

**Lenox Place at Sunnyside Homeowners Association, Inc.**  
**Annual Meeting Minutes**  
**Monday, October 28, 2019 – 7:00 pm**

## ATTENDANCE

Frank Purcell, Vice President (2021)  
Saide Ashaboglu, Secretary (2021)  
Jonathan Greger, Treasurer (2020)  
Eric Kempen, New Member (2022)  
Jim Rorke, Member at Large (2020)  
Elizabeth Stulga, Capitol Property Management  
Steve Wilberger, Resident  
Nick Nalli, Resident  
Christine Nalli, Resident  
Lewis Jackson, Resident  
Monica Wilberger, Resident  
Sherwin Lee, Resident

## CALL TO ORDER

The meeting was called to order at 7:05 pm by Vice President Frank Purcell at the Beverly Hills United Methodist Church, 3512 Old Dominion Blvd., Alexandria, Virginia 22305.

## Member Forum

Christine Nalli. In re the letter of Oct. 13. Why was the federal return not included? Why were the taxes not completed. Frank Purcell committed to answer at next meeting.

Nick Nalli. 3804 Charles. Expressed a desire to be more active in the community.

Steve Wilberger. 2103 Elbert Ave. He paid to remove a tree and to replace grass. We are told that it is within the City. Elizabeth Stulga answered that the Board found the trees on Elbert are providing so much shade they did not allow the grass to grow. LPAS installed SoilMate and the grass is coming in. Wilberger replied that the tree is not the city's tree. The tree is on the owner's property.

Wilberger. Asked about the financials. We have a deficit and have \$750K on hand. If we have reserves how do we have a deficit? Jon Greger responded the deficit is long-term negative equity from past years' deficits vs. expenses. We owe the debt to ourselves. Elizabeth Stulga stated that reserves are for capital expenditures. The reserve study is conducted every five years.

Monica Wilberger. 2103 Elbert Ave. When was the last time LPAS was using the reserve for expenditures? Jon Greger replied that it was for replacement of water timing clocks and some drainage. S Wilberger added he would like to see major projects scheduled.

N Nalli. The past 2 summers LPAS area had "flash drought." We have small landscaping trees that line Glebe Rd. in addition to green space that buffers our homes. We watered and brought these trees back to recover the trees. Should there be a sprinkler behind the fence in the

section between Charles Ave and Elbert Ave? Frank Purcell requested N & C Nalli email further information about the proposed initiative.

Sherwin Lee, 3825 Courtland Cir. Concerned about parking and parking enforcement. Over past 1-2 months since late August the number of violations occurs any given night, sees violations. Recommended use of a large orange parking citation sticker for enforcement and further review of procedures and practices.

Lewis Jackson, Shorter Ave. Access to the parking area should be available. There was a \$2800 estimated tax payment for 2019, why? Jon Greger said estimated tax payment information is available in a document on-site. Underpayment is penalized; overpayments are refunded back to the Association.

## **PAST MINUTES**

**Jon Greger moved to approve the minutes from the Board meeting of September 23, 2019.** Saide Ashaboglu seconded to approve. The board passed the motion unanimously.

**Frank Purcell moved to approve the minutes from the Board meeting of August 26, 2019, as amended.** Saide Ashaboglu seconded to approve. The board passes the motion unanimously.

## **OLD BUSINESS**

**Frank Purcell moved the Board accept the consent agenda reports and adopt its actions.** The Board approved unanimously.

Management reported that:

1. Drainage walk through requested from Family Drainage
2. Parking concerns continue to be addressed
3. Several resales were completed
4. Trees were trimmed
5. Lights and irrigation were repaired
6. Annual meeting was held
7. Mailing to residents with response to concern was mailed
8. Painting of the letters on the signs was approved and color needs to be chosen

## **NEW BUSINESS**

### **2020 budget discussion**

Management has shared a worksheet for the budget development. The budget contains historical budgets as well as reference.

There was discussion about several topics:

- Paying down the accumulated negative equity.
- Current operational and maintenance reserves are funded at over 100%.
- The Board should be diligent in documenting its actions and procedures for the budget.

