

**Lenox Place at Sunnyside  
Homeowner's Association  
Board of Directors Meeting Minutes  
Monday, April 25, 2016**

**CALL TO ORDER**

The April meeting of the Board of Directors was held on Monday, April 25, 2016. The meeting was called to order at 6:35 p.m. by Jim Rorke at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

**BOARD MEETING ATTENDANCE:**

Jim Rorke, President (2017) – Present  
Margo Gorra-Stockman, Vice President (2016) - Present  
Bella Vulchanova, Treasurer (2018) – Present  
Heather Herndon, Secretary (2018) – Present  
Rose Bailey, Capitol Companies – Present

**COMMUNITY OFFICERS**

- **LT. Doug Woehlke**, Sheriff's Office:
  - Sheriff's office is working with a local non-profit, for at risk youth, in Arlandria
  - Water bottle collection, over 220,000 bottles sent to Flint, Michigan
  - Sheriff's Office conducts evictions for ARHA
- **Sgt. Jose Garcia**, Alexandria Police Department:
  - Reported City of Alexandria and Lenox Place at Sunnyside crime statistics; none in Lenox Place at Sunnyside. No serious calls in Arlandria.
  - Police non-emergency number is 703-746-4444 – call to ask for service for illegally parked cars, commercial vehicles (painted sign advertising business), out of state plates, etc.

**OPEN FORUM**

**Homeowners:**

- Dianne Adelberg
  - The alley behind her house needs erosion mitigation and the area next to 3909 Courland Circle needs to be landscaped properly.

**EMAIL:**

- It is fine for board members to use personal email addresses. Rose will set up a distribution list for HOA board members so that the emails will automatically include all of the board members.

## **ITEMS MOVED FORWARD DURING APRIL BY EMAIL:**

### **MAILBOX REPLACEMENT**

- Three proposals were provided to replace the mailboxes on Charles Avenue and Courtland Circle as they are older and many are rusting and in disrepair. The mailboxes on Elbert have been inspected and do not need to be replaced at this time.
- *Heather motioned that the Board accept the Mainstreet Mailboxes & More Inc. proposal in the amount of \$13,476.20 to replace the 9 mailbox units located on Charles Avenue and Courtland Circle (as provided with the proposal) with new aluminum mailboxes in sandstone color. The funding will be provided from the Reserve Fund Account. Margo seconded, motion passed unanimously by email dated April 1, 2016.*
- *On April 25, during the monthly HOA Board meeting, Heather motioned to confirm the email approval accepting the Mainstreet Mailboxes & More Inc. proposal, Margo seconded, the motion passed unanimously.*

### **APPROVAL OF MEETING MINUTES**

- *Meeting minutes from March 28, 2016, Margo motioned to approve the minutes, as amended, Bella seconded, motion passed unanimously via email, April 20, 2016.*
- *On April 25, during the monthly HOA Board meeting, Margo motioned to approve the minutes of the March 28, 2016 as approved through email, Bella seconded, motion passed unanimously.*

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### **FINANCIAL REPORT – Bailey/Vulchanova**

- *Bella reports that we show a positive net income of \$2,703 for the month of March.*
- *Rose reported that litter control has not yet been paid. Other items that have not yet been paid (which contributed to the positive for the month): independent audit (started in March, upon completion the report will be given to the treasurer for presentation to the Board), tree maintenance, and legal.*
- *Bella has reviewed the CD rates on the market, cash balances in all accounts and possible interest income, motioning that \$87,000 from the checking account be used to purchase a 5year CD at 1.87% at John Marshall Bank (best rate provided by management), Margo seconded, motion passed unanimously.*
- *Discussion that additional money should be moved from the money market and checking accounts to purchase more CDs is deferred to the May meeting. Other priorities need to be reviewed before setting aside additional funds to earn interest on CDs.*

### **COMMITTEE REPORTS**

#### **A. Landscape Committee – Jim Rorke**

- *Margo, Jim and Neil did a comprehensive walk through of the property on April 5th, several landscape proposals will be reviewed in new business.*

#### **B. Architectural Review Committee – Margo Gorra-Stockman**

- *Nick Toaso will schedule a formal meeting in the next few weeks to discuss updating the specs for door handles and light fixtures that have been proposed, and any other ARC proposals currently submitted.*
- *Joe Gunta has volunteered to be a member of the ARC. Nick has said that at the aforementioned meeting, this can be a welcome to Joe and some initial orientation*

- *Margo moved to accept Joe Gunta as a member of the ARC, Heather seconded, motion passed unanimously.*

**C. Parking** – Jim Rorke

- All Board members have the authority to call for towing.
- If a car parked does not have a valid parking tag – call for towing. Permits must be current and displayed per Lenox HOA Parking Policy.

