

LENOX PLACE
S U N N Y S I D E
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting Minutes

April 25, 2011

The regularly scheduled meeting of the Board of Directors for April was held on Monday, April 25, 2011. The meeting was called to order at 7:07 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, John Peterson - Treasurer, Ken LaVolpe – Secretary, Leslie Thornton- Member-at-large and Greg Lawrence - Capitol Management

Absent: None

Approval of Minutes:

The minutes for the March 28, 2011 Board meeting were reviewed in advance by each Board Member.

Move to: Approve Meeting Minutes for the March 28, 2011

Moved by: Jack Stevens

Seconded: Leslie

For: All

Against: None

MOTION PASSED

Alexandria City Law Enforcement Report:

- Sgt. Jose Garcia from the Alexandria Police Department was present and provided general updates for the Arlandria City Manager area. Overall calls for service are down for the same reporting period last year.
- There was discussion about parking enforcement in the area surrounding Lenox Place and a discussion Lewis had with a Parking Enforcement Officer. The Parking Enforcement Officer indicated that we should request that a parking signage survey be completed. Sgt. Garcia will follow up with city Transportation Commission as well as Parking Enforcement.

Residents Open Forum:

- Lynn Smith, 3917 Courtland, requested to have some clarification about the parking enforcement policy, specifically related to one of her vehicles being towed. A second question related to sections of the parking policy contradicting. The board indicated that we apologize that the vehicle was towed. It was returned as soon as possible at no cost to the homeowner. The board requested that anyone who has input to the parking policy please provide us.
- Susan Phalen, 3911 Courtland, asked a question about her scooter being parked at the front of her rented parking spot. The Board and Greg from Capitol Management both confirmed that Henry's Towing was not

- contacted regarding the scooter. She was contacted by a resident stating that the towing company was coming onsite to tow the scooter. Additionally, Capitol is working on creating motorcycle parking stickers.
- Jerry Clark, 3909 Courtland, Requested that clarification be provided about how the enforcement is being conducted to ensure that it is a fair practice.
 - Andrea Fus, 3846 Charles, Spoke about joint pricing for getting small things repaired on homes. This would be items that are expensive for a simple repair.
 - Charles Fink, 3836 Charles, common area between homes with seeding and drainage. He feels that there has just been reseeding but not an effort to correct the flow of water coming from behind homes in this area.

Committee Reports:

- A. Landscape Committee – Leslie Thornton:
 - First official meeting, reviewed the proposals of the landscape design.
 - Committee spent time looking online at flowers and other foliage and will provide this information to Valley Crest so they can try a design again.
 - The committee also discussed issue within the landscape contract; some items include execution of the contract others are related to the actual content of the contract.
- B. Architectural Review Committee –Jack Stevens
 - The committee held its meeting.
 - Meetings will be held the third Tuesday of each month.
- C. Parking Committee – Lewis Jackson:
 - 5 vehicles were towed this month.
- D. Newsletter Committee – Lewis Jackson:
 - Newsletter went out.
- E. Community Relations Committee – Ken LaVolpe:
 - No report at this time.

Financial Report – John Peterson

Investments:

On March 31, 2011, the Association had operating and investment funds totaling \$556,753.43. There are \$537,245.39 in laddered CDs and investment funds. Total operating assets has a balance of \$19,508.04.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of March 31, 2011 was \$32,940.

Accrued Reserves total \$541,543.94 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 \$33,160.88 which is \$1040.34 below the budgeted amount of \$34,201.23. The year-to-date expenses are \$37,139.50 which is \$3,987.56 under the budgeted amount of \$34,201.29.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$3,987.56. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Old Business:

A. Community Irrigation

- On April 18, 2011 the Board unanimously approved Greenlink's proposal to install a professional irrigation system leveraging our existing water infrastructure. The vote was conducted via email to expedite installation.

Discussion: Currently, the HOA pays a monthly rental fee for the fire hydrant valve. These rental fees coupled with the associated labor costs and potential risk/liability exceed \$6,000 per annum. A high quality professional irrigation system will pay for itself in several years and will improve our ability to effectively and efficiently maintain the property.

Move to: Approve Greenlink's irrigation proposal – Fees not to exceed \$13,500.00

Moved by: Lewis Jackson

For: All

Against: None

MOTION PASSED

B. Monument signs

- Completed, but there are a few items to be corrected prior to sign off. Capitol Management has the lead on this activity.

C. Formal Violation Policy

- The policy was finalized after last meeting.
- Lewis Jackson and Jack Stevens will be signing the policy in the next few weeks.

D. 3912 – 3918 Charles Avenue Fence Replacement

- Work was completed and looks good.

E. End Unit Garage Driveway Aprons

Approximately eight end unit townhomes have driveway aprons that are not fully functional. The current shape causes residents to drive over curbs and onto grass. Several residents have attempted to remedy this on their own with little consistency and limited success. The current situation is an extreme eyesore, causes car damage and detracts from the overall aesthetic appeal of the community particularly during the spring real estate season.

- Several photos were presented to illustrate the problem.
- Capitol will be working to get several quotes, currently it is expected that the price will be around \$1,000.00 per property.

F. 2011 Annual Architectural Inspections.

- The level of detail that is included is a great deal better than it has been in the recent past.
- Over 100 violation letters were sent out by Capitol Management
- Nearly 30 responses have been returned and about 15 phone calls.

New Business:

A. Landscape Repair for areas for areas that are in disrepair will be coming up

- Area near North Gate
- Area behind Cortland circle

B. New Park Benches

- Capitol Management will get pricing and options with different Bench designs. The Board is considering purchasing three quality park benches – locations to be determined.
- It is also a question as to the need to anchor the benches in any way. It is felt we likely don't need this.

C. Executive session:

- Entered executive session at 8:48pm and ended executive session at 8:56.

Move to: Proceed with collection items discussed in Executive Session.

Moved by: Jack Stevens

Seconded: Leslie Thornton

For: All

Against: None

MOTION PASSED

D. Annual Yard Sale

- Currently scheduled for June 11 & 12.

Adjourn:

Move to: Adjourn at 9:06 p.m.

Moved by: John Peterson

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

Minutes prepared and submitted by: Ken LaVolpe, Secretary
Minutes to be approved at the May 23, 2011 Board Meeting