

Lenox Place at Sunnyside Homeowners Association, Inc.

Board of Directors Meeting Minutes

January 28, 2019 – 7:00 pm

ATTENDANCE

Margo Gorra-Stockman, President (2019)
Frank Purcell, Vice President (2021)
Saide Ashaboglu, Secretary (2021)
Jim Rorke, Member at Large (2020)
Elizabeth Stulga, Capitol Property Management
Sergeant Jose Garcia

CALL TO ORDER

The meeting was called to order at 07:06 pm by President Margo Gorra-Stockman at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

HOMEOWNER FORUM

No homeowners in attendance.

POLICE REPORT

2018 reportable offenses in the Arlandria area including LPAS declined 9% from 2017. Sgt. Jose Garcia stated the area reported slightly more than 600 offenses in 2017 and 585 in 2018.

During January, there were 6 calls for service and all were fire lane violations. Two were cited (fine associated with it).

The city generally prohibits commercial vehicles from parking on city streets such as Old Dominion Blvd. City parking violations should be called into the non-emergency number.

Arlandria area, 250 calls for service, top 3 were traffic offenses. Of the 250, 34 were reportable offenses, 10 were categorized as “all other” (i.e. accidents, and littering).

Approval of Meeting Minutes

Minutes from the meeting of November 2018 will be reviewed and approved outside of the meeting.

COMMITTEE REPORTS

- **Landscape Committee – Jim Rorke**

- Jim will look at the high tree replacement cost estimate discussed in the November meeting, to identify specifically which trees we are to get additional bids for replacing
- Deadline for the plant design in the community is coming up
 - Looking to get an extension so that plants come out of winter dormancy
- Tree trimming and budget
 - Need to identify high priority needs and trees now to plan ahead
- Nandinas that were to be moved which were obscuring the Lenox Place signs
 - On one side they have been moved and on one side they have not been moved
 - Vendor has been emailed, we are awaiting for a response
- The board has requested a bid to remove large shrubs at the entrance into Lenox Place on Old Dominion and West Glebe.
 - No bid was received, management will provide it during the next board meeting
- Inquiry made into overdue re-power washing of the entrance stone signs, which had been done unsuccessfully last year
 - Elizabeth will have a report on this in the near future
- Concrete repairs need to be completed in many of the outside brick walls of community
 - Need to identify areas of issue and then receive bids in order to repair before the condition gets worse.
 - Management will secure a contractor to review and give expertise to what needs to be changed and take photos and identify what needs to be done so all bids are consistent.
 - Once completed the scope will be written and shared for bids.
- **Architectural Review Committee – Margo Gorra-Stockman**
 - 3911 Elbert: An application to request hardscaping both sides of the driveway has been submitted
 - The board will request what type of materials will be used to hardscape the sides of the driveway to clarify the final output of the change
 - **Note on ARC Inspection**
 - An ARC inspection of the community will be scheduled, for the Spring of 2019, to assess how well all homes in the community are adhering to the design guidelines.
 - Need to check if colors have the same name for the palettes that are within the guidelines. Vendors may have changed some names or made color changes.
- **Parking – Frank Purcell**
 - The committee met in January of 2019.
 - Members served approximately 25 citations of vehicles, 6 calls for fire lane side violations, 3 requests for towing that were brought to the attention of the board and approved - 1 was executed by tow company; in other 2 instances car was moved by the time Henry's arrived on site.
 - Effort to inform members of the community about neighborly parking has been put on the website and has been linked on the Facebook page.
 - The neighborly parking materials were posted on the LPAS website, and US mailed to we have not seen an increase in requests for LPAS parking passes. The board

followed up with management on the request, submitted by Frank Purcell in early-January, to send an email to the community so that everyone is aware of the updated neighborly parking materials.

- Half of the tag mailings have included the neighborly parking awareness memo; the rest will be mailed and emailed to ensure all members have received it.

