

Lenox Place at Sunnyside Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, March 30, 2020 – 7:00 pm

ATTENDANCE:

Frank Purcell, President (2021)
Jonathan Greger, Treasurer (2020)
Jim Rorke, Secretary (2020)
Robin Roberts, Member at-large (2022)
Saide Ashaboglu, Vice President (2021) was absent with advance notice
Joanelize Morales, Capitol Property Management

Mark Makary, Resident
Lewis Jackson, Resident
Pamela Roberts, Resident
Margo Gorra-Stockman, Resident and Landscaping Committee Chair

Eric Kempen, Recorder

CALL TO ORDER:

President Purcell called the meeting to order at 7:07 pm via the GoToMeeting virtual meeting technology. An HOA meeting document packet was made available for download for community members who used the GoToMeeting virtual meeting website to access the meeting.

Due to the COVID-19 pandemic, and in accordance with the City of Alexandria Health Department guidance, the face-to-face Lenox Place HOA Board meeting scheduled to be held at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305, was cancelled.

On March 18, 2020, Greger moved via email to change the location of the March 30th HOA meeting to a virtual meeting. A unanimous vote of all directors being required to pass, the motion failed on a 4-0-1 vote, member Ashaboglu voted aye to second, Greger, Purcell and Roberts voted aye, and member Rorke did not vote.

On March 21, 2020, President Frank Purcell called a Special Meeting of the Lenox Place at Sunnyside Board of Directors to take place virtually Mon Mar 30, 7:30 pm, via a technology to be named. Notice was published on the association website on March 21 and members were invited to attend.

Public Health Statement:

Purcell provided a summary of current published public health information pertinent to the Lenox Place community. This included the VA Governor's a stay-at-home executive order issued today and lasting until June 10, 2020, in order to limit the spread of the Novel Coronavirus. LPAS will follow the direction of the City of Alexandria and State of Virginia in this health

emergency.

If people have health concerns, they should call the City of Alexandria Health Department. Persons with chest pain or shortness of breath should call 911. If you see people congregating in a manner inconsistent with physical distancing guidance, residents should call the City of Alexandria police non-emergency number to report it.

Member Forum:

Lewis Jackson provided multiple comments and questions:

- Alleged management made a payment to CAI without formal approval or authorization, as this expense is not in the 2020 budget. Expressed concern that the payment was made without approval inconsistent with the management contract.
 - BOD Response: This expense was approved in February, and is accounted for in the 2020 budget. Overarching concerns will be reviewed.
- Requested the status of the 2017 LPAS taxes.
 - BOD Response: 2017 Taxes were paid and filed.
- Asked why the 2018 audit was not presented at the annual meeting, and when did the Board intend to share it with the community.
 - BOD Response: The was not available to present at the annual meeting, and that it was not required to be presented at the time. The audit was made available to residents in a subsequent 2019 Board meeting.
- Asked if the 2019 audit is being conducted.
 - BOD Response: Yes
- Stated he was concerned about hiring a consulting engineer which will be used to review drainage proposals.

Pamela Roberts

- Stated she was concerned about the families playing with their children in the street given the current health crisis.
- Reported a car that has been parked in the LPAS lot for over a week without a parking hang tag and is in danger of being towed. She expressed concern the vehicle owner may not have fair warning of being towed since they may be new to the community.
 - BOD Response: This parking issue is being addressed and towing notice will be made.

Eric Kempen

- The light post in the common area next to 3832 Elbert Avenue still does not work despite contractors working on it previously.
 - BOD Response: Requested Kempen take a picture and provide a map of the approximate location of the light post for management to review.

CONSENT AGENDA:

Purcell moved to accept and approve the items listed in the Consent Agenda en bloc as amended, including to:

- a. Motion to accept minutes of the Board meeting held on Monday, February 24, 2020

- b. To ratify for the record the motion of Saide Ashaboglu, approving “LPAS 3-21-20 FINAL DRAFT” for publication and distribution to members via the website, email and USPS mail; and to authorize the President to make minor technical and conforming changes as needed. The vote concluded Sunday, March 22, 2020, and was approved 5-0. A unanimous vote is required for passage.
- c. Treasurer’s report (February 2020)
- d. Landscape committee meeting minutes (attached)
- e. Law enforcement written report (attached)
- f. Management report

In light of COVID-19, Greger highlighted some financial considerations for LPAS. Specifically, the Board should be prepared that due to potential job loss in the community, some members may miss HOA monthly payments. If this occurs and in order to make up for this potential loss in revenue, the Board may have to reduce discretionary spending for items including social expenses, non-contract landscaping items, and potentially tree and exterior maintenance. The LPAS reserves are healthy with a balance of over \$805k.

Rorke requested to consider items a., c., d., and f. from Consent Agenda individually, which was granted consistent with procedure for a Consent Agenda.

