

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

Board of Directors Meeting Minutes

August 22, 2011

The regularly scheduled meeting of the Board of Directors for August was held on Monday, August 22, 2011. The meeting was called to order at 7:14 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, Ken LaVolpe – Secretary, John Peterson – Treasurer, Leslie Thornton- Member-at-large and Greg Lawrence - Capitol Management

Absent:

Approval of Minutes:

The minutes for the July 22, 2011 Board meeting were reviewed in advance by each Board Member. Question from Jack related to the motion to fund driveway apron project, item B under new business, will be funded via reserve funds.

Move to: Approve Meeting Minutes for the July 22, 2011

Moved by: Lewis Jackson

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

Alexandria City Law Enforcement Report:

- Sgt. Jose Garcia or any Alexandria Police Department official was not present
- APD continues to stress that residents not keep items of value in the car that can easily be seen, including GPS devices, sunglasses, owner's manuals and garage door openers that might be hanging from the visor. Please see Alexandria PD press release here:
http://alexandriava.gov/police/info/news_policedisplay.aspx?id=44202

Residents Open Forum:

- Andrea Fu, Charles Avenue– Issues related to drainage issues previously submitted to the board and Capitol Management.
 - Resident doesn't have flood insurance nor the information related to the cost nor source of the flooding from any qualified repair official.
 - Utility box by stone creek, with exposed wires – these are owned by Comcast.

Committee Reports:

A. Landscape Committee – Leslie Thornton:

- Made progress since last meeting including design plans for several areas.
- Formal proposal from Valley Crest is included.

Move to: Approve up to \$10,000.00 for fall planting

Moved by: Ken LaVolpe

Seconded: Leslie Thornton

For: All

Against: None

MOTION PASSED

B. Architectural Review Committee –Jack Stevens:

- The committee did not hold a July meeting but did review the following:
 - 3802 Charles Avenue (Petrillo) – Approve new black storm door with full view clear glass.
Approved
 - 3830 Elbert Avenue (LaVolpe) - Approve "Valley Green" by McCormick Paints paint color for the front door.
 - 3830 Elbert Avenue (LaVolpe) - Rejection of new nickel finished door hardware and kick-plate for the front door. The ARC notes if the finish material is changed from nickel to brass or bronze that the ARC will approve this change immediately upon receipt of the change (electronically).
 - 3819 Courtland Circle (Woolard) – No action taken on a new patio since the ARC has determined that as the patio is not visible to the general public it is not required.
 - 3819 Courtland Circle (Woolard) – Rejected replacement of wood trim and siding at the chimney and dormer and then wrapped in a PVC/vinyl material, as well as the replacement of the wood siding on the dormers and chimney until more information is provided.
- Committee has nearly completed specification of siding and paint specifications which will be provided prior to the September 2011 meeting.

C. Parking Committee – Lewis Jackson:

- It has been quite for the past month with only one vehicle towed for lack of a hang tag.

D. Newsletter Committee – Lewis Jackson:

- Moving forward and expectation of a draft prior to the September meeting.

E. Community Relations Committee – Ken LaVolpe:

- Nothing to report this month

Financial Report –John Peterson

Investments:

On July 31, 2011, the Association had operating and investment funds totaling \$535,780. There are \$532,033 in laddered CDs and investment funds. Total operating assets has a balance of \$3,747.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of July 31, 2011 was \$10,980.

Accrued Reserves total \$523,866.

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$78,944 which is \$808 below the budgeted amount of \$79,802. The year-to-date expenses are \$82,320 which is \$2,517 over the budgeted amount of \$79,803.

Overall there is a negative variance between year-to-date income and expenses in the amount of \$3,325. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Old Business:

- A. Annual Meeting Preparation
 - Mailings will be going out shortly for all items
 - Capitol and Kenny to work on refreshments for this year meetings.

- B. Parking Registration
 - Capitol has ordered the hang tags and forms will be mailed out as well as present for issuance at the annual meeting.

- C. Audit Report
 - Discussion with the auditor and there were some findings which are expected to be incorporated in the next budget.

- D. 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.

 - Greenlink has provided final information about the work that will happen.
 - Capitol will send letters to affected homeowners prior to the work beginning on Monday, August 29, 2011.
 - MS Utility has been out to mark the utility lines that could be impacted.

- E. Reserve Study
 - A draft study has been submitted and sent out for review
 - A few corrections/explanations are needed.

Move to: Approve the reserve study from "Mason and Mason" totaling \$2,600.00.

Moved by: Lewis Jackson

Seconded: Leslie Thornton

For: All

Against: None
MOTION PASSED

- F. Fall Pruning/Arborist Review
 - This is under review and nearing completion.
- G. 2011 Annual ARC inspections
 - Capitol will be making their final round of inspections and will prepare the list of properties for hearings.
 - After the hearings the owners will be in violation and begin receiving \$10 a day in fines.
- H. Elbert Driveway Reimbursement
 - The HOA is working with Greenlink to get us a severely reduced rate for concrete driveways on Elbert. This will finally be negotiated after the corrective action to the driveway curb project is completed.
- I. Landscape Contract Vendor
 - OK here we go
- J. Private Property and Fire Lane Signage
 - New signage has been installed clearly identifying that Lenox Place is private property.
 - The new fire lane signs have been installed.
- K. VC Design Project
 - The design proposal has been submitted and reviewed by the landscape committee.
- L. Landscape Repair Projects
 - Tabled at this time.
- M. Park Benches
 - The benches have been installed and positive feedback from neighbors at National Night Out.
- N. National Night Out
 - Very positive feedback on the moon bounce/children activities were great .
 - Some changes will be made related to the food and service locations next year.

New Business:

- A. Mailbox stand repair.
 - Capitol has contacted the Post Master General for 22305 and is awaiting a response. It is expected that the mailbox will be replaced in the week.
- B. Triangle Area flooding
 - This is a major issue for the entire property. Capitol is working with several civil engineers to review the area and provide solutions.
- C. Naming of the old Duron building
 - Lenox Place will submit a letter to Jack Browand by August 27, 2011 supporting "Conservatory at Four Mile Run Park".

Adjourn:

Move to: Adjourn at 8:54 p.m.
Moved by: John Peterson
Seconded: Leslie Thornton
For: All
Against: None
MOTION PASSED

Minutes prepared and submitted by: Ken LaVolpe, Secretary
Minutes to be approved at the October 24, 2011 Board Meeting