

***Homeowners Association, Inc.***

***Board of Directors Meeting Minutes***

**Monday, February 26, 2017**

**DRAFT**

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Margo Gorra-Stockman, President, at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305.

**BOARD MEETING ATTENDANCE:**

Margo Gorra-Stockman, President (2019)

Jim Rorke, Vice President (2020)

Bella Vulchanova, Treasurer (2018)

Heather Herndon, Secretary (2018)

Elizabeth Stulga, Capitol Property Management

Lieutenant Woehlke – Sheriff Liaison

Sergeant Garcia – Police liaison

**Management representative** – Elizabeth Stulga can be reached at 703-707-6404, email: [estulga@capitolcorp.com](mailto: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 were present.

**COMMUNITY OFFICER**

Lt Woehlke reported that the annual re-accreditation meeting will be held in April. Project LifeSaver, a new program in Alexandria for individuals with Alzheimers, autism, etc. is available. Option to have someone stop by a future board meeting to discuss. (or potentially community meeting if there is interest)

Sgt Garcia ran reports from January 22, 2018 to present date, no reportable calls within Lenox Place or Elbert Avenue.

**Approved Meeting Minutes**

January 22, 2017 meeting minutes, approved unanimously, as amended

**COMMITTEE REPORTS**

1. **Landscape Committee** – Jim Rorke
   1. No Report
2. **Architectural Review Committee** – Margo Gorra-Stockman
   1. Noted that brick laying between two driveways took place on lower Charles. Margo to check with Nick Toaso on ARC requests.
3. **Parking –** Jim Rorke
   1. Ford Expedition currently parked with a parking pass, it is over 7 days.
4. **Community Relations** –
5. No report
6. **Budget Committee** – Bella Vulchanova
7. No report

**FINANCIAL REPORT –** Stulga /Vulchanova

* There is a minimal variance from the total operating budget YTD of $504.96; see page 2 of the income statement.
* There is a $3,120 negative variance for Landscaping YTD related to the timing of the March landscaping payment

**Ratification of items taken outside of meetings.**

* *None.*

**OLD BUSINESS**

1. **Mailbox Replacements on Elbert Ave**

Elizabeth will need volunteers to give out keys to the neighbors on Elbert Avenue once mailbox replacement is scheduled.

1. **Sign Washing**

The sign washing could not be completed due to a lack of water source available from individual homeowners townhomes. Water truck could be provided with enough water to power wash at rate of $180/day.

*Margo moved to have $180/day truck to provide water for power washing, Jon seconded, motion passed by majority.*

1. **Website** – Jon Greger has been working on a website to replace the Microsoft Website before March 31. 2018.

*Jon moved to provide a Business plan in WordPress for $300 per year, Jim seconded, motion passed unanimously*.

Jon will send invoice to Elizabeth from WordPress using Google G Suites.

1. **Calendar for 2018** – Elizabeth provided the 2018 calendar which maps 2018 month by month showing critical decision points.
2. **Drainage Proposal –** Elizabeth provided several items that need attention due to drainage issues.

*Jim proposes to approve an additional $500 for drainage proposal from Drainage & Erosion for mobilization, Heather seconded, motion passed by majority.*

* 1. **Th**

**NEW BUSINESS**

1. **Tree Work**

Significant tree maintenance work needed on Elbert. Received one estimate believed to be high. Need to obtain two more proposals for comparison purposes. Elizabeth to obtain.

1. **Irrigation**

A proposal was put forth for irrigation maintenance with Community Landscape. *Heather moved to accept the $2,170 proposal for irrigation maintenance with Community Landscape. Margo seconded, motion passed by unanimous consent*

1. **Declaration Revisions**

Additional signatures are still needed and are being collected. Elizabeth will provide a notary at the April meeting, and communications will be sent out informing residents and encouraging them to take advantage of this. Both people on the deed will need to provide signature.

**Executive Session**

*Margo moved to go into executive session to discuss late parking payments at 8:58 pm, Jim seconded, motion passed by unanimous consent.*

*Jim moved to come out of Executive Session at 9:16, Heather seconded, motion passed by unanimous consent.*

*Heather moved, Margo seconded, a motion to accounts receivable to accept $430.73 and $1,475 as non-recoverable from 2009, motion passed by unanimous consent.*

**ADJOURN**

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

Next Meeting will be Monday, March 26, 2017, 7:00 pm, at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305