

# LENOX PLACE

S U N N Y S I D E

*Homeowners Association, Inc.*  
*Board of Directors Meeting Minutes*  
**Monday, November 25, 2013**

## CALL TO ORDER

The regularly scheduled meeting of the Board of Directors for March was held on Monday, November 25, 2013. The meeting was called to order at 7:13 p.m. by Lewis Jackson at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

## BOARD MEETING ATTENDANCE

Lewis Jackson, President – Present  
James Mehta – Treasurer - Absent  
Rose Bailey, Capitol Companies – Present

Sven Dharmani, Vice President – Present  
Ken LaVolpe, Secretary – Present  
Jim Rorke - Member-at-Large – Present

## LAW ENFORCEMENT REPORT

- Sgt. Jose Garcia, from the Alexandria Police Department was present and provided general updates for the Arlandria City Manager area.
- Sgt. Garcia would like to remind residents that during the holiday season petty crime increase. Residents should not keep any items of value in their car on the street or on private property, park in well-lit areas of parking lots and always be mindful of their surroundings.

## OPEN FORUM

- No residents present.

## APPROVAL OF MEETING MINUTES

The August 26, 2013 Board of Directors Meeting Minutes were reviewed by each Board Member.

Move to: Approve Meeting Minutes from August 26, 2013.  
Moved by: Ken LaVolpe  
Seconded: Sven Dharmani  
For: Lewis Jackson, Ken LaVolpe, Sven Dharmani  
Against: None  
Abstain: Jim Rorke  
Motion PASSED

The September 23, 2013 Board of Directors Meeting Minutes were reviewed by each Board Member.

Move to: Approve Operational Meeting Minutes from September 23, 2013.  
Moved by: Ken LaVolpe  
Seconded: Sven Dharmani  
For: Lewis Jackson, Sven Dharmani  
Against: None  
Abstain: Jim Rorke  
Motion PASSED

The October 28, 2013 Board of Directors Meeting Minutes were reviewed by each Board Member.

Move to: Approve Meeting Minutes from October 28, 2013.  
Moved by: Ken LaVolpe  
Seconded: Jim Rorke  
For: All  
Against: None  
Motion PASSED

## COMMITTEE REPORTS

### LANDSCAPE COMMITTEE – RORKE

- Nothing to report

### ARCHITECTURAL REVIEW COMMITTEE – JACKSON

- Process improvements and tracking will be needed to be more transparent
- Sven will be the board liaison

### PARKING COMMITTEE – JACKSON

- No report

### COMMUNITY RELATIONS COMMITTEE – LAVOLPE

- No report

## OLD BUSINESS

### a. 2013/14 Snow Contract

Move to: Approve Emery Snow Removal dated Oct 11, 2013, contract amended to indicated Elbert Avenue sidewalks and driveway aprons to be shoveled first.

Moved by: Ken LaVolpe

Seconded by: Sven Dharmani

For: All

Against: None

Motion Approved

### b. 2014 Budget

Move to: Accept 2014 budget, including an increase of monthly assessment fee to \$97.00

Moved by: Lewis Jackson

Seconded by: Sven Dharmani

For: All

Against: None

Motion Approved

### c. Audit Discussion

Move to: Transfer \$18,110.00 from the operating fund (account 3200) to the equity fund (account 3900), as recommended by auditors.

Moved by: Ken LaVolpe

Seconded by: Lewis Jackson

For: All

Against: None

Motion Approved

### d. HOA Bylaw Update

Draft bylaw updates provided by lawyer.

### e. Parking Lot & Concrete Repair

Nothing to report

### f. Supplemental Landscape Proposals

The previously reviewed landscape proposal was updated to reflect requested changes. An electronic vote was initiated on 11/06/2013.

Move to: Electronically approve Palmer Landscape contract dated "Revised October 24, 2013" and not to exceed \$5,310.00

Moved by: Jim Rorke - via email 11/06/2013

Seconded by: Lewis Jackson - via email 11/06/2013

For: Ken LaVolpe – via email 11/08/2013,  
Sven Dharmani – via email 11/08/2013,  
James Mehta – via email 11/08/2013

Against: None

Motion Approved

g. Parking Registration

Parking permit registrations are being accepted.

h. Landscape Architect

Capitol will collect resumes/proposals for review before the January 2014 meeting

Move to: Approve a landscape architect not to exceed \$1,100.00

Moved by: Lewis Jackson

Seconded by: Sven Dharmani

For: All

Against: None

Motion Approved

## NEW BUSINESS

a. None

## EXECUTIVE SESSION

Entered into Executive Session to discuss audit at 9:18pm and ended at 9:30pm

No actions taken as part of executive session.

Move to: Enter into Executive Session

Moved by: Lewis Jackson

Seconded: Ken LaVolpe

For: All

Against: None

Motion PASSED

## ADJOURN

Move to: Adjourn at 9:34pm

Moved by: Ken LaVolpe

Seconded: Lewis Jackson

For: All

Against: None

Motion PASSED

Next Meeting –Monday, January 27, 2014