- Largest operating expenditure: landscaping (contract – concludes in the fall of 2020), management fee, followed by other maintenance and then the replacement reserves
- A suggestion that the budget incorporate Lenox Place Board membership in the Community Associations Institute.
- The major drainage project is anticipated to move forward in 2020, funded by maintenance reserves.
- As part of maintenance reserve allocations to replace wood fences on the property in the 2020s, the Board discussed securing the advice of an engineering firm to evaluate the fences and make recommendations.
- The 2020 budget process will also examine and prioritize maintenance needs for future years through 2023 which would be evaluated each year.

### **Professional investment of LPAS reserves funds**

The board discussed transferring investment funds from self-managed accounts to professional management as proposed by Morgan Stanley. The Morgan Stanley recommendation imposes no additional fees on Lenox Place at Sunnyside, and enables efficient, safe and compliant investment of Lenox Place reserve funds. Morgan Stanley further enables professional management of Lenox Place investments.

The board will need to see an updated CD plan as one of the CDs has matured prior to the October meeting.

**Jon Greger moved that the Board adopt a proposal from Morgan Stanley for professional management of investment of LPAS reserves consistent with safety, returns, compliance and best practices, and direct the Treasurer and management to execute the appropriate transfers.** Eric Kempen seconded the motion. The motion passed unanimously.

### **Future meetings**

Elizabeth will be circulating a calendar with the board so that any changes due to conflicts (i.e. holidays or travel) can be announced early on. The calendar will also include notations of big contracts that need to be renewed in 2020. The board will evaluate the calendar prior to the November meeting.

### **Tech training for the board**

The board is assessing which platform to house information and use for continued communications. A method is also required to secure training. Platforms under consideration for information and communication management and training include MS Office365 and Google GSuite, and for website management and training WordPress.

### **Review of operational status items**

Management summarized for the Board:

- a. Drainage capital projects – management reached out to another vendor for a bid and walkthrough, has not been scheduled yet.

- b. Traffic data collection – management will talk with the police department
- c. Landscaping proposal/snow – the board reviewed 2019 choices for snow removal and continued the same protocol for the 2020 contract, plus that the vendor should limit the amount of time idle trucks have on the community

**Jim Rorke moved to accept Landcare contract #3178569 as amended dated October 17, 2019, for the purpose of snow removal in 2019-2020 season.** Jon Greger seconded the motion. The motion passed unanimously.

- d. A new 2020 landscaping proposal will be shared with the board and members will review proposed changes
- e. Community members have requested to add an asphalt pathway between two townhomes for wheelchair accessibility. Board members to assess the area and take photos to make a decision
- f. Email was received from a resident concerned about erosion east of the southernmost townhomes on Charles Ave – will be addressed with the drainage project
- g. Repainting of letters on external signage – an updated proposal for the amount of \$1,875 was reviewed. The proposal was tabled until the next board meeting.

#### **Move to Executive Session**

**Frank Purcell moved to resolve the Board into executive session to discuss election of officers and review old balances at 9:46pm.** Jim seconded the motion, which passed unanimously.

#### **Move to Open Session**

**Frank Purcell moved to resolve the Board into open session at 10:25 pm.** Jim Rorke seconded the motion, which passed unanimously.

In executive session the board reviewed aged balances, and elected officers. The Board announced officers as: Frank Purcell, President; Saide Ashaboglu, Vice President; Jon Greger, Treasurer; Eric Kempen, Secretary; Jim Rorke, Member at large.

**Jim Rorke moved to accept the draft 2018 audit of Lenox Place at Sunnyside financials.** Frank Purcell seconded the motion which passed unanimously.

**Jon Greger moved to accept 2020 committee charges as amended.** Saide Ashaboglu seconded the motion which passed unanimously.

#### **Move to Executive Session**

**Jim Rorke moved to resolve the Board into executive session at 10:37 pm to discuss personnel items.** Saide Ashaboglu seconded the motion which passed unanimously.

#### **Move to Open Session**

**Jim Rorke moved to resolve the Board into open session at 10:41 pm.** Frank Purcell seconded the motion which passed unanimously. The Board had discussed personnel items.

## **ADJOURN**

Frank Purcell moved to adjourn at 10:42 pm, which was adopted without objection. Next meeting: November 25, 2019