

LENOX PLACE

S U N N Y S I D E

HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting Minutes

June 25, 2012

The regularly scheduled meeting of the Board of Directors was held on Monday, June 25, 2012. The meeting was called to order at 7:00 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

Board Meeting Attendance:

Present: Lewis Jackson - President, Jack Stevens – Vice President, , Kevin Naus - Treasurer, , and Greg Lawrence - Capitol Management

Absent: Ken LaVolpe – Secretary, Leslie Thornton- Member-at-large

Alexandria City Law Enforcement Report:

No representative from the Alexandria Police Department was present.

Residents Open Forum:

- There were no homeowners present for the meeting.

Approval of Minutes:

The minutes for the May 29, 2012 Board meeting were reviewed in advance by each Board Member.

Move to: Approve Meeting Minutes for May 29, 2012.

Moved by: Lewis Jackson

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

Financial Report – Kevin Naus:

Investments:

On May 31, 2012, the Association had operating and investment funds totaling \$561,717.92. There are \$535,143.52 in laddered CDs and investment funds. Total operating assets has a balance of \$26,574.40.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of May 31, 2012 was \$56,545.00.

Accrued Reserves total \$528,536.58 and are fully supported by cash and investments. This signifies that the Association is in a healthy financial position.

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$58,353.08 which is \$816.92 below the budgeted amount of \$59,170.00. The year-to-date expenses are \$47,158 which is \$11,263.55 under the budgeted amount of \$58,420.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$10,446.63. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Committee Reports:

- A. Landscape Committee – Lewis Jackson:
 - Nothing additional to report.

- B. Architectural Review Committee –Jack Stevens:
 - ARC is being proactive on possible variance requests that will be submitted after the annual inspections.
 - ARC is looking for 1 to 3 more residents to join the ARC and would prefer to get a resident from Elbert to join to provide a broader prospective. Any residents interested in joining the ARC please contact Aaron West.
 - ARC monthly meeting June 19, 2012, including Aaron West, Pat McHugh, Nick Toaso, and Jack Stevens discussed the following VARs (Details are contained in the ARC monthly meeting minutes):
 - 1. 3800 Charles: VAR dated 6/12/2012, replacement of existing windows with new vinyl sash windows. Windows are tinted to match the trim, Alaska white.
Approved.

- C. Parking Committee – Lewis Jackson:
 - Nothing to report, it has been relatively quiet.

- D. Newsletter Committee – Lewis Jackson:
 - There is only one member and it may be a challenge to get out any newsletters.
 - There was a discussion to discontinue a Newsletter and continue to provide relevant community related information and links on the HOA website.

- E. Community Relations Committee – Jack Stevens:
 - There was an Arlandria Action Plan Implementation Advisory Group meeting on 20 June. City staff members provided updates which included
 - The Four Mile Run area has now been paved and parking improvements included. The stage of the Community Building has been completed.
 - The Mt Vernon Village project is moving forward. CVS is closing after this week for the initial phase.
 - The Del Ray/Arlandria Trolley has been approved by the City Council and may start as early as September.
 - There are discussion about providing trees and plants as part of the streetscape.
 - Kevin Beekman notes that trees are to be available and planted along Mt Vernon Av e as soon as this week (25 – 29 June).

Old Business:

- A. ARC Hearings
- Although six homeowners had been scheduled for hearings prior to the Board meeting, none appeared.
 - Capitol, with concurrence of the Board, will contact the six homeowners and advise them that the next step is for the fining process to be initiated.
- B. Elbert Driveway Price Negotiation
- Capitol and Ken will work on finalizing arrangements since several Elbert residents have been cited for driveway issues.
- C. Major Landscape Repair Projects
- The Board and the landscape committee have identified several landscape areas of concern including:
 - The North Gate common area – after a rain storm, the seeding was replaced with sodded turf. Additionally, the grading between the Courtland Circle and lower Charles Avenue grading needs to be corrected and extended further up the incline.
 - The “Triangle Area” behind 3801-3807 Courtland – Please see motion below.
 - Drainage issues behind 3834-3846 Charles Avenue and Old Dominion – requires additional planning and study.
 - Davey has done a good job on the North Gate Area and we feel comfortable having them correct the issues at the “Triangle Area”.
 - Move to: Approve to “Triangle Area” project portion of the proposal submitted in May.
 - Moved by: Lewis Jackson
 - Seconded: Kevin Naus
 - For: All
 - Against: None
- MOTION PASSED**
- D. Upper Charles Landscape Projects
- Tom Fitzgerald had requested the replacement of the tree between 3909 – 3811 and the addition of some shrubs to reduce foot traffic between the houses as a path is being worn.
 - The Board will access the replacement and planting of trees and grass in the Fall as part of a community wide effort.
- E. ARC/Welcome packet revisions
- This should be finalized by the end of next week.
- F. Elbert Garage Door Window Replacement
- Capitol contacted the Resident and they have agreed to allow the replace of the garage door panel.
- G. 3812 Charles – Multi-Color House
- Capitol has initiated the fining process.
- H. Community Yard Sale
- The Yard sale was successful although participation was sparse. The addition of the dumpster was well received and homeowners made use of it.
- I. Solar Panel Discussion

- The drafting of an HOA Regulation is being done by the ARC. It will then be passed to the Board for action.

New Business:

A. Montgomery Irrigation Proposal

- Greenlink has not met our irrigation system maintenance and service expectations. As a result, Capitol recommends that we consider Montgomery Irrigation as an alternative for the extension project. Montgomery submitted a proposal in May. Montgomery is our previous service provider and has agreed to accept the terms and conditions of the approved Greenlink extension proposal to add 6 sprinkler heads between the monument signs along Glebe on the outside of the wall.
- Further, Les has identified several desired improvements to the irrigation system including:
 - Correction/raise of Courtyard extension valve (also may be leaking)
 - Correction/lower pipe elbow in Courtyard
 - Add a spigot behind W. Glebe Signage

Move to: Approve to Montgomery's Irrigation extension proposal submitted in May 2012 – per identical costs to previously approved Greenlink Proposal.

Moved by: Lewis Jackson

Seconded: Kevin Naus

For: All

Against: None

MOTION PASSED

B. 2012 National Night Out Planning

- Jack Stevens presented a Plan of Action including using Red Hot & Blue for food, hiring a contractor for coordination and set-up, and the rental of an electronic arcade for two hours with the option to extend time.
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Move to: Approve allocation of funds not to exceed \$1700 for National Night Out Celebration

Moved by: Lewis Jackson

Seconded: Kevin Naus

For: All

Against: None

MOTION PASSED

C. Refuse Container Violations

- Capitol will continue to monitor ongoing violations and site a appropriate.

Executive Session

A. Entered into Executive Session at 8:34pm and ended at 9:01pm

Move to: Continue with all actions from Executive Session

Moved by: Lewis Jackson

Seconded: Kevin Naus

For: All

Against: None

MOTION PASSED

Adjourn:

Move to: Adjourn at 9:13 p.m.

Moved by: Lewis Jackson

Seconded: Kevin Naus

For: All

Against: None

MOTION PASSED

Minutes prepared and submitted by: Jack Stevens on behalf of Ken LaVolpe, Secretary

Minutes to be approved electronically after the August 27, 2012 Board Meeting