- **Community Relations – Open**

No report

- **Budget Committee – Open**

No report

Management Report

Elizabeth presented the management report:

1. Income statement
 - The year was ended with a surplus o \$16,111.13
 - Query about the actuals in the irrigation row item, which totalled at \$4,983.94
 - Previous amount was over \$6,000, but included money for replacement of the irrigation clocks that would have been a reserve study expenditure. Requested final accounting from management of line item cost for the clocks vs. the repair/maintenance cost for the rest of the system
2. Balance Sheet
 - Question was raised as to the amount in the operating reserve at year end of \$13,447 and why we did not have \$16,000 in the operating reserves at year end as was planned for in January of 2018
 - Response that audit adjustment which should have been reflected in 2017, was adjusted in 2018 because the '17 and '16 audits were done at the same time after the books had been closed.
 - Money was taken out of operating reserves to pay for this
 - The board recommends that we move the difference between the existing (Dec) and target operating reserve amount from the surplus and put it back to the operating fund to meet the goals that were set.
 - The board will review best practices operating reserve policies for nonprofits, and make recommendation at the next meeting for conditions under which monies can be taken out of operating reserve.

Margo made the motion to approve that \$2,600 be moved from account 1000 (checking) to account 3200 (operating fund), leveraging the surplus from 2018 to meet \$16K operating reserve target that was set. Jim seconds the motion. The board approves the motion unanimously.

OLD BUSINESS

1. Landscaping was approved and completed

2. Snow removal was conducted in Jan.
3. Budget was approved and mailed.
4. Parking pass applications were mailed and received and tags have been mailed out.
5. Parking concerns continue to be addressed.
6. Fire lane signs are being ordered and will be installed upon arrival.
7. Newsletter will be re-circulated to the board to be updated and distributed.
8. Letter will be sent upon legal review to reserve the right to maintain HOA common property

NEW BUSINESS

1. Parking Policy - abandoned vehicle change
 - a. The policy was unclear and needed to be clarified, an alternative write up has been put together and put to the public for comments.

Once approved by the board the attorneys will review and the final version will be mailed to residents of the community.

Frank moved, Margo seconded and the Board unanimously approved: “That the Board amend LPAS Parking Policy I.D. Unapproved Vehicles, so that it reads (with new copy in *italic*):

I. UNAPPROVED VEHICLES

Residents may not park the following vehicles anywhere on Association Property:

D. *Abandoned or Stored Vehicles.* Any vehicle left unmoved in a parking space for more than seven (7) consecutive days, unless the owner provides written notice to the Board in advance that he or she will be away and unable to move the vehicle for a period greater than seven (7) days, *not to exceed fourteen (14) days. Requests for parking beyond fourteen (14) days for extenuating circumstances require Board approval.*”

2. Inspection date
 - a. Weather permitting, the inspections will be scheduled to be done the week of April 22nd and letters will be mailed the week of April 29th
3. Snow plowing and removal - feedback and comments
 - a. Interior sidewalks were done well, interior streets were plowed in a timely manner
 - b. Multiple residents complained of the plow trucks idling in front of their houses for an extended period of time and leaking oil, creating a bad smell in the community
 - i. The Board asked management to communicate to the vendor that idling vehicles be mindful of residents and if possible idle away from specific residences.
 - c. There was little evidence that the vendor cleared the sidewalks on West Glebe. Were eventually cleared by board member.
 - i. The Board asked management to relay to the vendor expectations for clearing sidewalks on West Glebe

4. Declaration revision

- a. Thus far 31 owners have signed the revised declarations. 82 (67% of owners) are needed for the revised declarations to be made in force.
- b. The Board will develop a campaign to raise awareness and answer questions and concerns that residents might have on the amendments.

Margo moved to move to executive session at 9.48pm.

Margo moved to end executive session at 10.02pm.

In executive session the following liaison assignments were made:

- Frank Purcell will stay on the Parking Committee and shadow Jim Rorke on Landscaping.
- Saide Ashaboglu will shadow Margo Gorra-Stockman on the ARC Committee.
- Other committee liaison assignments will be discussed in the next board meeting.

ADJOURN

Margo moved to adjourn at 10.05 pm. Saide seconded. Motion passed unanimously.

Next Meeting is February 25, 2019, at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.