, February 11, 2016 due to the snow storms in January. The meeting was called to order at 7:05 p.m. by Jim Rorke at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

**BOARD MEETING ATTENDANCE:**

Jim Rorke, President – Present  
Bella Vulchanova, Treasurer – Present  
Heather Herndon, Secretary – Present  
Rose Bailey, Capitol Companies – Present

**OPEN FORUM**

**Homeowners:**

Pamela Roberts – 3923 Charles Ave  
Margo Gorra-Stockman - 3807 Courtland Circle

Homeowners discussed the following:

- Landscaping issues,
- Questions regarding the budget,
- Architectural review,
- Lenox Place at Sunnyside web site content and login,
- Changes to the bylaws, requesting that they be completed in 2016,
- Night for the monthly meeting,
- Snow removal,

**APPROVAL OF MEETING MINUTES – NOVEMBER 2015**

- Amendments to the November meeting minutes were discussed.
- Jim Rorke motioned to pass the November 22, 2016 meeting minutes, as amended. Heather seconded, motion unanimously passed.
- Board member has contacted previous HOA president, Ken LaVolpe and requested the minutes from four previous meetings. He has not responded.

**FINANCIAL REPORT - Vulchanova**

- The end of year financials were reviewed. The January financials will be included in the February 22, 2016 meeting.
- Rose Bailey provided the following on the reserves and budget:
  - Reserve – is at 90%,

- Need to be at 684K by end of year, operating at a loss, in previous years.
- Small increases provide funding for landscaping, grass, etc.
- Snow removal was huge expense in January 2016
- Rose Bailey - Budget variance for 2015
  - Tree maintenance – over budget by \$2K
  - Electrical – over due to the work that needed to be completed
  - Snow removal – breakeven when refund is received
- Bella Vulchanova - Hold off on changes to financial report due to the snow removal invoice.

## **COMMITTEE REPORTS**

### **Landscape Committee – Rorke**

- No report, will get back to committee members Anna Goddard, Maureen Filson, and Neil to do a walk around, request for volunteers should be included in the newsletter.

### **Architectural Review Committee – Rorke**

- Two committee members –Aaron West and Nick Toaso (chair). We do not currently have a board liaison. Heather Herndon volunteered.
- Two requests have been forwarded from the committee to the Board for approval
  - First request, Heather Herndon motioned to accept the Jaguste landscaping proposal, page 32-34 to update the backyard patio and connect downspout pipes to outside of property, neighborhood pipe as long as a licensed contractor is used, Jim Rorke seconded, Bella Vulchanova abstained, motion passed.
  - Second request - Dodson request, Board cannot determine the specifics from the drawing, would like to have Mr. Dodson attend the next HOA Board meeting on February 22 to walk through the plan.

### **Parking – Rorke**

- Sherman Lee conducts random survey of cars and call towing as necessary. Homeowners are not supposed to call for towing directly, but notify an HOA Board member or Capital to have them call.
- Homeowner requested review of a car that was towed when a proper pass was in the car. Rose Bailey will review when contacted by the homeowner.

### **Community Relations – Rorke**

- Need to wait for board liaisons for parking and community relations

## **OLD BUSINESS**

- Board members need binder with all documents for reference – updated annually. Need to have monthly meeting package printed earlier and delivered to the board members.

- HOA Bylaw update – attorney is working on them, a summary of the changes to assist homeowners in reviewing. HOA Board will need to review the proposed bylaws and approve. Then the document will be sent to all homeowners. The homeowners will need to sign, notarize, and return. If the homeowner attends the meeting they will not need to have the response notarized.
- Additional Board members are needed. Homeowner Margo Gorra-Stockman is willing to be on board and provided a brief bio.
- Parking lot and street sealing/repair - not all concrete work has been completed, a new review and bids will be solicited.
- Tree Removal proposal - p 24 and 25. Jim Rorke motioned to accept the branch removal bid of \$312, Bella Vulchanova seconded, motion unanimously passed.

## **NEW BUSINESS**

- 2016 budget review and Drainage and Erosion proposals will be reviewed in the February 22, 2016 meeting.
- Planning calendar - 2016:
  - March meeting will include concrete proposals and Mailbox proposal.
  - Add National night out for planning in July meeting.
- Landscape contract needed to be signed. Price is going up, but within the budgeted \$37K. The proposal includes a second option year that would be limited to the same amount. Jim Rorke moved to accept a 2 year contract with no increase in the second year, \$36,360.00 per year, Bella Vulchanova seconded, motion unanimously passed.
- Snow invoice was discussed. Rose Bailey and Bella Vulchanova will contact the company to confirm the price.

## **EXECUTIVE SESSION**

- Entered into Executive Session to discuss considering Margo Gorra-Stockman as a Board member at 9:17 pm and ended at 9:20.
- Jim Rorke moved to enter into Executive Session, Bella Vulchanova seconded, motion unanimously passed. Began at 9:17 pm
- Out of executive session at 9:20 pm

## **CONTINUATION OF NEW BUSINESS**

- Heather Herndon moved to accept Margo Gorra-Stockman as board member, Bella Vulchanova seconded, motion unanimously passed.

## **ADJOURN**

Heather Herndon moved to adjourn, Jim Rorke seconded, motion unanimously passed, meeting adjourned at 9:36 pm.

Next Meeting – Monday, February 22, 2016