

Lenox Place at Sunnyside Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, November 23, 2020 - 7:00 p.m.
Virtually via GoToMeeting

Attendance

Directors

Frank Purcell, President (2021)
Saide Ashaboglu, Vice President (2021)
Jim Rorke, Member at-large (2023)
Robin Roberts, Member at-large (2022)
Haben Petros, Member at-large (2023)

Eric Kempen, Recorder

Management

Joanelize Morales, Capitol Property
Management

Landscape Committee

Margo Gorra-Stockman, Chair

Residents

Maureen Perkins, Pamela Roberts, Kaelyn
Douville, Javier Arniella, Rodrigo Vazquez,
Lewis Jackson, Margo Gorra-Stockman

Board Action Before the Meeting

Petros moved via email Nov 1 2020 to immediately conduct a reserve study by a certified reserve specialist as a prerequisite to the allocation of funds towards a proposed project and any special meeting for drainage.

- Aye: Ashaboglu, Petros, Roberts, Rorke
- Nay: None
- Not voting: Purcell
- Motion failed, lacking required unanimous support of all directors for action taken outside a Board meeting

Call To Order

President Purcell called the meeting to order at 7:00 p.m.

Approval of Agenda

Purcell moved to adopt the agenda.

- Aye: Purcell, Ashaboglu, Roberts
- Nay: Rorke, Petros
- **Motion adopted**

Community Forum

Resident comments:

- Douville noted the tree in his front yard on Courtland Circle has dead branches and needs to be addressed. He has not heard a response from management.
- Jackson expressed concern that the 2021 working budget document says LPAS in 2020 has paid into its maintenance reserves, which is not reflected in management's financial statement.
- P. Roberts expressed concern about the limited number of board members and the fact that our fees are lower than necessary to support continued operations.

BOD responses and actions:

- Various issues mentioned will be forwarded to management to resolve.
- The Board committed to fund maintenance reserves in 2020 at the level approved in the 2020 budget, a commitment reflected in the working budget document 2020 actuals to be executed in 2020.
- The landscaping issue will be forwarded to the landscape committee for action.

Executive Session

Purcell moved to resolve into executive session for the purpose of organization of the 2020-2021 Board of Directors.

- Unanimous approval
- **Motion adopted**

The Board of Directors resolved into executive session at **7:19 p.m.** and returned to open session at **7:36 p.m.**

Actions from Executive Session

Maureen Perkins was named as the non-board member Treasurer.

Robin Roberts will serve as the Secretary.

Consent agenda

Rorke asked the status of the number LPAS parking passes issued. Management was tasked to research and provide an update at the next monthly meeting.

Rorke moved and Roberts seconded adoption and acceptance of Consent Agenda items en bloc, which included adopting the minutes of the Board meeting on Monday, October 26, 2020, and the Special Meeting on Monday, November 16, 2020; adopting the Management and Treasury reports for October 2020; motion to accept the LPAS white with green parking pass remains valid through 2021; motion to continue conducting LPAS HOA Board meetings using

virtual meeting technology through June 2021 to allow safe conduct of business and community member engagement consistent with social distancing and public health guidelines during the COVID-19 pandemic; and note coverage of LPAS in a Washington Post article.

- Unanimous approval
- **Motion adopted**

Landscaping and snow removal agreement

Discussion was held regarding a revised proposal for community common area landscaping and snow removal services.

- Management secured a snow removal agreement from the preferred bidder.
- Gorra-Stockman explained the Landscaping Committee had requested an amendment to the Blade Runner agreement; namely that an accumulation level of snow should initiate service.

Rorke moved to approve a bid from Blade Runners dated October 16, 2020, and October, 28, 2020, to provide landscaping and snow removal services from January 1, 2021, to December 31, 2021, and November 24, 2020, to March 31, 2021, respectfully, at a total cost of \$44,688.00 plus time and materials snow removal charges, net of discount coupons.

Management was directed to work with the vendor to amend the snow contract to reflect that three inches of accumulation will initiate service, unless the President or designee waives off the service, and for ice, the President or designee may initiate service.

- Unanimous approval
- **Motion adopted**

Reserve Study

Discussion was held regarding a refresh 2017 reserve study.

