

LENOX PLACE SUNNYSIDE

Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, July 31, 2017

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Margo Gorra-Stockman, President, at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305. The July meeting was postponed from Monday, July 24, 2017 due to conflicting travel schedules.

BOARD MEETING ATTENDANCE:

Margo Gorra-Stockman, President (2019)
Jim Rorke, Vice President (2017)
Bella Vulchanova, Treasurer (2018)
Mark Makary, Member at Large (2019)

Heather Herndon, Secretary (2018)
Elizabeth Stulga – Capitol Property Management
Doug Woehlke – Alexandria Sheriff's department

Management representative – Elizabeth Stulga can be reached at 703-707-6404, email: estulga@capitolcorp.com.

Homeowners can bring issues that need to be escalated to the Board to Elizabeth. Homeowners should bring items to Elizabeth first so that she can assist during the month between Board meetings.

HOMEOWNER FORUM - 5 minutes per household

No homeowners presented on any topics

COMMUNITY OFFICER

Deputy Sheriff Doug Woehlke – Sheriff's office does not have the information on area evictions (in response to Jim's questions in a prior meeting). Department has instituted a policy that every individual who has been arrested will be screened for mental health; will be forwarded to staff for assistance. About 30 individual have been identified since the beginning of the program.

Board apprised DS Woehlke about the concerns regarding the dog walk area behind Courtland Circle where teenagers have been hanging out and potentially engaging in unsavory activities. DS Woehlke took a map of the neighborhood and will pass along the information.

Approved Meeting Minutes

The June minutes were approved, as amended.

COMMITTEE REPORTS

A. **Landscape Committee** – Jim Rorke

- a. Mowing continues every 10 days during the summer
- b. Landscape enhancement proposals that were contracted with Palmers have been completed.
- c. Miss Utility has marked the streets so that PSE can complete the work on lighting and electrical repairs
- d. PSE will begin on Wednesday (8/2)

B. **Architectural Review Committee** – Margo Gorra-Stockman

- e. 2-3 additional requests have been reviewed (roofing and windows)
- f. Capitol Management will inform homeowners of result

C. **Parking** – Jim Rorke

- g. No report

D. **Community Relations** – Bella Vulchanova

- a. Taking recommendations for items for next newsletter
- b. Notification of Annual meeting will be sent out by the end of August

E. **Budget Committee** – Bella Vulchanova

- a. Active committee will work with Bella to provide written recommendations to the Board and management for upcoming creation of the 2018 budget

FINANCIAL REPORT – Stulga /Vulchanova

Elizabeth discussed the latest financial report – no unusual items were noted

The option and instructions to create auto-pay transaction, where Capitol initiates and pulls monthly assessment will be sent out to remind homeowners of this free service. Enrollment with Capitol ensures that monthly assessments are paid on time and will be correct if/when the monthly assessment amount changes.

Ratification of items taken outside of meetings.

- *\$8,524.29 proposal from PSE to repair electrical on outside lighting approved unanimously by email. Jim motioned to ratify, Margo seconded, motion passed unanimously.*

OLD BUSINESS

A. **Yard Sale – Receipts for publicity and other items**

c. \$256.89 was spent on publicity and advertising. The overage of \$56.89 was due to the need for additional signage to replace those on Elbert that were stolen, and an increase of advertising costs. *Margo moved to approve the \$56.89 overage in the yard sale, Mark seconded, motion passed unanimously.*

B. **Home Inspections**

d. Elizabeth completed the home inspections and mailed out the letters to homeowners. The response time will be 60 days, homeowners will be able to request extension for items that will require additional time.

C. **National Night Out – Tuesday, August 1, 2017**

- a. Christine Purcell leads the committee
- b. Olga has been contacted and will be providing all of the catering and logistics for cost savings.

NEW BUSINESS

D. Money Market Accounts – Rate sheets provided for consideration

c. *Bella motioned putting \$100,000 from the Money Market account into staggered CDs, \$50,000 – 3 year at Access National Bank – 1.637%; John Marshall - \$25,000 - 18 months – 1.2%; \$25,000 – 12 months - 1.05%, Heather seconded, motion passed unanimously.*

E. Microsoft Office 365 and SharePoint

d. Monthly service has been reviewed by management and is up to date

F. Declaration Proposed Revisions

e. Margo proposed the following timeline:

i) Annual meeting – announcement, brief introduction to changes incorporated due to homeowner input

ii) Question meeting with Attorney to clarify language

iii) A letter will be sent to all homeowners to explain the reason for the change and the process for voting

f. *Mark motioned to change the lease term to 6 months (from one year), no second, motion did not pass.*

g. *Margo moved to amend Section 7, second paragraph, “Any lease or rental agreement for the lease of a Lot and the improvements thereon shall be in writing and the initial term of such lease shall be for a minimum period of one (1) year unless otherwise approved in writing by the Board of Directors.” Mark seconded, Margo, Bella and Mark voted yes, Jim and Heather voted no. Motion passed by majority.*

The following items were tabled until the August meeting:

G. **Elbert Avenue Proposal** - submitted with Photos. Seeking Board Reimbursement Approval ASAP and prior to the Aug/Sept timeframe.

H. Seeking a way to **Tracking Variable Expenses** in a more trackable and easier to refer to method

I. **Power washing Entrance Signs**- Discussion to power wash signs. Will need to have water source. Board to discuss asking residents in close proximity to signs to assist with water.

Executive Session

Heather moved to go into executive session at 9:50, Jim seconded, motion passed unanimously.

Margo moved to come out of Executive Session at 9:55, Heather seconded, motion passed unanimously.

Margo moved to approve the appeal regarding the late fee. Jim seconded, motion passed unanimously.

ADJOURN

Margo moved, Bella seconded, motion passed unanimously to adjourn at 10:00 pm.

Next Meeting – Monday, August 28, 2017, 6:30 pm at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305