

**Lenox Place at Sunnyside**  
***Homeowner's Association***  
**Board of Directors Meeting Minutes**  
**Monday, March 28, 2016**

**CALL TO ORDER**

The March meeting of the Board of Directors was held on Monday, March 28, 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 (Jim), President (2017) – Present  
Margo Gorra-Stockman (Margo), Vice President (2018) - Present  
Bella Vulchanova (Bella), Treasurer (2018) – Present  
Heather Herndon (Heather), Secretary (2018) – Present  
Rose Bailey (Rose), Capitol Companies – Present

Jim moved to go into Executive session to confer with Attorney Kenneth Chadwick, Margo seconded, motion passed unanimously. Executive session began at 6:31 pm.

Bella moved to leave Executive session, Jim seconded, motion passed unanimously. Executive Session ended at 7:22 pm.

**COMMUNITY OFFICERS**

- **Sgt. Jose Garcia**, Alexandria Police Department:
  - Reported City of Alexandria and Lenox Place at Sunnyside crime statistics; none in Lenox Place at Sunnyside.
  - Police non-emergency number is 703-746-4444 – call to ask for service for illegally parked cars, commercial vehicles (painted sign advertising business), out of state plates, etc.
  - Members of military can contact the City of Alexandria to get a city decal to display since it is acceptable for them to have out of state plates.
  - Board needs to provide an authorization letter to allow city police to restrict individuals who may be trespassing.

**OPEN FORUM**

**Homeowners:**

Joe and Allison Gunta - 3801 Elbert Avenue

Homeowners discussed the following:

- They are new to the neighborhood and have found neighbors to be very friendly. Question about the snow shoveling of the sidewalks – where should it end? On the corner of Elbert Avenue and West

Glebe Road the crew provided salt down to alleyway at Executive Ave once but shoveling stopped at Elbert Avenue during the big snow. What is appropriate? Rose provided the snow shoveling map and said that the contractor should shovel the sidewalk through to the ally way. The Guntas want to be more involved in the community.

- The side of Elbert Avenue/West Glebe Road does not have a brick wall to stop people from walking through the plant bed. Need to replace the sign and have better landscaping. Will put a proposal together.

#### **APPROVAL OF MEETING MINUTES – February 22, 2016**

- Jim motioned to approve the February meeting minutes as amended, Margo seconded, unanimously passed.

#### **FINANCIAL REPORT – Bella/Rose**

- Rose discussed variance for donation to the Beverly Hills United Methodist Church for use of the church for monthly meeting. This is budgeted and paid on an annual basis, but on a monthly basis it may appear that to be an issue in the financial statement.
- Bella requested that Rose provide an update on the status of the \$1500 refund due from previous snow removal contractor. This refund has been outstanding since before November 2015.

#### **COMMITTEE REPORTS**

##### **A. Landscape Committee:**

- Jim contacted the committee members, Jim will walk the property with Neil Brady (Palmer) on March 29. Heather volunteered go along. Rose provided the Palmer proposal to sweep the streets for \$880.
  - Jim motioned to accept the property maintenance proposal for sweeping the street and parking area for \$880, Heather seconded, motion passed unanimously.
- Discussed adding option for annual street sweeping to the landscaping contract to get a lower price for future years.

##### **B. Architectural Review Committee:**

- Margo emailed Nick Toaso to introduce herself as the Board liaison, he indicated that he wants to step down and that the ARC needs additional members.
- All exterior requests have been approved. ARC needs to have access to the EPF mailbox so that they can receive the requests at the same time as management.
  - Margo moved to give the ARC access to the EPF mailbox, Bella seconded, motion passed unanimously.
- ARC also needs access to the project specifications form to update it to reflect newly approved external lighting and door parts in brushed nickel, which is currently not listed as approved. They have requested but never been given access to this form to make this change. Margo will follow up on getting them this Word Document to make the change.
- Need additional ARC members:
  - Solicit through the newsletter and potentially Facebook page
  - Jim will host an event to solicit new members

##### **C. Parking: Jim – no update**

**D. Community Relations:**

- Bella – Dianne has started the draft of newsletter; Board would appreciate getting a newsletter out to all homeowners by US Postal Service as soon as possible.

**OLD BUSINESS**

**A. HOA Bylaw Update**

- a. Need to send out to the homeowners, talk to homeowners to encourage buy-in, emphasize that recommendations from community meetings and others who gave recommendations have been incorporated.
- b. Margo will draft a cover note, highlight the new changes that have been made, and discuss the community actions that cannot move forward until after the Bylaw updates are passed by the majority of homeowners.

**B. Parking Lot & Concrete Repair**

- a. Rose will send proposals by email to the Board members. The pothole is included in the proposal.

**C. Mailbox Replacement**

- a. Rose has received two proposals, US Postal service has to approve any changes, Rose will solicit an additional proposal.

**D. ARC Liaison and Improvements**

- a. Attorney has recommended that the Dodson proposal should not be approved as is because of liability and potential for the appearance of transferring common ground to a homeowner.
- b. Heather moved and Jim seconded that the Board would provide the Dodson's two options to proceed with their landscape proposal (as stated below). Jim offered a friendly amendment, which was accepted, to only allow one boxwood at the front corner of the property. Motion passed unanimously, as amended.
  - i. The homeowners could request that the HOA landscape company provide the same proposal and estimate. The homeowner would then pay for contract amount. OR
  - ii. Home owner could work through the HOA. Specifically, homeowner would get a certificate of insurance from their landscape company with additional insured of Lenox Place at Sunnyside and Capital Company, and create a proposal in the name of Lenox Place at Sunnyside.
  - iii. This new proposal must be submitted electronically to the Board for final approval. Once approved by the Board the homeowner can then provide the money to Lenox Place at Sunnyside and then the contract would be with Lenox Place at Sunnyside. Financial details and agreement to pay some up front and remaining upon completion could be worked out.

Margo will talk to the Dodsons regarding the options.

**E. Snow Invoice**

- a. This issue has been discussed with attorney who confirmed that the method of payment approved by the Board was appropriate.

- b. The official LPAS income statement was reviewed from 2009 and 2010 and determined that snow expenses for snowmagedon were over \$29K for late 2009 and over \$30K for early 2010, which were similar to the current invoice.

**F. Drainage and Erosion**

- a. Need to review and consider due to the unexpected outlay for the snow removal. Rose will initiate a full review of the property and solicit new proposals.

**NEW BUSINESS**

- A. Sprinkler System:** Spring Startup will be completed on 4/11/2016
- B. Pole and Landscape Lighting Repairs:** Rose had the electrical contractor investigate and was able to repair the lighting without having to replace the underground wiring.
- C. Yard Sale:** Margo will research an appropriate date and cost, and send options to the Board for email approval
- D. Annual Inspection:** Board suggested focusing on a few items: railing paint, wood rot, power washing stairs/driveways, red paint on metal trim, paint. Rose will send out a letter to notifying homeowners of the specific items that will be reviewed. Information will also be put in the newsletter.

**ADJOURN**

Heather moved to adjourn, Jim seconded, motion unanimously passed, meeting adjourned at 10:10 pm.

Next Meeting –Monday, April 25, 2016 at 6:30 pm at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305