- Two bids were reviewed from Reserve Advisers and Thomas Downey, Ltd. (TDL).

Petros moved to direct management to secure a reserve study with a vendor that includes a certified reserve specialist and contains a fully funded component approach, including a site visit, from vendors supplied at the LPAS HOA meeting on Monday, November 23, 2020, at a cost not to exceed \$3,500.00, payable during FY2020. The motion was seconded by Rorke.

- Unanimous approval
- **Motion adopted**

Drainage initiative

Discussion was held regarding authorizing ETC to issue Requests for Proposal for drainage work at LPAS.

Ashaboglu moved to authorize ETC to issue Requests for Proposal consistent with its design packet of October 6, 2020, including modifications described in "Addenda to ETC Design Packet for RFPs," for all phases of LPAS common area drainage initiative, evaluate

submissions, and report recommendations and justifications back to the Board at its January 2021 meeting. The motion was seconded by Roberts.

- Unanimous approval
- **Motion adopted**

FY21 LPAS Budget

Discussion was held regarding the LPAS FY21 operating budget, with a working document version enclosed in the board packet and provided to the Board on November 15, 2020. Members discussed current outstanding invoices, reserves fund contribution, and the LPAS balance sheet. The Board proceeded to consider amendments to the LPAS 2021 budget working document that were submitted in advance and enclosed in the open session meeting packet, and then to entertain additional amendments put forward by members.

Rorke #1 offered an amendment to pay back negative equity funds.

Roberts offered an amendment to Rorke's amendment for LPAS to seek the view of an auditor about the optimal way to proceed on paying back the negative equity, and report back to the board.

- Aye: Purcell, Ashaboglu, Roberts, Petros
- Nay: Rorke
- **Motion amendment adopted**

Purcell moved to adopt Rorke's amendment as amended.

- Aye: Purcell, Ashaboglu, Roberts, Petros
- Abstain: Rorke
- **Motion amendment adopted**

Rorke #2 offered an amendment to pay back the negative equity funds by \$5,000.00 from an increase in member monthly fees by \$3.42 per month or approximately a two percent fee increase.

- Aye: Rorke
- Nay: Roberts, Petros, Purcell, Ashaboglu
- **Motion failed**

Purcell moved to approve the 2021 budget, setting the total assessment to \$170,200.00, representing a 5% increase, resulting in the assessments of \$119 per unit per month, or \$1,428 per unit per year.

- Unanimous approval
- **Motion adopted**

Gates Replacement

Discussion was held regarding a revised bid from OnPoint Construction Services, LLC, to replace common area pedestrian walkway gates between Elbert and Courtland/Charles areas.

Roberts moved to approve bid of OnPoint Construction Services, LLC, estimate number 20061504, dated August 19, 2020, to replace pedestrian gates separating Charles/Courtland from Elbert areas, at a total cost of \$7,050.00 to be paid from reserve funds.

- Unanimous approval
- **Motion adopted**

Executive Session

Purcell moved to resolve into executive session for the purpose of evaluating contracts, evaluating aged balances, and legal matters.

- Unanimous approval
- **Motion adopted**

The Board of Directors resolved into executive session at **10:20 p.m.** and returned to open session at **10:46 p.m.**, having undertaken evaluated contracts, evaluated aged balances and legal matters.

Governance Agenda Items

Discussion was held regarding an LPAS Record Retention Policy and the use of a Google Drive system to retain such documents.

Petros moved to adopt the LPAS Record Retention Policy with the following changes: “Variable” is re-labeled as “60 days”, “Type 1” is audio/video recordings are retained for 60 days after recordation, and “Type 2” is removed from the policy.

- Unanimous approval
- **Motion adopted**

Ashaboglu moved to approve Google Drive system for retaining LPAS HOA recordings and packets consistent with the approved document retention policy, at an annual cost no greater than \$200.

- Unanimous approval
- **Motion adopted**

Adjournment

Rorke moved to adjourn and set the next regular monthly meeting for Monday, January 25, 2021, at 7:00 p.m., virtually.

- Unanimous approval
- **Motion adopted**

Meeting adjourned at **11:09 p.m.**