

**Lenox Place at Sunnyside Homeowners Association, Inc.**

**Board of Directors Meeting Minutes**

**Monday, May 24, 2021 - 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, Secretary (2022)  
Haben Petros, Member at-large (2023)

Molly Perkins, Treasurer

### Management

Molly Mangan, Community Portfolio  
Manager, Capitol Property Management

### Residents

Christy Fellner, Javier Arniella, Kaelyn  
Doubille, Lynn Smith, Margo Gorra-  
Stockman, Mark Makary, Rodrigo Vazquez  
Stefano DiNova, Teresa Austin, Toni  
Tashev, Jos Williams, Nick Nalli, Christine  
Nalli

### Special Guests

Cassie Park, P.E., Registered Engineer,  
ETC Engineering and Technical  
Consultants & Architects

(Agenda packet available at <http://bit.ly/LPAS-Open-May24>)

## Call to Order

Purcell called the meeting to order at 7:01 p.m.

## Item 1: Public Health Statement

Purcell briefly referenced resources about the covid-19 pandemic provided by the public health departments of the Commonwealth of Virginia and City of Alexandria.

**Rorke** objected to considering a portion of the agenda en bloc, arguing that many of the consent agenda items should be discussed “upfront” so they could be discussed more fully.

**Purcell moved** to approve the agenda “as is”. **Roberts seconded** the motion.

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

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## Item 2: Community Item Updates and Management Item Review

- A. Status of management items document
- B. Seeking additional committee members, particularly for Architectural Review Committee and Landscaping Committee
- C. Irrigation system remote control
- D. Community property survey
- E. City FEMA map hearing May 19
- F. Revised declarations circulation
- G. Reporting items in common areas to management
- H. Other operational status items

### Highlights of the Update and Review:

- Mangan will be on site weekly to observe the status of repairs and maintenance.
- CPM will provide more information on all fence warranties.
- The new parking vendor – Dominion Towing – will propose hang tag designs for vehicles
- Work on installing an electronic controller for the Courtland Park irrigation system continues.
- Topographical maps recently provided by the Federal Emergency Management Agency showed that some LPAS properties were located close to or in the secondary floodplain of Four Mile Creek.
- More than two bids should be solicited for the drainage project.
- The location of any lights that are not operating should be reported to Capitol for immediate repair.

## Item 3: Community Forum

### Community comments:

- The backyard fences of the houses along Lower Elbert need repair or replacement.
- Due to “flash droughts” that may occur this summer, residents should take the initiative to water the mature trees in their vicinity, especially older oak and cherry trees. In the past, residents have taken on this responsibility. The irrigation system for Courtland Park will need to run more often during the drought, preferably during the morning hours. Already, some grassy areas are browning. Curb appeal is impacted.

## Item 4: Consent Agenda

Board members agreed to discuss “Item 4: Consent Agenda” after the discussion of the Item 5.

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## Item 5: Drainage Project Review and Q&A

Cassie Park, P.E., ETC Engineering and Technical Consultants & Architects, provided an update on the project. These comments followed.

- ETC sent out Requests for Proposals to seven trusted vendors, based on ETC's past personal and corporate experience. Two bids were received.
- Bids were submitted for Phases 1-3 of the drainage project. The bid from Avon Corporation totaled \$742,782.00. The Fine Earth Landscape bid was \$1,034,921.00. The proposed P1 start date was ASAP; P2: 2022; and P3 2023.
  - Avon is ready to start the project now; FEL could likely start by fall.
  - The difference in project costs can be attributed to variables such as the type of equipment used, number/cost of personnel, removal/disposal costs, and the approach to doing the work.
  - The phases are arrayed by priority and designed to be performed sequentially. Doing the phases piecemeal would likely raise overall costs since equipment would have to be transported on and off the premises between phases.
  - There are sub-phases within Phase 1. The properties at 3917-3925 Charles Ave., 3801-3807 Courtland Circle, and 3800-3804 Elbert Ave. are the highest priority sub-phases.
  - An allowance of 15% is set aside to cover unforeseen costs such as soil testing. Utility companies are responsible for rerouting utility lines.
  - The salvage of river rock could reduce costs.
  - More bids should be solicited to ensure a rigorous contractor selection process.
  - Though third-party inspections and site plan reviews would probably not be required, they would cost extra.
  - ETC would be the project administrator for a firm fee of 10%. Their tasks would include 2 site visits/week, contract management and execution, documentation of progress for the Board/residents, generation and oversight of change orders/punch lists, coordination discussions, and a listing of all project costs.
- Project costs could be marginally reduced by using a tree specialist to remove trees.
- Only Avon provided a start date, which factored in time needed to obtain the necessary permits.
- Both contractors would bill monthly for completed work only, not including a 5-10% retainage.
- The City of Alexandria approves stormwater structures that drain directly to stormwater sewers. The city tracks where the flows go, not whether they should go there.
- The sump pump proposed in earlier iterations of project plans, was deleted from the current plan. The pitch of the terrain behind 3801-3807 Courtland Circle is sufficient for flows to drain to the storm sewer at Charles Ave.
- Though Phase 1 has both engineering and landscaping elements, it is the construction of the retaining walls and storm drain infrastructures that make it an engineering project.

