

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

Board of Directors Meeting Minutes

July 25, 2011

The regularly scheduled meeting of the Board of Directors for April was held on Monday, July 25, 2011. 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, Ken LaVolpe – Secretary, John Peterson – Treasurer and Greg Lawrence - Capitol Management

Absent: Leslie Thornton- Member-at-large

Approval of Minutes:

The minutes for the June 27, 2011 Board meeting were reviewed in advance by each Board Member.

Move to: Approve Meeting Minutes for the June 27, 2011

Moved by: Lewis Jackson

Seconded: Jack Stevens

For: All

Against: None

MOTION PASSED

Alexandria City Law Enforcement Report:

- Sgt. Jose Garcia from the Alexandria Police Department was not present but provided an email update providing general updates for the Arlandria City Manager area.
- 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:

- No residents wishing to speak during the open forum.

Committee Reports:

- A. Landscape Committee – Lewis Jackson on behalf of Leslie Thornton:
 - Not much additional progress has been made.
 - Working on some landscaping designs and documentation describing exactly what the committee wants.

- B. Architectural Review Committee –Jack Stevens:
 - The committee held a June meeting and reviewed 5 variance requests.
 - 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 is nearing completion of siding and paint specifications; this includes working with the vendors/manufacturers to obtain specifics and samples to be kept on file.

- C. Parking Committee – Lewis Jackson:
 - Two vehicles were towed this month. One for not having a hang tag and the second for violating the long term parking policy.
 - Capitol has ordered additional parking signage for upper Charles and expects to have them next week.

- D. Newsletter Committee – Lewis Jackson:
 - The committee is fully functional and working on the summer 2011 Edition for August distribution, after national night out.

- E. Community Relations Committee – Ken LaVolpe:
 - Committee member Melissa continues to represent the Arlandria Action Group, currently emphasizing on Park Expansion for 4 Mile Run park, as well as programming for the park Building.
 - The City of Alexandria Seeks Public Comment on Proposal to Name the New Community Building at Four Mile Run Park. The Committee would like to request that the HOA as well as all citizens show support for the name by emailing jack.browand@alexandriava.gov, subject line: 'Conservatory at Four Mile Run Park' Kenny will draft an email to be sent to City Staff voicing HOA support for the name.
 - The committee met with Alexandria Police Deputy Chief Spruill. Topics included items related to reporting of part two (2), Quality of Life, crimes in the city. The Deputy Chief emphasized the importance of residents reporting for QoL issues. He recommends:
 - He recommends reporting public drunkenness, noise complaints (you don't really have to wait until 10 p.m.), and suspicious activity (trespassing, if it looks odd, err to the side of caution) to the non-emergency number is 703-838-4444.
 - These reports allow the Police to track trends and is invaluable in identifying and proactively addressing any spike in activity

- The committee also notes that you are not required to give your name
- Finally the committee got the opportunity to tell the deputy chief how glad we are to have officer's Ruggerio and Rodriguez on board, they have been performing miracles on Mt. Vernon Avenue.
- Include awards for Kevin and Melissa

Financial Report –John Peterson

Investments:

On June 30, 2011, the Association had operating and investment funds totaling \$532,618. There are \$530,356 in laddered CDs and investment funds. Total operating assets has a balance of \$2,262.

Balance Sheet:

The Accounts Receivable Residential Assessments account as of June 30, 2011 was \$54,900.

Accrued Reserves total \$535,820 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 \$66,737 which is \$1,665 below the budgeted amount of \$68,402. The year-to-date expenses are \$71,725 which is \$3,323 over the budgeted amount of \$68,402.

Overall there is a negative variance between year-to-date income and expenses in the amount of \$4,988. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Old Business:

- A. National Night Out Tuesday, August 2 2011 6pm to 9pm
 - John Peterson, Treasurer is the chair this event this year.
 - One company was found, Greenberry Catering, to provide food and entertainment services for NNO. This will include food as well as a moon bounce for the children.

- B. 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.

 - This project will start after National Night Out (August 2nd)

Move to: Approve the Greenlink proposal dated 07/25/2011 totaling \$7,750.00 for eight (8) driveways

Moved by: Lewis Jackson

Seconded: John Peterson

For: All

Against: None

MOTION PASSED

- C. 2011 Annual ARC inspections
 - Approximately 25 letters were sent to owners who have not yet fully responded to the Annual Inspections.
 - This notice will permit the owner 21 days to take corrective action.
- D. Elbert Driveway Negotiation
 - 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 pan project is completed.
- E. Fall Pruning/Arborist Review
 - No progress
- F. Private Property and Fire Lane Signage
 - New signage has been installed clearly identifying that Lenox Place is private property.
 - The new fire lane signs should arrive next week and will be installed.
- G. VC Design Project
 - The designer is on vacation and Valley Crest has not yet provided any feedback.
 - Capitol reports that VC has replaced our account representative, Nestor. We have not yet met or been informed of the new account representative.
- H. Landscape Repair Projects
 - There are several projects that will be in progress but currently no additional items.
- I. Park Benches
 - The benches have been ordered and it is expected that they will be installed before National Night Out.
- J. Reserve Study
 - Request made to the Capitol to have the previously received proposals updated for price and content.
- K. Landscape Contract Vendor
 - New proposals required.

New Business:

- A. 2011 Fall Flyer
 - This is in progress Lewis has a few changes that will be made and then will be distributed by rail mail.
- B. Annual Meeting Preparation

- The meeting is approaching and there will be some prep work outlined at the next meeting.
- C. 2012 Draft Budget
 - We'll need to include some changes in the 2012 budget some of which were outlined in the draft audit.
 - Interest income has dramatically reduced and investment into our reserve fund several years ago was non-existent.

Adjourn:

Move to: Adjourn at 8:15 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 August 22, 2011 Board Meeting