

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

Board of Directors Meeting Minutes

March 22, 2010

The regularly scheduled monthly meeting of the Board of Directors for November was held on Monday, March 22, 2010. The meeting was called to order at 7:06 p.m. by Jack Stevens at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Present: Jack Stevens –President, Kevin Beekman –Vice President, Tom Fitzgerald-Treasurer, Lewis Jackson-Member at-large and Bob Mikulski –Genus Property Management

Absent: Melissa Russell –Secretary (later joined telephonically)

MEETING MINUTES:

The minutes for the February 22, 2010 Board meeting were reviewed in advance by all present Board members. After discussion, the sentence “Donations question for Chadwick.” in the Neighborhood watch Section is to be deleted. The revised Minutes will be approved.

Move to: Approve the Board meeting minutes from February 22, 2010.

Moved by: Kevin Beekman

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

GUEST SPEAKERS:

Sergeant Jose Garcia, Alexandria City Police Department gave the community an update on recent law enforcement activity in the Sunnyside area and Alexandria City in general. He has no additional information on the funding for our COPS (Community Oriented Policing) officers. There is some discussion on a Strategic Response Force but those officers are assigned a specific beat and must respond to calls for service. The COPS officers are more closely integrated into the neighborhoods.

He requested that a new trespassing agreement be signed. Mr. Mikulski signed the agreement.

Sergeant Garcia also told us that the funding for the RPO unit is up for City Council discussion on 23 March. The question is whether or not the RPO would have to pay taxes, utilities, and HOA fees. The RPO has not paid those in the past.

Mr. Ken Chadwick, LPAS Corporate Attorney, was present to provide the Board with its annual briefing. He presented a twelve question quiz to the Board members. Each question led to a specific discussion point. Board members are accountable to the Association, not a specific group of homeowners or a specific area of the development. They must attend all meetings, be fully informed, and perform all duties in accordance with established guidelines. He noted specific fiduciary responsibilities, Board members' liabilities, and protection provided by D&O insurance. For some points, he provided the corresponding statutes. He also provided an update on recent legislative changes from Richmond.

Mr. Chadwick briefly discussed the questions raised in the Landscape Committee's letter regarding the HOA's responsibilities for flower beds, shrubs, and trees including the maintenance and replacement of damaged or dead items. He feels that the current policy of HOA's maintenance should continue but the replacement of flowers and shrubs remains with the homeowner. The issue of replacing trees should be addressed on a case-by-case basis. Specifics will be provided in the firm's forthcoming letter response.

RESIDENTS OPEN FORUM:

The public forum opened at 7:28 p.m. Ms. Susan Swift and Mr. Ted Finke, 3836 Charles Ave, were present but had no specific comments. The public forum closed at 7:29 p.m.

COMMITTEE REPORTS AND DISCUSSION:

Landscape Committee:

1. Nathalie Simon, Chairwoman, joined the discussion telephonically. Tom Fitzgerald, the liaison to the landscape committee, led the discussion and presented status on recovery work from the storm. The Committee had prepared and provided a prioritized list of 34 trees that needed attention. Some things could be handled by Les Lee, including branch cleanup throughout the development. Other items required specific expertise as to whether or not a tree could be salvaged or had to be removed. A more recent walkabout, by Tom, Lewis, Susan Swift, and Nestor Fernandez of Valley Crest, provided additional information.

2. As a result of the walkabout and the discussions, Tom provided five specific work proposals:

- a. Warranty work by Valley Crest to include replacement of several trees, turf restoration, and some stumps' removal. There is no cost for that work.
 - b. Storm damage cleanup including removal of all damaged tree branches property-wide. Tom also presented an alternate source for the work – Mr. James Fowler.
 - c. Tree pruning for all storm damaged tree branches property-wide up to a maximum height of 16 feet.
 - d. Tree removal for a total of 11 trees, including flush cutting and disposal of the debris. Tom also presented an alternate source for the work – Mr. James Fowler.
 - e. Parking lot sweeping at all curb lines and parking areas inside the property and disposal of all sand and debris.
3. After discussion, the Board addressed each of the four proposals requiring funding as follows:

Move to: Accept the James Fowler proposal to remove all storm damaged trees property-wide at a cost of \$493.85. Genus will execute.

Moved by: Kevin Beekman

Seconded: Lewis Jackson

For: All

Against: None

MOTION PASSED

Move to: Accept the Valley Crest proposal to prune all storm damaged tree branches property-wide up to a maximum height of 16 feet at a cost of \$504.81. Genus will execute.