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## Item 4 REVISITED: Consent Agenda

4a: Suggested motion to accept minutes of the Board meeting of Apr 26, 2021

- The board accepted the minutes without objection.

4b: Financial report (Apr 2021)

- The board agreed to address the financial report during their discussion of Item 6 below

4c: Notice naming Catherine Ahmann Chair of the Architecture Review Committee succeeding Eric Kempen – who is moving – until the LPAS Organizational Board 2021-2022 organizational meeting

4d: Finance and Long-Term Planning Committee report is noted below in Item 6. No further report was received from other LPAS committees or law enforcement

**Purcell moved** to accept the above modifications and adopt Items 4a-4d en bloc. **Ashaboglu seconded the motion.**

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

## Item 6: Treasurer's Update

Comments from the Discussion of Treasurer's Update

- Capitol Property Management paid certain expenses from 2020 in 2021, including certain trash pickup expenses. 2020 taxes have been paid, and 2021 estimated tax has been prepaid.
- ETC's services were budgeted at \$14,000, though its cost-to-date is \$16,483.95.
- CPM will update the Board on LPAS' tax filings for 2018 and 2019.

### Item 6A: Proposed Memorial Marker

Suggested motion to refer a proposal for an historical marker honoring Elsie Thomas (1919-2008), president of the Sunnyside Civic Association that resulted in the development of the Lenox Place at Sunnyside townhomes, with the marker's estimated cost of \$2,600 plus installation, as recommended by Larry Grossman with the involvement of the Alexandria Black History Museum.

**Purcell moved** to thank Mr. Grossman for his proposal and to consider posting the memorial marker cost to the LPAS 2022 budget. **Roberts seconded the motion.**

- Aye: Purcell, Ashaboglu, Rorke, Roberts, Petros

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- **Motion adopted**

## Item 7: Long-Term LPAS Community Revenue and Spending

This was the first review of this proposal by the Board. The proposal directs management to complete payment for reserve study from Operating Reserves, anticipating that future drainage project costs and baseline account calculations will be submitted to TDL Engineers so that the reserve study can be completed in a timely fashion and at no additional charge. Inclusion of drainage project costs in the reserve study does not constitute final approval of that project.

**The Board agreed to review this proposal at a Special Board Meeting yet to be scheduled.**

## Item 8: Repair on LPAS HOA property.

Mangan reported about three vendors who assessed the north-south fence along the backyards of 3903-3915 Elbert properties. Each vendor concluded that the fence was too old to repair and that too much repair had been done to warrant further repairs. The vendors all advised replacing the fence. The cost of replacing the fence is estimated at \$39,721.50.

**Purcell moved** to replace the fence using vendor Armor Fence, proposal #9675, in the amount of \$39,721.50, using Replacement Reserve funds. **Roberts seconded** the motion.

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

## Item 9: Continuation of Community Forum

- Ashaboglu reported that in the virtual chat function, Giddings wrote that it has come to her attention that a board member has been taking photos of children which is unacceptable.

## Item 10: Resolve into Executive Session

Due to the Special Board Meeting on the drainage project (TBD) and the late hour (11:07 p.m.), the Board members decided not to resolve into Executive Session. There was therefore no report from Executive Session.

## Item 12: Next Meeting, Adjournment

Roberts motioned to adjourn in light of the upcoming Special Board Meeting (TBD). Rorke seconded the motion.

- Aye: Purcell, Ashaboglu, Rorke, Roberts, Petros

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- **Motion adopted**

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