

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

**Board of Directors Meeting Minutes**

**Monday, August 5, 2021 - 7:00 p.m.**

**Virtual Meeting 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 (*by consent*)

### **Residents**

Margo Gorra-Stockman, Curt Robinson,  
Leslie Thornton, Synthia Jones, Nick Nalli,  
**Frances (?)**

### **Special Guests**

None

### **Management**

Virginia Crump, Community Portfolio  
Manager, Capitol Property Management  
Corporation

## 1. Call to Order

**Purcell** called the meeting to order at 7:00 p.m., clarifying that the meeting agenda – unlike the agendas from the prior year – had been prepared Capitol Property Management Corporation. He then quickly reviewed the ground rules for participating in the meeting.

## 2. Community Forum

Before opening the floor for comments from LPAS residents, **Purcell** welcomed **Virginia Crump**, the Community Portfolio Manager recently appointed by CPMC. She briefly stated her experience as a CPM and expressed her enthusiasm for participating in the Board meetings.

There were no comments from residents at this time.

## 3. Approval of Previous Board Meeting Minutes (*as available*)

- a. **Purcell motioned** to submit the meeting minutes of past LPAS Board Meetings (*i.e.*, May 28 2021; June 7 2021 (special meeting); and July 27 2021) for the Board's review and approval at a later date. Given this agreement, **Roberts motioned** to approve the meeting minutes. **Ashaboglu seconded** the motion.

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

## 4. Review of Management Report

**Crump** briefly reviewed the LPAS Management Report and Action Items (see Attachment 4 of meeting packet). **Crump** reported out on the following items.

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- a. Drainage and erosion initiative additional bids from ETC on July 15 deadline.
- b. Status of evaluation of LPAS irrigation system function and vendor providing LPAS information supporting its orderly operation and maintenance
- c. Implementation of north Elbert Ave fence repairs approved in May, for start dates and reduced pricing reflecting lumber commodity markets
- d. Letters sent on garbage and recycling containers left outdoors, and on notices of noncompliance with architectural standard.
- e. Implementation of Board of Directors email addresses as [name]@lenoxplace.org
- f. Other standard management report items

Discussion

- **Rorke** requested that CPMC send mailings/emails to residents requesting them to report homes that are not in compliance with LPAS architectural standards.
- **Ashaboglu** emphasized the need for CPMC to submit invoices for Board approval in a timely fashion. **Rorke** added that untimely invoices had been an issue in the past.
- **Purcell** explained that the past challenges of getting the irrigation system to operate properly warranted CPMC's closer supervision and more frequent updates on irrigation costs. **Perkins** pointed out that irrigation is now a line item in the budget, which will facilitate better cost management going forward.
- **Crump** informed the Board that ETC has still received only two bids for the irrigation and drainage. **Rorke** and **Petros** demanded to know why CPMC recently paid ETC an additional \$3,000 over its original contract price without Board approval. **Crump** stated that she did not know about the payment and would look into the matter.
- **Purcell** explained project management fees would be added to the drainage and erosion project cost regardless of whomever executes the project. He added that LPAS is not committed to using ETC as the project manager.
- **Rorke** informed the Board that a tree branch that recently damaged an LPAS property was removed by CPMC. **Ashaboglu** asked **Perkins** to confirm where the \$875 cost of removing the tree branch would appear as a line item in the budget.
- Due to a scheduling conflict, **Purcell** will not be able to attend the next board meeting on August 23<sup>rd</sup>. **Ashaboglu** will lead that meeting.

## 5. New Business

- a. Annual Meeting. After a brief discussion, **Ashaboglu motioned to** hold the annual meeting on September 26 at 3:00. The location will be discussed at the August 23<sup>rd</sup> Board meeting. **Roberts seconded the motion.**

**Aye: Ashaboglu, Roberts, Petros, Rorke, Purcell.**

The motion passes (5-0)

**Purcell** will report back with locations and costs for the upcoming annual meeting.

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**Petros** and **Rorke** expressed concern that **Purcell** had contacted legal counsel about rescheduling the annual meeting without cc'ing Board members. They pointed out **Purcell** had been asked to cc the Board on all correspondence several times in the past. **Petros motioned** to require the Board President to seek simple majority approval prior to all correspondence with legal counsel. **Rorke seconded the motion.**

**Aye: Ashaboglu, Petros, Rorke**

**Nay: Purcell, Roberts**

The motion passes (3-2)

**Purcell** pointed out that he noticed a discrepancy between the length of Board member terms as stated in the LPAS Articles of Incorporation and in the LPAS Bylaws. The former states that board members serve one-year terms; the latter states that board members serve three-year terms. Legal counsel advised **Purcell** that the Articles of Incorporation takes precedence over the Bylaws and that, therefore, Board member terms should be one year.

- b. **Robinson** reported out on the operating budget revision by the Finance and Long-term Planning Committee. (See Attachment 5B).

**Roberts motioned** to approve the operating budget. **Ashaboglu seconded the motion.**

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

The motion passes (5-0)

- c. **Gorra-Stockman**, Chairman, Landscape Committee, presented a tree trimming proposal developed by the committee in consultation with JL Tree Services, Inc.

**Roberts motioned** to approve the tree trimming proposal in the amount of \$3,050.00, as recommended by the Landscaping Committee. **Rorke seconded the motion.**

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

The motion passes (5-0)

## 6. Old Business

- a. Report of the Treasurer (See Attachment 6A1). Perkins requested that CPMC perform the follow tasks on an ongoing basis:
- Provide clarity on “actuals” from CPMC Standard items
  - In board packets, show whether payments were made from replacement or operating funds.

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- Align cash investments with “pillars” indicated in Attachment 6A3, Slide 5.
- Provide bids on 1) backyard fence posts for two upper Elbert properties; and 2) asphalt resurfacing.

**Crump** stated that CPMC’s budget should be completed by August and that it will prepare RfPs for reserve studies for presentation to the Board.

- b. To consider a recommendation for non-contract landscaping. Gorra-Stockman presented the non-contract landscaping proposal, developed by the Landscaping Committee (See Attachment 6B1A). **Rorke** pointed out that the proposal failed to include the replacing missing bushes along Glebe Road or landscaping the trampled lawns at 3801-3807 Charles Ave. **Gorra-Stockman** replied that the cost of replacing bushes and landscaping front lawns far outstripped the landscape committee’s budget.

**Roberts** motioned to approve non-contract landscaping proposal in the amount of \$2,879.68, as recommended by the Landscaping Committee. **Purcell** **seconded the motion.**

**Aye: Roberts, Petros, Purcell**

**Nay: Rorke**

**Abstain: Ashaboglu**

The motion passes (3-1-1)

- c. To consider light fixture repairs. Board members did not discuss whether to approve light fixture repairs recommended by CPS Services in the amount of 2,851.22. It was agreed that one or two more bids should be received before making a decision.
- d. To consider securing for Lenox Place at Sunnyside HOA its own Zoom account for the purpose of conducting official Board and committee meetings, payable to Zoom. Due to time constraints, this issue was not discussed. The Board will address this issue in a subsequent meeting.

## 7. Community Forum

There were no comments from the community.

## 8. Resolve into Executive Session: 10:09 p.m.

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## 9. Report from Executive Session

**Purcell** reported that the Board had discussed aged balances, contracts and legal items during the session. **Purcell then motioned** to for CPMC to develop an RfP for animal waste and litter removal services. **Petros seconded the motion.**

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

The motion passes (5-0)

## 10. Adjourn

**Ashaboglu motioned** to adjourn the meeting at 10:35. **Petros seconded the motion.**

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

The motion passes (5-0)