

LENOX PLACE

S U N N Y S I D E

Homeowner's Association
Board of Directors Meeting Minutes
Monday, June 27, 2016

CALL TO ORDER

The June meeting of the Board of Directors was held on Monday, June 27, 2016. The meeting was called to order at 6:30 p.m. by Jim Rorke at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Jim Rorke, President (2017) – Present
Margo Gorra-Stockman, Vice President (2016) - Present

Bella Vulchanova, Treasurer (2018) – Present
Heather Herndon, Secretary (2018) – Present
Billy Omohundro, Capitol Companies – Present

COMMUNITY OFFICERS

- **Sgt. Jose Garcia**, Alexandria Police Department:
 - Sgt. Garcia will check with Charlie Lloyd regarding the lighting within Lenox Place at Sunnyside. He has inquired about National Night Out.
 - Sgt. Garcia confirmed that Shorter Lane is a City of Alexandria public street, Katye North researched city records and confirmed that Shorter Lane is a public street up to the curb of the Courtland Circle park.
 - Reported City of Alexandria and Lenox Place at Sunnyside crime statistics; three 911 calls, none reportable in Lenox Place at Sunnyside.
 - Police non-emergency number is 703-746-4444 – call 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

Homeowners:

Laura and Koshie Macias (3807 Charles Avenue) requested date of Phase 2 of Asphalt sealing. They forward emails to neighbors who are renters. Mailbox replacement date?

Billy – hope to have Phase 2 sealing date by end of week. Contacted mailbox replacement contractor and expecting installation date by end of week. Will call again on June 28th to reiterate the urgency to have this completed.

Joe and Allison Gunta (3801 Elbert Avenue) Kudos to Margo for organizing yard sale. Any update on their request to have the HOA install a wall and/or signage on the eastern corner of Elbert Ave and West Glebe Rd.

Board – still under review

Dianne Adelberg (3913 Courtland Circle) is willing to create next newsletter.

ITEMS MOVED FORWARD DURING June BY EMAIL:

On June 4, 3:41 pm, Stacy Panuzio, Director of Property Management at Capitol sent an email announcing the assignment of a new community manager, Billy Omohundro; email address: bomohundro@capitolcorp.com

Dodson 3906 Elbert Ave ARC landscape proposals

- Survey of property at 3906 Elbert Avenue received by email from Rose Bailey on June 1, 2016 4:16 pm
- *By way of email dated June 7, 2016 at 11:17 pm, Margo moved to approve the landscape proposal in the amount of \$1,591.95 made out to Lenox Place at Sunnyside and Capitol Property Corp. This would be for landscaping at 3906 Elbert Avenue (to include planting of arborvitae where the pine trees will be removed pursuant to our last approval). Heather seconded the motion by email dated June 8, 2016 at 7:50 am. Bella voted yea by email dated June 8, 2016 at 5:27 pm. Jim voted yes, in email dated June 9, 2016 at 9:26 am with directions to Billy to notify the Dodsons and collect the funds from the Dodsons before the contract is signed.*
- *Jim moved to approve the remaining Dodson ARC proposal by email; June 15, 2016, 7:57 pm, Heather seconded on June 15, 9:07 pm, Margo voted yes June 16, 9:27 pm, Bella voted yes on June 16, 11:25 pm, motion passed.*

FINANCIAL REPORT – Omohundro /Vulchanova

- Bella reported that:
 - Income Statement shows a gain of approximately \$2,000 for the month of June.
 - Bella inquired from management about the variances on Parking Repair and Legal this month. The variance for legal counsel being \$47 above the YTD budget of \$1,922.63 and is due to work on the declaration and consultation on property management.
 - Discussed how we will begin adding a summary of financials to the minutes.
 - CD in the amount of \$87,000, 1.87% at John Marshall Bank has been purchased and is reflected on the Balance Sheet.
 - Billy will review the \$1,500 Snow Invoice (refund owed) to determine if Capitol sent request to legal to review and take further legal action if payment (refund) continues to not be received from the snow company.
 - Bella inquired as to the missing \$3,000 of landscaping expenses. Billy explained that they are deferred to next month. This may be a part of the reason for the positive variance in June.

COMMITTEE REPORTS

A. Landscape Committee – Jim Rorke

- Summer planting has been completed.
- Need to schedule a meeting with the irrigation company for Jim and Les.
- Palmers has been asked for proposal to do sod replacement on Elbert Avenue for the fall.

