

Lenox Place at Sunnyside Homeowners Association, Inc.

Board of Directors Meeting Minutes

Monday, June 28, 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*)

Management

Molly Mangan, Community Portfolio
Manager, Capitol Property Management

Residents

Lynn Smith, Margo Gorra-Stockman. Rodrigo Vazquez

Special Guests

- Sargent Jamie Gernatt, Alexandria Police Department
- Deputy Victor Ignacio, Alexandria Sheriff's Office

Call to Order

Purcell called the meeting to order at 7:02 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.

Ashaboglu pointed out that Centers for Disease Control is urging all to wear masks indoors due to the rising prevalence and contagiousness of the Covid-19 Delta variant. This may have an impact on when the board decides to resume in-person meetings.

Rorke objected to the agenda as constituted, stating that the Board should present all items for discussion during the Community Forum. He added that those items should be discussed one-by-one, with more difficult issues left for discussion later in the meeting.

Purcell motioned to accept the agenda as is. **Ashaboglu seconded the motion.**

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

Item 2: Community Forum

Residents of Lenox Place at Sunnyside made the following comments.

- Smith asked why the replacement of the rear fences for the 10 properties on lower Elbert had been approved when other LPAS properties needed fence repair/replacement, too. Petros added that the decision to replace the fences on lower Elbert was rushed and ill-considered. Ashaboglu pointed out the residents had long

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complained about the dilapidated fence. Roberts added that the fence was in considerably worse condition than other LPAS fences and that a new fence was warranted given the unique security issues along the fence line.

- Gorra-Stockman urged Capital Property Management Corporation to send warning notices to residents who leave garbage and recycling bins in their driveways and front yards. The notices should be followed up with an enforcement action.
 - Mangan stated that CPMC will send *cease and desist* letters to the offenders and present a list of those who have not taken corrective action.

Item 3: Management Report and Update

Mangan submitted an Excel spreadsheet of CPMC's action items. The following items were presented and briefly discussed.

- a) Irrigation.
 - The irrigation and electrical vendors are troubleshooting a new automated control system for the sprinkler systems at Courtland Circle and locations on Old Dominion Blvd. and Glebe Rd. Rorke pointed out that the sprinklers should spray at night when the sprinkler heads are less likely to be vandalized.
- b) Fences.
 - The repainting and repair of metal fences was scheduled.
- c) Lights.
 - Landscaping lights will be repaired. The location of broken lights should be sent to Mangan/CPMC
- d) Drainage project.
 - Mangan will report back on whether CPMC paid ETC Engineering and Technical Consultants, Inc., an additional \$2,000 over the agreed-to price of \$16,000 for the drainage project report. CPMC should submit for board approval any future payments to vendors exceeding \$1,000.00.
- e) Tax compliance.
 - CPMC is awaiting confirmation of its payment of LPAS' 2019 taxes. A \$200 refund is anticipated. CPMC will cover any late-filing fees or penalties. Mangan will also report back on why the 2019 taxes were not paid on time.

Item 4: Consent Agenda

- b) Suggested motion to accept minutes of the Board meetings of Friday, May 14, 2021; Monday, May 24, 2021; and Monday June 7, 2021
 - The Board agreed to approve these minutes at a later date.
- c) Financial report (May 2021); reports of Finance & Long-term Planning Committee, Parking Committee, and Architectural Review Committee (May and June 2021)
 - The Board agreed to address the report during the discussion of Item 7: Treasure's Report.

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- d) Notice naming Kelly Richards to the Landscaping Committee until the LPAS HOA Board 2021-22 organizational meeting
 - The board thanked Richards for joining the committee.
- e) Authorize conducting National Night Out on Courtland Circle square Tuesday, Aug 2, 2021, 6 – 8 pm
 - Rorke noted that the Olga – who catered past Night Out gatherings in Courtland Circle at a cost of \$1200-\$1300 – is no longer available. Finding another caterer at this late date will be difficult. Gorra-Stockman suggested a potluck approach. Because of the event's significance as the only event where LPAS residents mix and mingle, Rorke suggested that up to \$1800 should be spent even if that means other "community" events will be underfunded. Purcell stated he will contact potential vendors and handle the related logistics.
- f) Authorize conducting a Lenox Place at Sunnyside Yard Sale on Saturday, September 4, 11, 18 or 25, 2021, naming Margo Gorra-Stockman volunteer coordinator.
 - Gorra-Stockman will organize the yard sale to be held on September 11, 18, or 25. She anticipates related signage costs in the \$100-\$200 range.