Purcell moved to adopt items b. and e. Greger seconded the motion, which was adopted unanimously.

Item A

Rorke requested item g. in the consent agenda from the Monday, February 24, 2020, LPAS Board meeting minutes to reflect the motion was accepted as amended by Greger.

Greger moved to adopt item A with Rorke’s suggested changes to the February 24, 2020, LPAS Board meeting minutes. Roberts seconded the motion, which was adopted unanimously.

Item C

Roberts moved to adopt item C. Rorke seconded the motion, which was adopted unanimously.

Item D

Roberts moved to adopt item D. Greger seconded the motion, which was adopted unanimously.

Item F

Morales stated she asked an electrician to check the LPAS lights that were out in the community and they should now all be working.

Greger moved to accept item F. Roberts seconded the motion. The motion was adopted 3-1 with Greger, Purcell, and Roberts voting aye, and Rorke abstaining.

NEW BUSINESS

Authorize the scope of consulting engineering services in support of LPAS community drainage projects.

- a. Authorize the scope of a consulting engineer to include review LPAS common area property, review the three bids for LPAS drainage improvements, prioritize projects and their elements by the:
 - (a) urgency to mitigate against damage to homes by surface storm water;
 - (b) effectiveness mitigating risk of storm water damage of common property;
 - (c) benefit vs. cost;
 - (d) vendor willingness to separate individual projects from bids;
 - (e) to make and justify recommendations for the Board consideration; and
 - (f) to manage the project to its completion and report its status timely and regularly to the Board.

Purcell added that with this motion, Capitol Property would have the information necessary to obtain proposals from qualified bidders to provide consulting engineering services.

Greger moved to authorize the scope of consulting engineering services in support of LPAS community drainage projects based on the above parameters and to solicit bids with the authorized scope . Roberts seconded the motion.

The motion was adopted 3-1 with Greger, Purcell and Roberts voting aye, and Rorke voting nay.

Irrigation Services

Rorke moved to accept the proposal from Community Landscape Services, No. 120-5826, dated January 3, 2020, to provide irrigation maintenance and related services during 2020 at a cost of \$2,170, plus charges for additional repair work approved in advance.

Roberts seconded the motion, which was adopted unanimously.

Conduct LPAS HOA Board and committee meetings virtually through June 2020.

Greger moved to hold all LPAS HOA Board and committee meetings virtually through June 2020. Roberts seconded the motion, which was adopted unanimously.

Landscape status review.

The Landscaping Committee Chair, Margo Gorra-Stockman, provided an update on the committee's LPAS property walkthrough conducted on March 17, 2020, with David Breen of LandCare (via FaceTime), and on the development of request for proposal (RFP) criteria for future landscaping contracts. Gorra-Stockman explained the committee would like the drainage project accelerated. The three vendors that submitted bids had different solutions for the same areas so she supports having an engineer review the bids to help determine the best solution.

The property walkthrough went well and many of the trees planted last year are healthy. However, a lot of weeds were observed taking over flowers and other plantings. Addressing this issue should be covered by LPAS' current contract with LandCare.

The landscaping contract expires this year and the committee would like to accelerate development of requirements so that proposals may be sought well in advance of the contract expiration. The ideal target timing is to have a draft RFP written by April or early May, and then to have Landscape Committee review and provide input to this in time to get comments back to the Board for refinement prior to sending to vendors to bid on in early June 2020.

The committee expressed preference for one vendor providing both landscaping and snow removal.

Operational Status Items Review

- a. Status of maintenance services in light of COVID-19: *Morales stated landscaping services would still continue under current health guidance.*
- b. Recommendation for timing of certain repairs and installations within common property such as painting of LPAS fences: *Morales stated initiation of new projects should be started no earlier than July 2020 due to the pandemic.*
- c. Contribution to host meeting facility: *Morales stated she has not seen any payments made to the church in 2019 as was budgeted. She continues checking with her accounting team. She will further advise the Treasurer.*
- d. Irrigation winterization payments in 2019: *Morales stated she should have an update by the end of this week.*
- e. Obtaining revised metal fence painting bid(s) to include metal hand-railings on common property: *Morales recommended the Board should revisit this project in July 2020.*
- f. Developing scope and obtaining bid to replace fence gates on common property between Charles and Elbert Avenues: *Morales requires additional information from the Board in order to define the project scope and obtain bids.*
- g. Revenue and expenditure monitoring in light of COVID-19: *Morales will report this information to the Board in a timely manner. In mid-April, Morales will generate a flash report containing LPAS' current income and expenses for Greger to review.*

ADJOURN

Greger moved to adjourn the evening's meeting, and Roberts seconded the motion. The motion was adopted unanimously. The meeting was adjourned at **8:55** pm. The next meeting of the Lenox Place Board of Directors will take place on Monday, April 27, 2020, virtually.