Moved by: Tom Fitzgerald

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

Move to: Accept the James Fowler proposal for tree removal for a total of 11 trees, including flush cutting and disposal of the debris at a cost of \$1,001.55. Genus will execute.

Moved by: Tom Fitzgerald

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

Move to: Accept the Valley Crest proposal for parking lot sweeping at all curb lines and parking areas inside the property and disposal of all sand and debris at a cost of \$1,230.00. Genus will execute.

Moved by: Lewis Jackson

Seconded: Tom Fitzgerald

For: All

Against: None

MOTION PASSED

Neighborhood Watch Committee:

Kevin is the NWC liaison.

Newsletter Committee:

Melissa is the BOD liaison.

Community Relations Committee:

There was an ARHA Board meeting tonight. One of the discussion topics will be the Alexandria Crossing development. Jim Rorke was attending to gather any information concerning the RPO unit. He will provide the information to the Board.

Architectural Review Committee:

Jack is the ARC liaison.

Parking Committee:

Lewis Jackson is the parking liaison and stated that there were no parking issues this month.

FINANCIAL REPORT:

Investments:

On February 28, 2010 the Association had operating and investment funds totaling \$519,668. There is \$503,618 in laddered CDs and investment funds. Total operating assets has a balance of \$16,050.

Balance Sheet:

The year-to-date Accounts Receivable Residential Assessments account as of February 28, 2010 was \$23,451.

Accrued Reserves total \$503,618 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 \$23,451 which is \$81.00 above the budgeted amount of \$23,370. The year-to-date expenses are \$41,581 which is \$21,906 over the budgeted amount of \$19,675. This overage is primarily a result of this winter's excess snow removal fees.

Overall there is a negative variance between year-to-date income and expenses in the amount of \$21,825.00. As always, we will continue to closely monitor the monthly expenses for the association to insure effective fiscal management.

Specific items to be watched:

There are a number of Home Owners in default for paying monthly assessment. There is a total of \$6,384. Of that, \$3,310 is currently in litigation and over 210 days late. Genus is to direct the lawyers (Chadwick firm) to place them on hold for six months rather than continuing to pay legal fees.

The February snow removal bill was \$27,145. The Board is looking at available funds.

There is a CD maturing May 8 and will be rolled over. Genus was instructed to look for a better rate.

OLD BUSINESS:

1. Annual ACC Inspections – an updated spreadsheet was provided.
2. Shorter Lane Brick Entrance Signage – The potential vendor (Old Towne Sign) did not attend the meeting. Board will solicit other vendors.
3. Fix/Replace Street Light Growing into Tree – Dominion Power has issued a work order but no action has been completed.
4. ARC Charter - Needs work - Jack is the lead on this. We need to discuss further with our Chadwick lawyer. The Chadwick associate will be available after April 1, 2010. The Charter has not been approved by the Board nor has it been updated by the attorney. Jack will work with Bob and the lawyers prior to next month's meeting.

NEW BUSINESS:

1. On-Going Dog Poop Issue - The dog poop station was purchased. Lewis marked the placement location but the last snow storm covered it up. Lewis will remark the location, notify Genus, and Genus will have a workman place the sign.
2. Lenox Place HOA Website – Lewis noted that further website development is on hold and will be rolled out during the early summer months.
3. Welcome Package – a copy of the current version was provided to Board members for review and updating later.
4. Variance Requests – There were no variance requests presented. Genus provided some of the background material for 3818 Charles Avenue as presented by Mr. Charles Armentrout.

EXECUTIVE SESSION:

The session convened at 9:41 PM and adjourned at 9:55 PM. Melissa Russell participated telephonically.

The regular Board meeting reconvened. Melissa Russell continued participation.

Move to: Contract with Capitol Property Management for a two-year management agreement.

Moved by: Jack Stevens

Seconded: Tom Fitzgerald

For: All

Against: None

MOTION PASSED

Adjournment

Move to: Adjourn at 9:59 p.m.

Move by: Lewis Jackson

Seconded: Kevin Beekman

For: All

Against: None

MOTION PASSED

Minutes prepared by: Jack Stevens for Melissa Russell - Secretary

Minutes will be approved at the April 26, 2010 Board of Directors Meeting.

Submitted by: Melissa Russell - Secretary