Item 5: Law Enforcement Report

Sgt. Jamie Gernatt, Alexandria Police Department, introduced Dep. Victor Ignacio, Alexandria Sheriff's Department. He reported that no updates were available about the armed robbery of a contractor working at 3919 Courtland Circle this April. Ignacio added he will email information to the Board about a Sheriff's Department program whereby sheriffs will check the doors and windows of homes while the owners are out of town.

Item 6: Report of the Treasurer

Highlights from Perkin's report:

- CPMC is waiting on ETC to provide at least two additional bids for the drainage project.
- LPAS was under budget for May by \$3,986.68. Net income loss was \$308.63.
- Perkins will work with Mangan to review 1) the Virginia American Water Billings for 2021; 2) CPMC's Monthly Invoice Budget Line expenses and realignment; and the LPAS Banking Account Realignment status. Mangan stressed that the Board must always be notified in advance when CPMC plans to move LPAS funds from one money market account to another.
- Mangan advised setting aside \$600/month to cover the cost of reserve studies since they are known to be required every five years,
- Because known expenses – e.g., reserve studies – were not anticipating in past budgets, Mangan urged the Board to "re-baseline" its budgets so that known expenses can be planned for properly.

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- Litter control invoices have been submitted irregularly. Since the resident who was hired for litter control has resigned, Mangan urged the Board to consider whether a litter control contractor should be hired. Roberts questioned the wisdom of managing a litter control contractor who is also a neighbor.

Item 7: Community Upkeep

- a) Suggested motion to accept the recommendation of the Landscaping Committee and authorize BladeRunners to complete the services outlined in Section Green of the report (35a, 35f, 35h), totaling \$2,721.62.
 - Rorke pointed out that without pictures of the areas effected BladeRunners' proposal, he had no basis for approving or disapproving this motion.
 - Gorra-Stockman agreed to provide pictures for future landscaping proposals. It was noted that any revised proposal submitted to the Board via email would require unanimous approval.
 - Mangan suggested that CPMC could create a spreadsheet chronicling all landscaping requests.
- b) Suggested motion to accept the recommendation of management to conduct electrical repairs on lights and an irrigation system outlet, by vendor [NAME] in the amount of [FUNDING].
 - Because no vendor submitted a bid for this item, The Board struck it from consideration.

Item 8: Reserve Study

- a) Suggested motion to accept the Reserve Study for Lenox Place at Sunnyside HOA provided June 2021, with the understanding that the vendor is willing to provide additional calculations as needed.
 - Rorke argued that pages 12 and 13 of the LPAS declarations requires capital improvements listed in the reserve study – e.g., the drainage project – must be paid for by special assessments only.

Roberts motioned to accept the reserve study as described above. **Purcell seconded the motion.**

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

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Item 9: Guidance to Long-Term & Financial Planning Committee for 2H21 Budget

- a) Suggested motion that the Finance and Long-term Planning Committee provide LPAS HOA Board a 2H21 budget revision in time for its next open meeting July 28 2021, mindful of FY21 spending and revenue patterns to date, recommending adjustments to discretionary spending accounts and revenue estimates as appropriate, so that the operating budget by Dec 31 2021 may balance.

Roberts motioned for the Board to approve Item 10. **Ashaboglou seconded the motion.**

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

Item 10: Continuation of Community Forum

No comments were offered during the continuation of the Community Forum.

Item 11: Resolve into Executive Session

The Board resolved into Executive Session at 8:53 p.m.

Item 12: Report from Executive Session

The Board returned from Executive Session at 9:20. The CPMC/LPAS contract was discussed at length during Executive Session. Board members agreed that CPMC should be responsible for writing future meeting summaries as indicated in the contract.

Purcell motioned for the Board to approve the CMPC/LPAS contract, effective July 1, 2021.

Roberts seconded the motion.

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

Item 13: Next Meeting, Adjournment

Ashaboglu motioned to adjourn. Rorke seconded the motion.

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

Meeting adjourned at 10:31 p.m.