- Billy will get proposal to remove the dead tree at 3804 Charles Avenue and a pine tree on the corner of Elbert and West Glebe before installing sod.
- B. Architectural Review Committee – Margo Gorra-Stockman**
 - ARC meeting on 6/26 – discussed simplifying the approved exterior paint companies from four to one company, with ability to match any colors. Margo recommended consideration of two companies to give owners at least one additional option.
 - Proposing brushed nickel for exterior lights – this will be discussed in open meeting to be scheduled.
 - Next meeting will be public – in the Courtland Circle park – date TBD and will be publicized in advance.
- C. Parking – Jim Rorke**
 - No report
- D. Community Relations – Bella Vulchanova**
 - Working on newsletter, will work with Dianne on content, emailed her potential topics.

OLD BUSINESS

- A. Declaration Amendments**
 - a. Cover letter has been completed, needs to be mailed out with a copy of the updated bylaws, request that homeowners send comments to Capitol (bomohundro@capitolcorp.com) before the meeting, if possible
 - b. Open Town Hall will be scheduled at the Beverly Hills Methodist Church with the attorney present. (Billy will contact church, attorney, and notary for possible dates)
 - c. Final meeting will be scheduled to include notary
- B. Mail Box Replacement Update**
 - a. Mailboxes have been ordered, expect installation in late June or early July
- C. ARC Liaison and Improvements**
 - a. ARC PROPOSAL – Dodson’s proposal at 3906 Elbert Avenue, recorded above

NEW BUSINESS

- A. Newsletter**
 - a. Discussed potential topics, Dianne will work with Board to create.
- B. Annual Inspection**
 - a. Billy would like to have list of items that will be emphasized:
 - i. Paint, wood-rot, wrought iron railings
 - b. Capitol will complete in July .
- C. Drainage and Erosion Proposals**
 - a. Tabled until next meeting, projects will need to be prioritized.
- D. National Night Out**
 - a. Billy will contact Olga to provide logistics.
 - b. *Jim moves that LPAS will have a National Night Out on August 2, 6:00-8:30, with a caterer for no more than \$1200; Margo seconded, motion passed unanimously.*
 - c. Allison Gunta will assist with the children’s entertainment and perhaps find a DJ

E. Sign Cleaning

- a. Signs at West Glebe and Charles and West Glebe and Elbert need to be cleaned. Billy will obtain proposals.

F. Owner Requested Fence on Elbert

- a. Request was discussed. Billy will investigate various proposals to include a brick and wrought iron fence, smaller fence, and landscaping to create a barrier.

G. 2015 Audit/Taxes

- a. Bella has requested Billy to provide FY 14 and FY15 audit results as most board members are new on the board, and the audits will provide clarity around the health and previous status of the association's business.
- b. Board would like to review previous audit before engaging with the same audit company

H. Les Lee Jobs

- a. Les will be asked to do fence repair and painting of light poles rather than litter pickup

I. Reserves Study Review

- a. The last reserve study was completed and presented in 2012. Board agrees that the next scheduled study should be done in 2017 and can get started immediately to assist in FY17 planning
- b. There was discussion of how much of the work recommended by the reserve study to have been completed in the last three years was actually completed. This question is another reason why the board agreed the FY15 audit results are needed - to review what the inherited position of the association is with respect to the reserve projections before the new board establishes a revised FY17 budget.
- c. The current reserve balance/desired end of 2016 is \$612,405/\$684,623 or 89% of the Current Funding Approach and \$612,405/\$737,534 = 83% of the Alternate Funding Hybrid Approach
- d. Billy will get proposals for a new Reserve Fund Plan – target to have it completed before September 2016.

- J. Access to Association records Resolution will be mailed out to homeowners

EXECUTIVE SESSION

Jim moved to go to Executive session, Bella seconded, motion passed unanimously at 9:48 pm

Margo moved, Bella seconded, motion passed unanimously to exit Executive session at 10:55 pm

Bella moved to accept the May meeting minutes, as amended, Margo seconded, motion passed unanimously.

ADJOURN

Margo moved, Bella seconded, motion passed unanimously to adjourn at 10:58 pm

Next Meeting –Monday, August 1, 2016 at 6:30 pm at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305