**D. Community Relations** – Bella Vulchanova

- Newsletter will be discussed in Old Business.

**OLD BUSINESS**

**A. HOA Bylaw Update**

- a. Margo will create a cover letter to send out with a copy of the proposed updated bylaws.

**B. Parking Lot & Concrete Repair**

- a. Three proposals have been provided: Pro-Pave, Brother Paving, and Dominion Paving.
- b. Upon review of the three proposals: *Heather motioned that we accept the proposal from Brothers Paving and Concrete Corporation in the amount of \$10,577 (subtracting the removal of sand and other debris that has been completed), Margo seconded, Rose will provide information to the community of the dates, motion passed unanimously.*

**C. Newsletter**

- a. Dianne Adelberg presented a draft of the newsletter; Rose will save in Word format and send to Heather who will upload the newsletter to the website.
- b. *Jim motioned to send out the newsletter, along with the ARC form and the letter regarding the annual inspection, Margo second, motion passed unanimously.*
- c. *Bella created the email address called [news@lenoxplace.org](mailto:news@lenoxplace.org) to be used for emailing the **quarterly newsletter** and sending other **time sensitive alerts** such as street cleaning etc. to those who opt to receive association emails.*
- d. Rose will send the newsletter and additional information by USPS (by the end of April) and electronically to those who have provided an email address (email recipients will receive the communication twice).
  - i. In the future the newsletter will be sent by email to those who have provided email and by USPS to those who do not provide an email address.
- e. The Board thanked Dianne for all of her work putting together the newsletter

**D. Snow Invoice**

- a. Regarding the outstanding 2015 Snow Invoice Refund of \$1500 from Emory – Legal will review 2015 payments and then send a demand letter.
- b. Regarding the outstanding 2016 invoice - from February 15th and 16<sup>th</sup>. There was a discussion of the number of bags of Ice Melt that were billed to Lenox Place (50) for this smaller, day long snow, and how that compared to the big snow in January (15, 18, and then 54 bags). At 50 bags \*\$30/bag, that totaled \$1,500. After discussion it was decided to pay for a similar number of Ice Melt as was paid in a previous snow invoice.

- c. *Jim motion to pay a total of \$3,660 to VCI Inc. Commercial Snow Clearing for the invoice dated February 23, 2016 (including paying \$30 x 15 bags of Ice Melt (\$450) based upon historical benchmark/previous invoice), Bella seconded, motion passed unanimously.*

**E. Mailbox Replacement**

- a. Discussed above.

**F. ARC Liaison and Improvements**

a. **ARC PROPOSAL**

- i. Jim and Margo met with the Dodson's and their landscaper on April 25, 2016 to review their property, and get a solid understanding of which property was, in fact, the Dodsons property, and the small portion that is HOA property.
- ii. The Dodsons will submit a new proposal for HOA Board consideration.

**G. Drainage and Erosion**

- a. Review of the property will take place on Wednesday, April 27.

**NEW BUSINESS**

**A. Pole and Landscape Lighting Repairs**

- a. Light poles will be reviewed.

**B. Landscaping Enhancement Proposals**

- a. Review of all of the proposals from Palmer's. Discussion to accept only items that will be appropriate to plant in the spring, Board will revisit other proposals that need to be planted in the fall at a later meeting. *Jim motions to accept Palmer's Property Maintenance, LLC landscaping in the amount of \$5,307, Heather seconded, motion passed unanimously.*

**EXECUTIVE SESSION – None conducted**

**CONTINUATION OF NEW BUSINESS**

- Request proposals to clean the entry signs on West Glebe Road to create visual consistency with the cleaner signs at the entrance to Shorter lane.
- Rose stated that there was funding for this in the reserves, and she would procure proposals

**ADJOURN**

*Heather Herndon moved to adjourn, Margo seconded, motion unanimously passed, meeting adjourned at 10:10 pm.*

Next Meeting –Monday, May 23, 2016 at 6:30 pm