

Lenox Place at Sunnyside Homeowners Association, Inc.

Board of Directors – Monthly Meeting

May 22, 2024; 7:00pm

Virtual Meeting via Zoom

Attendance

Directors

Jim Rorke, President
Kelly Chambers, Vice President
Curt Robinson, Treasurer
Sherwin Lee, Secretary
Marie DiRocco, Member at-large

Residents

None in Attendance

Special Guest

Victor Ignacio (Sheriff's Department)

Management

Sheila McMullen (CPM)

I. Call to Order

Jim Rorke called the meeting to order at 7:03 pm.

Motion- Marie DiRocco made the motion to accept the meeting agenda, seconded by Sherwin Lee. Motion passed unanimously.

II. Report from ACPD

The Sheriff's Department representative mentioned a Cook-out to be held on June 4, 2024, between 5:45 – 7:30

PM. Location 4100 Mt. Vernon, where Farmers Market is located.

Also discussed was the Home Away From Home Program.

[Away from Home Check | City of Alexandria, VA \(alexandriava.gov\)](https://alexandriava.gov)

Additional information: As a public service to residents, the Sheriff's Office offers checks by deputies at the

homes of people who are out of town. Residents may request the on-site checks by [submitting an online form](#).

Requests must be made at least a week before the resident will be away.

The "Away from Home Check" includes a visual survey of the home and outbuildings by a deputy while the

resident is away. Depending on accessibility, it will likely include a physical check of doors and some windows.

The entrance to the home must be directly accessible from the street level.

Please submit the [online form](#) to request a check and expect a response within two business days. If you have

questions, please contact Sergeant Cassandra Branch at cassandra.branch@alexandriava.gov or 703.746.5017.

III. Board Meeting Minutes

Kelly Chambers made the motion to accept the April 24th, 2024 meeting minutes as amended, seconded by Curt Robinson. The vote was unanimous.

Ratification of e-mail vote to approve the landscape contract with Yellowstone Landscaping (see paragraph below). The vote was unanimous.

1. Landscaping Contract: Kelly made the motion to approve the landscaping contract proposal from Yellowstone Landscape for an initial 19-month contract with two modifications (1) specifying brown or black mulch, at an additional cost of \$500 per year; and (2) Including aeration and seeding, to occur in September at an additional cost of \$1575 per year. Note: The contract is to begin on June 1, 2024, at a monthly rate of \$3520.00. With the add-ons above, the total annual cost will not exceed \$44,315.00. If the attorney signs off, the first contract term would be for 19 months (in order to sync up with the calendar year) with any renewals falling back to 12-month terms. There is a automatic renewal rate of 2%. The contract also includes irrigation services so it is presumed that once the system is turned on we will switch to Yellowstone for continued work. Finally, since Yellowstone does offer/provide snow removal services, CPM will work to contract that separately.

2. Landscape “Bridge” Work: I forward the motion to approve up to \$3200 (or up to four weekly mowings at \$800 per service) for Yellowstone to do landscaping maintenance between May 12 and June 1. Note: since there is a gap between when the new contract would begin (June 1) and when the old contract expires (May 12), we need to have the community grounds serviced. We are currently on a weekly mowing schedule, the number of services will be determined when Yellowstone chooses the start date after June 1 and whether D&G mows on May 10 as scheduled?

Motion: To ratify e-mail vote forwarded by Kelly, seconded by Jim. The vote was unanimous.

IV. Committee Reports

Treasurer’s Report – Curt discussed April financials. A Capcon charge of \$2,387.00 from reserve was noted from the Paving project. Two CD’s are due to mature in June, funds are to be deposited into the Morgan Stanley savings account. Funds will be needed for the fencing project if approved. Curt also mentioned the recommendation by Goldklang, Association’s Auditors to make estimated tax payments.

Motion: Forwarded by Curt to start making estimated Federal Tax payments in the amount of \$3,000.00 in June, \$1,500.00 in September and \$1,500.00 in December.

State taxes payments of \$800.00 in June, \$400.00 in September and \$400.00 in December are to be made. Seconded by Jim. Vote: Unanimous, motion passed.

Landscaping: Kelly mentioned that we will be getting quotes for work that needs to be done within the community. Discussion regarding rock that damaged a vehicles during mowing/edging occurred during Yellowstone's first maintenance/work visit to the community. A discussion regarding irrigation ensued. Community Landscaping Services (CLS) will not be starting up the irrigation system. The property manger (Sheila McMullan) asked CLS if there were any irrigation parts belonging to the HOA in their possession? Sheila has asked Yellowstone to start the irrigation system for the season, which is included in their contract.

Snow proposals needed, Sheila to solicit contractors.

ARC: Discussion regarding **Inspection Checklist** included string lights. Sheila to ask ARC if any complaints had been received regarding this matter?

Appendix K- Balconies: Discussion regarding the different types of balconies occurred. Some key issues to look for during inspections: Brickwork (dirty, need repair), Trim work, Garage doors, Wood rot and Peeling paint.

V. New Business

Electronic Board and Committee Resolution- Tabled until June meeting.

VI. Old Business

Fencing: A lengthy discussion regarding fencing occurred among the five Board members.

Motion: Kelly forwarded a motion to approve Peter's Landscape fencing proposal #46732 in the amount of \$264,000.00 and Peter's Landscape Retaining wall proposal in the amount of \$25,500.00 (removal of line item in the amount of \$10,750.00/no charge for the cost of trees per Peter's), contingent upon the clarification of wood type (type/grain/grade) and hardware (are there options in this price range, description and picture of 10" T hinges).

Vote: 3 yes, 2 no – Motion passed.

VII. Executive Session

Curt forwarded the motion to go into Executive Session, seconded by Kelly (**9:35 pm**).

Vote: Unanimous

Jim forwarded the motion to leave Executive Session, seconded by Marie **(9:44 pm)**.

Vote: Unanimous

E.S. Discussion: 1) Aged owner balances

2) ARC violations

VIII. Adjournment

Jim made the motion to Adjourn the meeting at **9:45pm**, seconded by Sherwin.

Vote: Unanimous